

# Office365

How to enable email forwarding to a colleague via Office 365 self-service portal.

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# Office365 How To Forward using OWA Outlook O365

Log into **office.com** using your email and password.

Open **Outlook** on the left:

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Click the **Cog** symbol in the top right and select **Settings**:

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On the left click **Forwarding** and set up the forward.

Check keep a copy if you wish to receive a copy and forward the email.

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# Multi-Factor Authentication Setup User Guide

To enable MFA you need a mobile device with a camera that is capable of installing an application (i.e a smart phone or tablet). This will be used to authenticate you when logging in so it must be a device you regularly have access to.

Go to <https://aka.ms/mfasetup> in a web browser

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Log in using your **365 account details**. This will be your primary work **email** and **password**.

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You will then be prompted to set up your Multi-Factor sign in method, click **next**.

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You will then be prompted to then download the **Microsoft Authenticator App** on your mobile device.

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Follow the prompt within the app to add an account, or if you already have the app click the 3 dots in the top right and choose **add account** then **work or school**.

You will then be prompted to scan the QR code shown on your screen with your mobile device's camera. Click **next**.

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Now a notification on your mobile device will ask you to approve the sign in, click **approve** when the prompt appears on your mobile device.

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Then back in the web browser click **next**.

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You have now set up Multi-Factor Authentication for your account. This will prompt you any time a new login is detected for your account.



# How to sync a SharePoint Online document library to a local machine

*This article will detail how to make shared files in SharePoint available in file explorer.*

## Before you start

The requirements for this process to work are

- Access to office.com using 365 email and password credentials.
- Access to the required SharePoint site already via the office.com portal.
- OneDrive client installed on the local machine and signed in already.

## 1. Browse to the sharepoint site required in a web browser.

An example URL could be <https://yourcompany.sharepoint.com/sites/accounts>

OR

Access via the Office 365 portal > <https://office.com> > Sharepoint > Select the Sharepoint site.

## 2. Once at the site head to **documents** and then choose **sync**.

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## 3. This will produce a prompt for you to allow this site to sync using the locally installed onedrive client.

Choose **Open Microsoft OneDrive**.

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**4, Open file explorer** to confirm data is synced.

The newly synchronized site data will be available under the SharePoint icon, a blue office icon.

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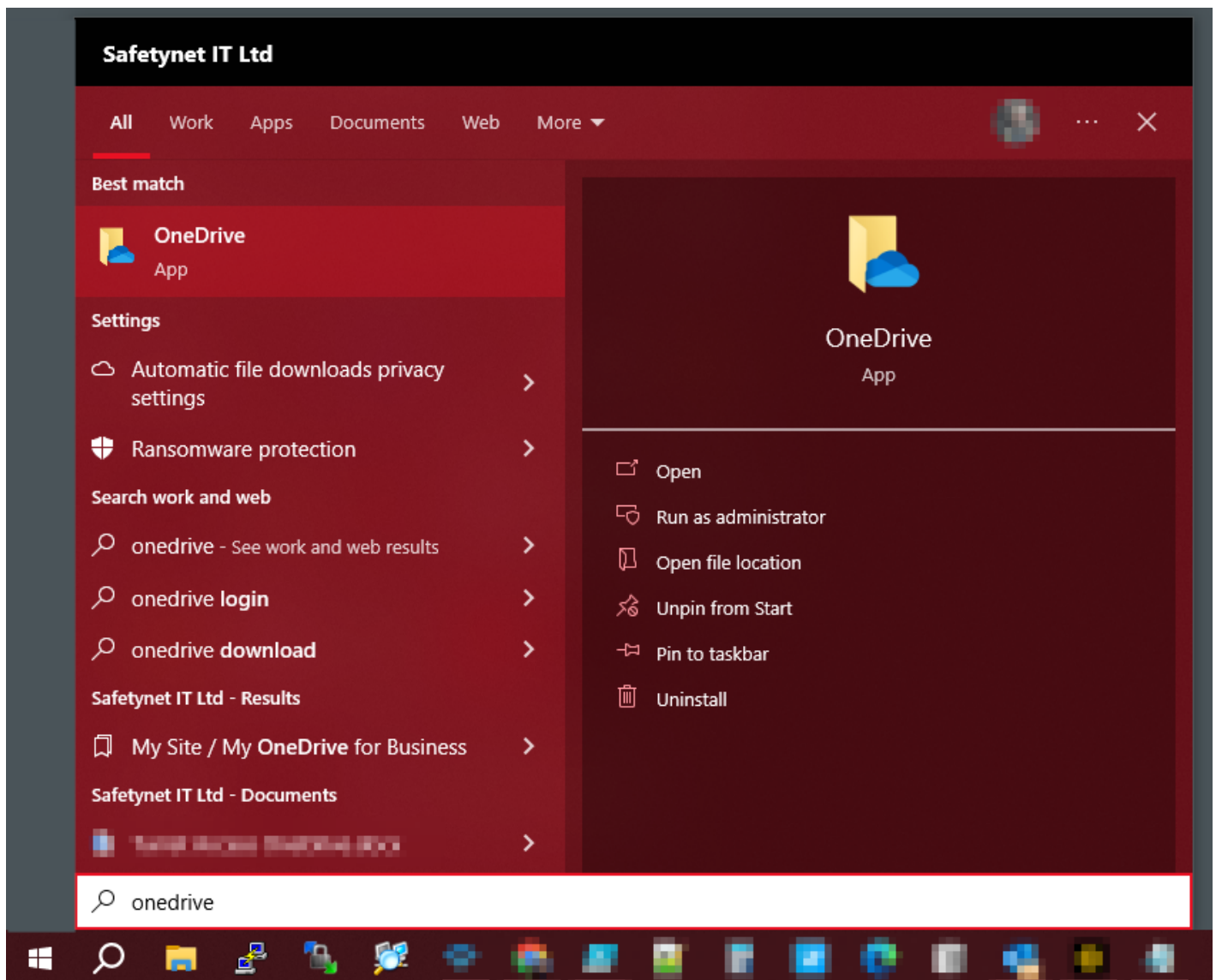
Repeat this step with other SharePoint sites for any additional data required.

# Sign into Ondrive

Open the **OneDrive App**, it should be a blue (or gray if not signed in) cloud in the bottom right of your task bar.




If you do not see it please search for it in the start menu, else if you need to install it as it is not there please do so at <https://www.microsoft.com/en-gb/microsoft-365/onedrive/download>







You will then be asked to sign in, this is your work email and password. And if asked please choose "**work or school**" not personal.

 Microsoft OneDrive ×

## Set up OneDrive

Put your files in OneDrive to get them from any device.





Email address

Create account

Sign in

Then just hit **next** or **done** until the prompts have all disappeared.