

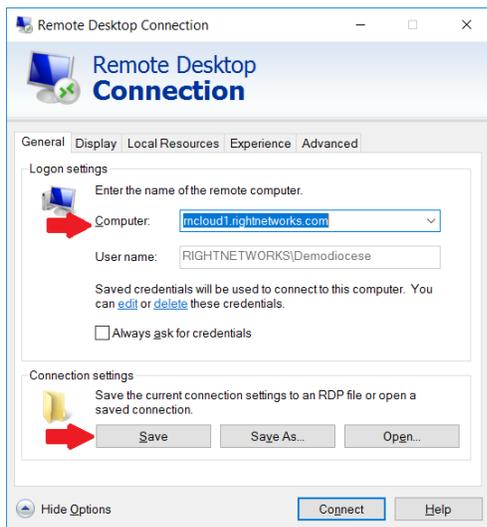
Step 1 - How to login to the new Right Networks server so you can use and activate Microsoft Office 365:

Note: To do this you will need to close/logout of your online desktop and follow these steps to access the new Office 365 server. Also, prior to making the changes below, you may see OFC365 icons on your desktop, but they will not work until following the steps below.

1. Go to your non-online desktop and find your Right Networks shortcut as pictured below (it may have a different text/label – which often is your username).



2. Right click on the shortcut and click “**Edit**”.
3. Under the Logon Settings section, find the field called “**Computer**” delete **asp.rightnetworks.com** and change it to: **rncloud1.rightnetworks.com** (if this change has already been made, close the window and skip to [Step 2](#))

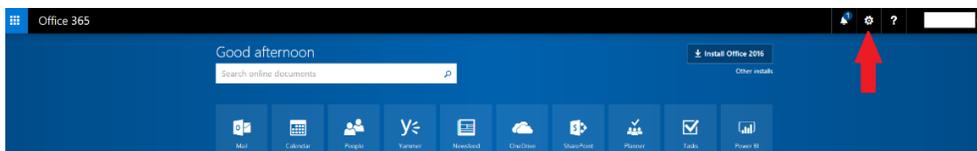


4. Click “**Save**”

If you need help with the [Step 1](#) process, contact Right Networks support 1-888-417-4448

Step 2 - How to set up Microsoft Office 365:

1. From any web browser visit: portal.office.com and log in with the Office 365 email and password provided to you by the chancery.
2. Click on the “gear” symbol in the upper right corner and then click “Change Your Password” and follow the process to set up a new password (Password requirements are that you must have at least 3 of the next 4 characters: upper case, lower case, number, special and an 8-character minimum).



3. Use this new password from now on when logging into Office 365 (However, keep using your Right Networks logins/passwords for logging into Right Networks/your hosted Desktop).

4. Assuming you have completed the everything from [Step 1](#) and successfully re-logged into your online desktop using your normal Right Networks username and password there will be shortcuts for Microsoft Office programs on your desktop.
5. Click on the shortcut for Word.
6. You will be prompted to activate/login to Office 365 this first time (and perhaps from time to time) using the Office 365 password you just reset.
7. Once you have activated Office 365 you will be able to use Excel, Word, etc. on your online desktop.

If you need help with the [Step 2](#) process, contact Arch IT at x5227