

Baylor Payroll Instructions

New Employee Email Access

1. After you activate your Bear ID and set your password, you can access your email.
 - a. Go to this Website and click Office 365 in the top right corner:
<https://www.baylor.edu/its/index.php?id=871490>

The screenshot shows the Baylor Information Technology Services website. The header includes the Baylor logo and the text 'Information Technology Services'. A navigation menu contains links for 'About Us', 'Guidelines & Policies', 'Networking & Telephone', 'Resources & Systems', 'Security', and 'Services'. The main content area is titled 'Office 365 Pro Plus' and contains the following text:

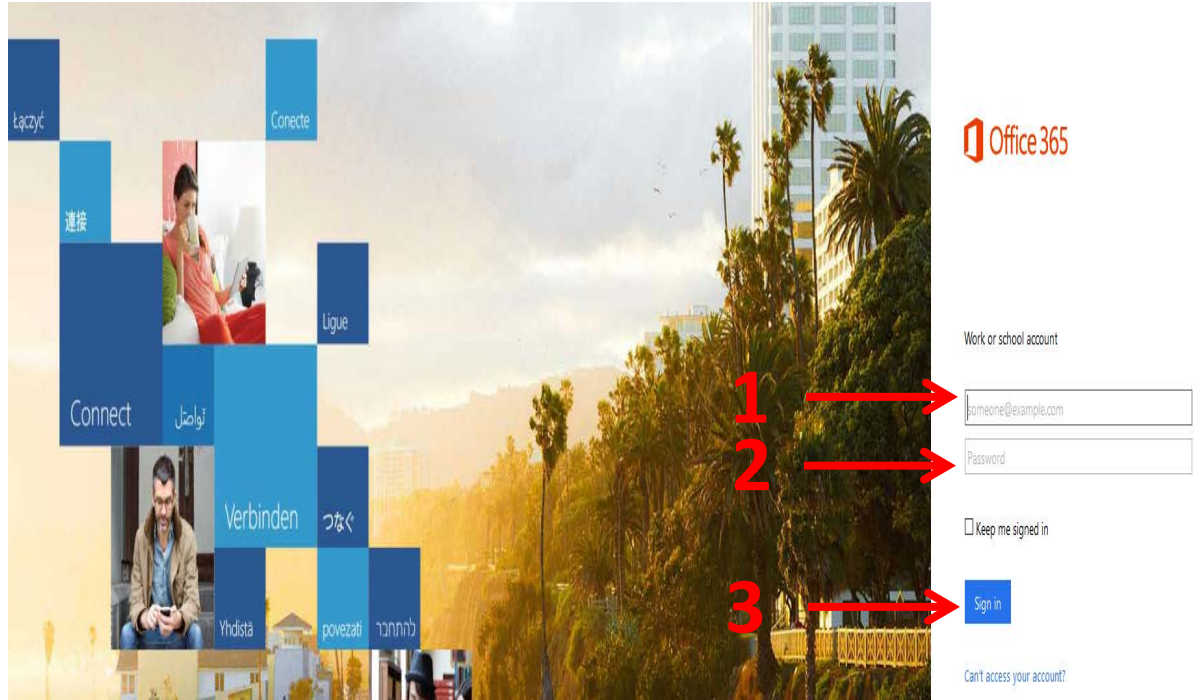
We are pleased to announce that access to the Microsoft Office 365 Pro Plus service is now available for all current Baylor faculty, staff, and students. Baylor email address and password will be required to login for this subscription.

In fall of 2014, Microsoft began offering access to their Office 365 Pro Plus online subscription service free of charge to eligible higher education faculty, staff, and students. In order to be eligible,

1. their institution must have already licensed the Microsoft products for campus use by faculty and staff, which Baylor has done for many years; and
2. they must be currently affiliated with the institution.

The sidebar on the left lists various services, and the sidebar on the right, titled 'More Information', includes links for 'Office 365 Blog', 'Mobile Device Setup', 'Office 365 Learning Center', 'Box for Office', and 'Box vs. OneDrive'. A red arrow points to the 'Office 365' logo in the 'More Information' sidebar.

- b. You will then be brought to Microsoft Office 365 webpage. Enter your User ID you received and password you set up. ***Important*** You will enter the User ID you received in the ITS email. An example of how it will look is [Firstname Lastname@baylor.edu](#) or [Firstname Middleinital Lastname@baylor.edu](#) . Enter your password. Then click Sign in.



- c. You will be brought to the page below. Click on mail.

Office 365 Home

HELLO BAYLOR

Hello, Cody.

Install Office 2016 on your PC

Word Excel PowerPoint Outlook OneNote Skype for Business

Install now

Other installs Troubleshoot installation

OneNote for teachers

Stay organized and track your students' progress. Help students collaborate with each other.

Create a OneNote Class Notebook

Collaborate with Office Online

1 →

Mail Calendar People Yammer Newsfeed OneDrive SharePoint

Planner Tasks Delve Video Word Online Excel Online PowerPoint Online

OneNote Online Sway Forms

- d. You will then have access to your email! You can also explore more of the options above.
- e. If you have any problems. Call the ITS Help Desk at 254-710-4573