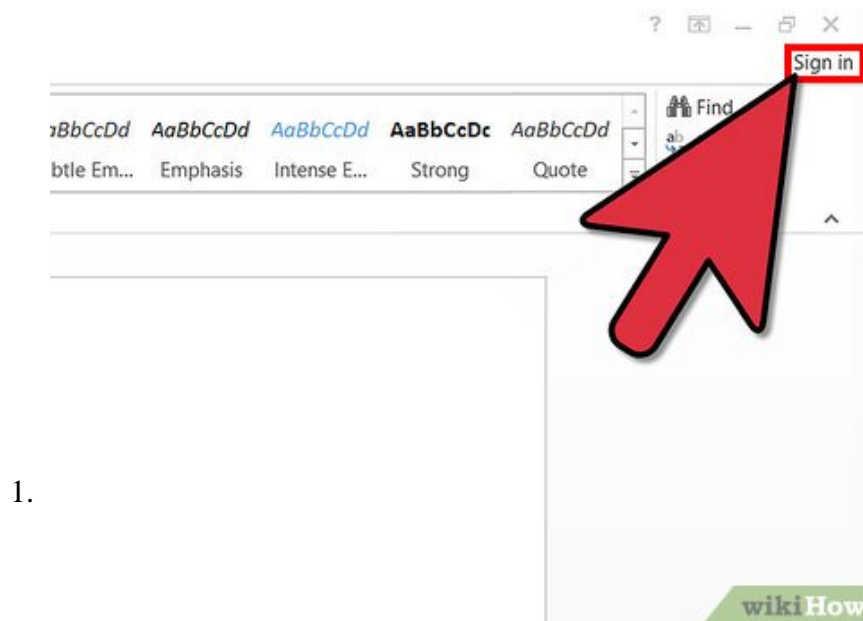


How to Personalize Microsoft Office

We all have Microsoft Office installed on our computers. Very few of us change our Office settings to make it ours. You can sign into your Microsoft account so that all your documents and settings are synchronized across all your products...

Part 1 of 3:

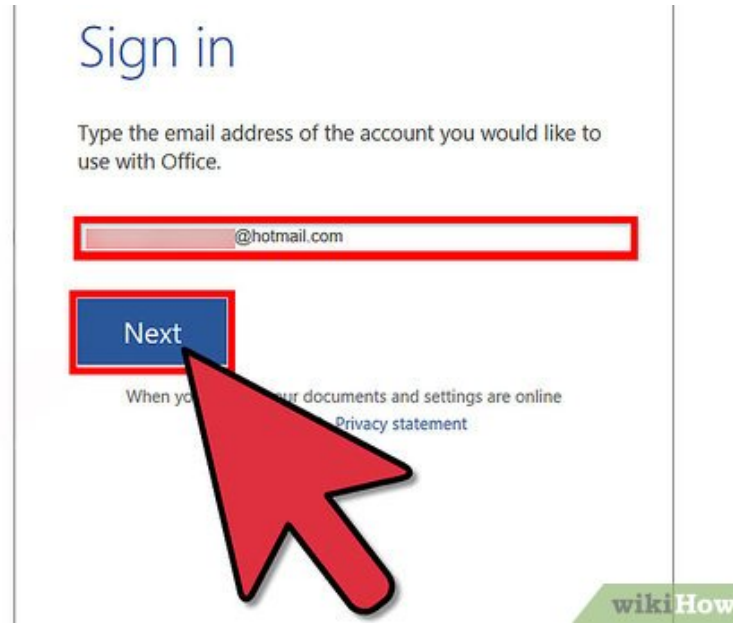
Synchronizing to Microsoft Account



1.

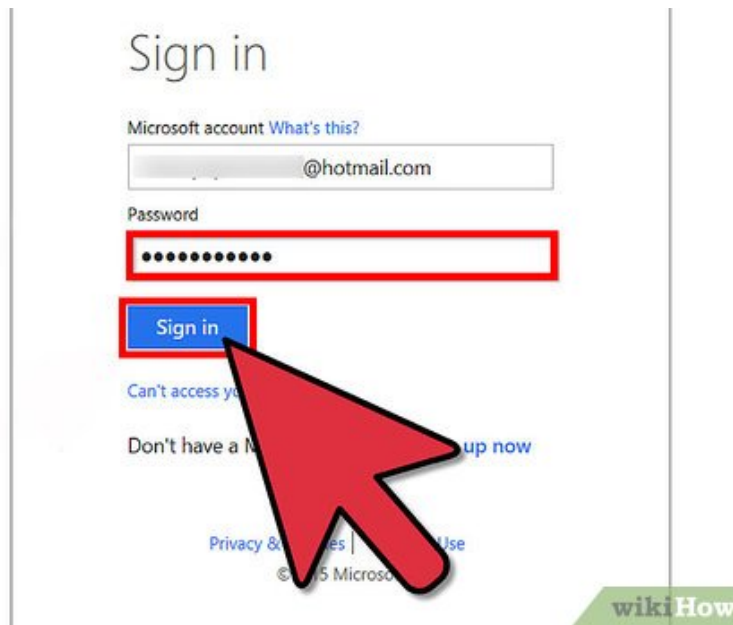
Click on Sign In. You can find the button in the top right corner.

2.



Enter your Microsoft email address. Then select Next.

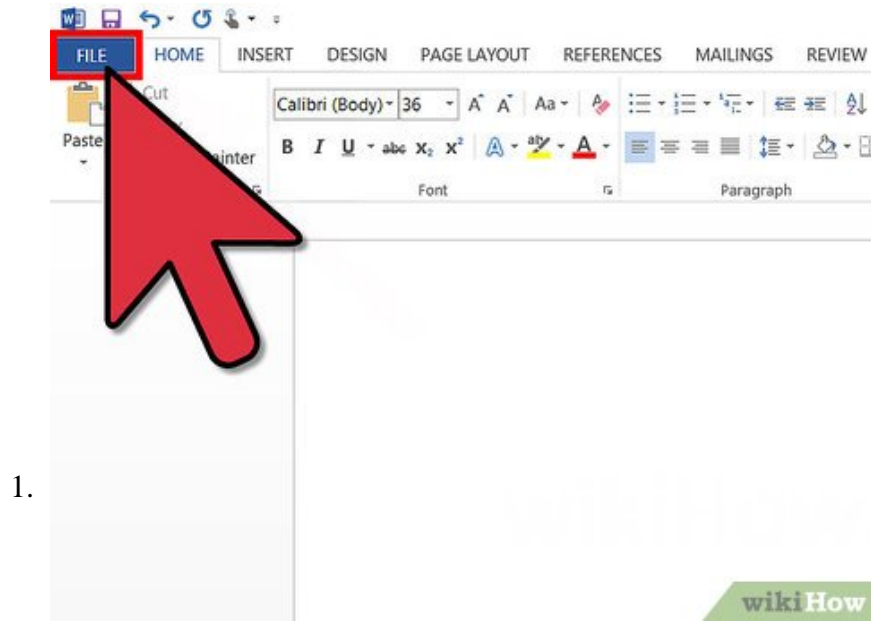
3.



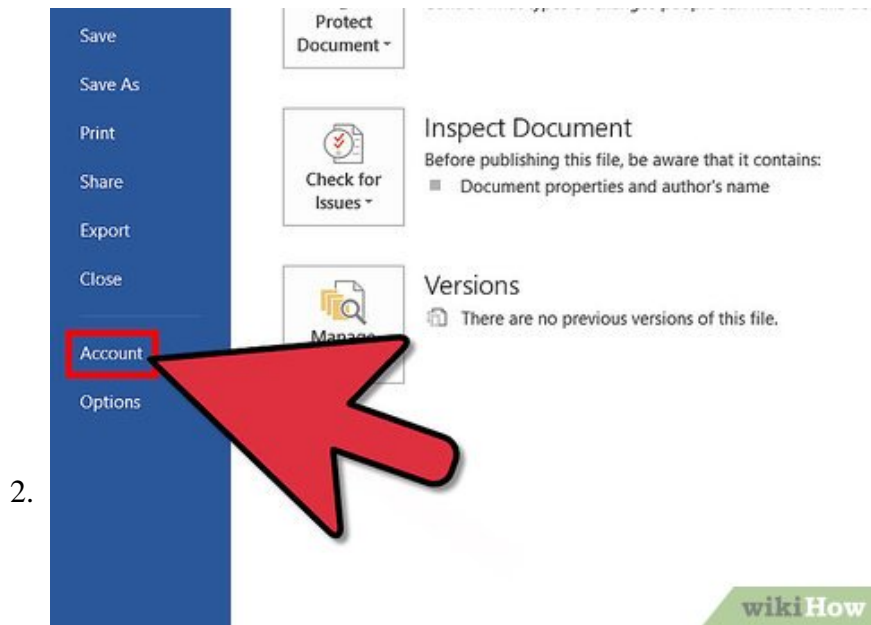
Enter your password. Then click Sign In. Your Microsoft account is now connected to all the Office products on your computer.

Part 2 of 3:

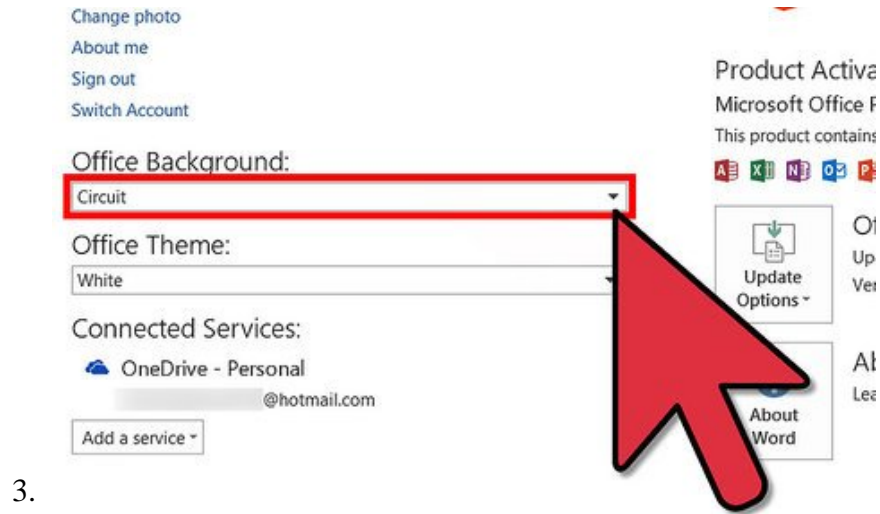
Changing Appearance



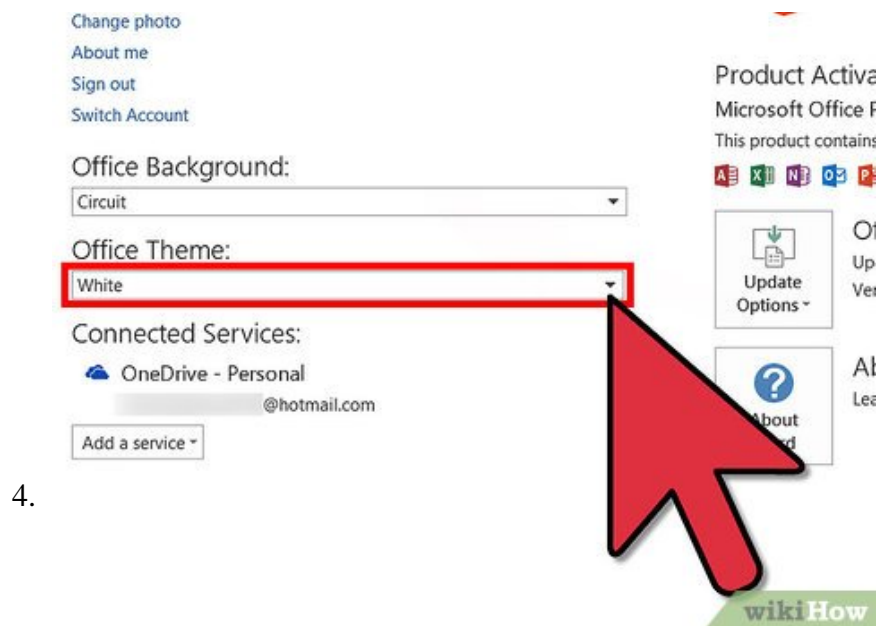
Select file. You will need to have a Microsoft Office program open.



Click on Account.



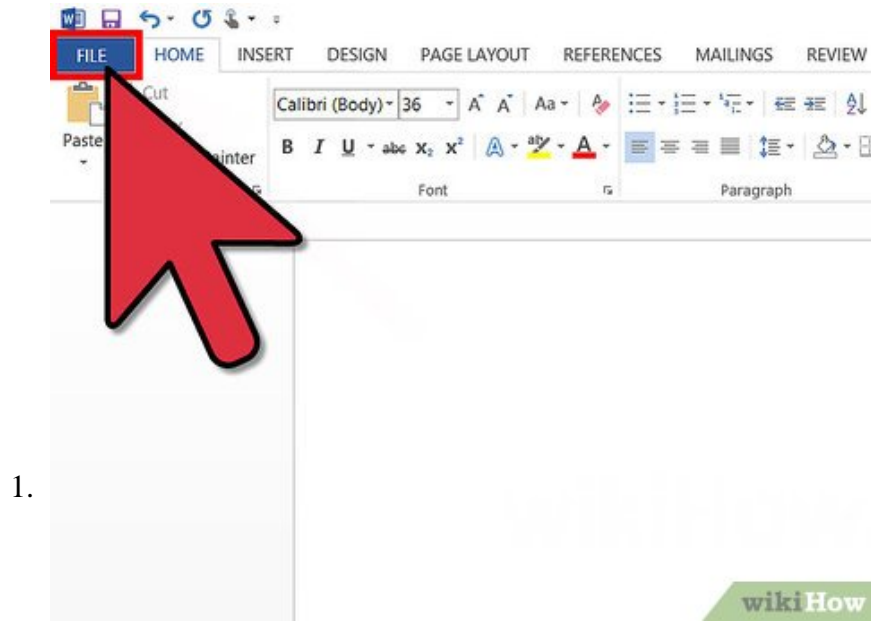
Open the Office Background dropdown menu. The background you select will be saved and automatically applied to all your Office products.



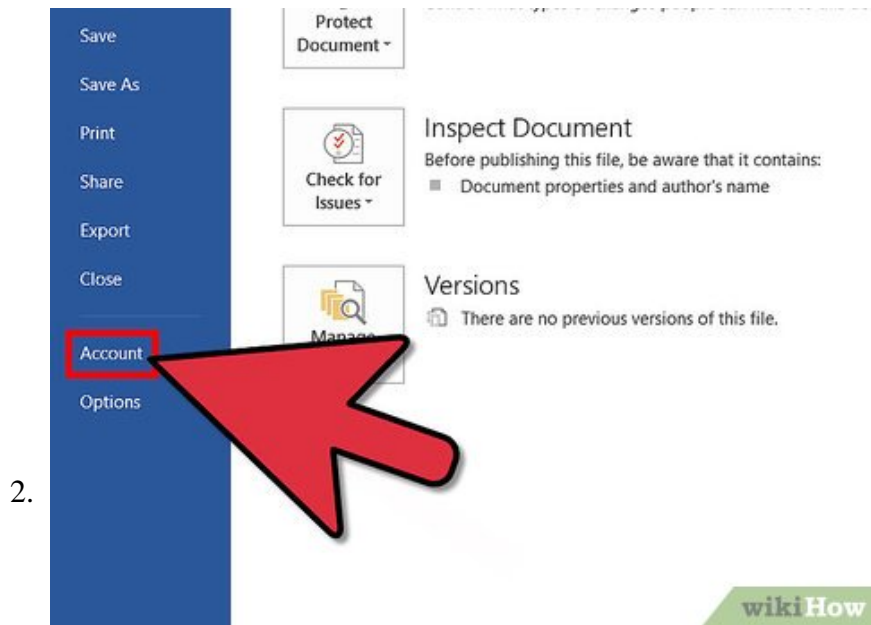
Open the Office Theme dropdown menu. The background you select will be saved and automatically applied to all your Office products.

Part 3 of 3:

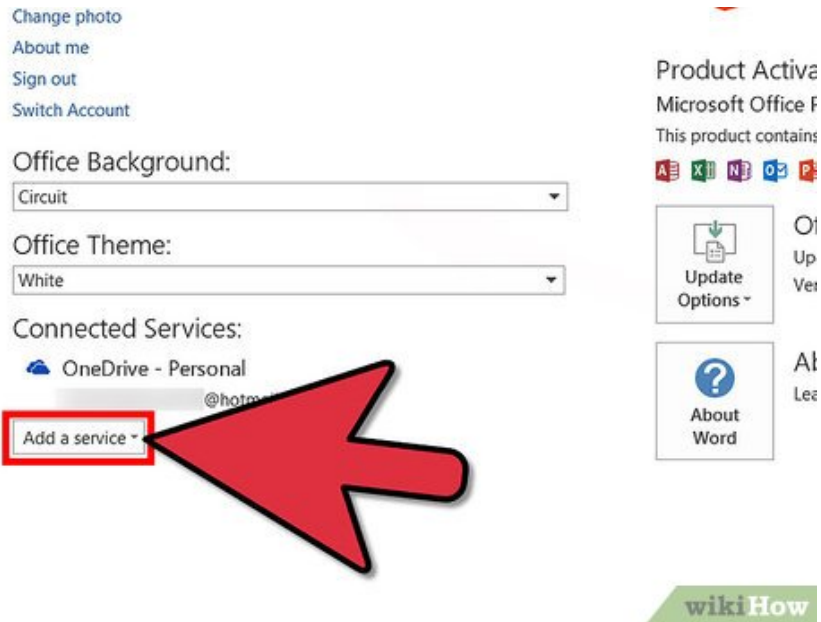
Connecting Social Media



Select file. You will need to have a Microsoft Office program open.



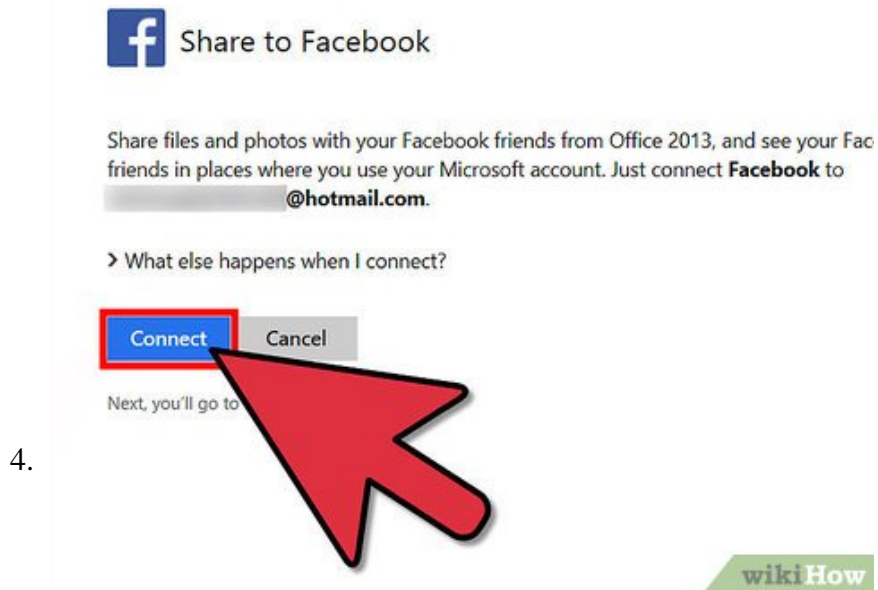
Click on Account.



3.

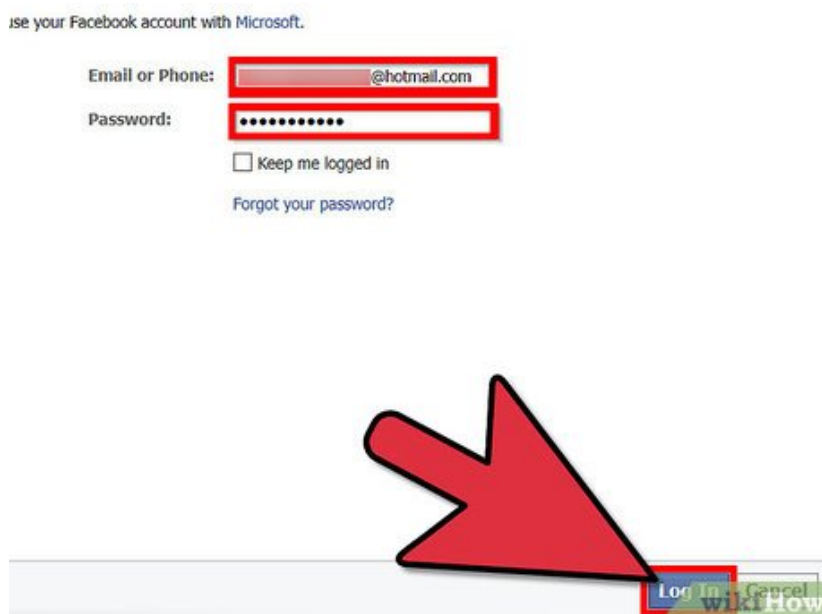
Open the Add Service dropdown menu. The selections you have are:

1. Photos and Videos: Add media from your favorite sites.
2. Storage: Back up your important documents in the cloud.
3. Sharing: Show the world your awesome documents.

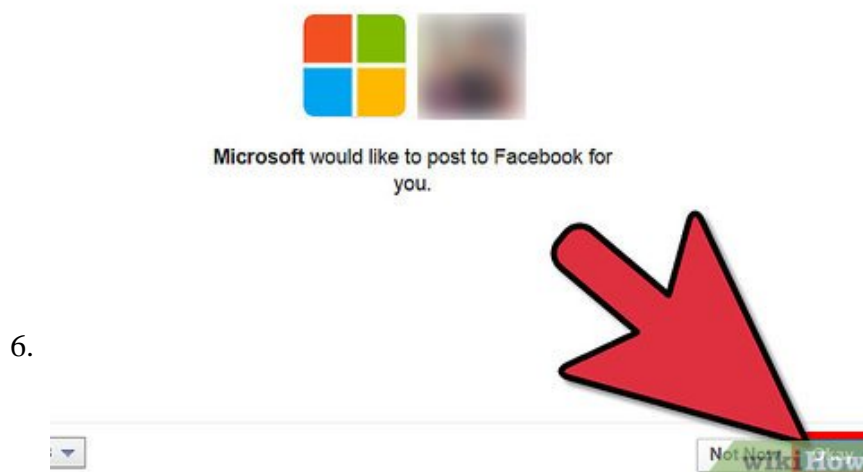


4.

Click on Connect.



Enter your login credentials. Then select Log In.



Give Microsoft permission to your account. If you decline you will not be able to connect your account.

