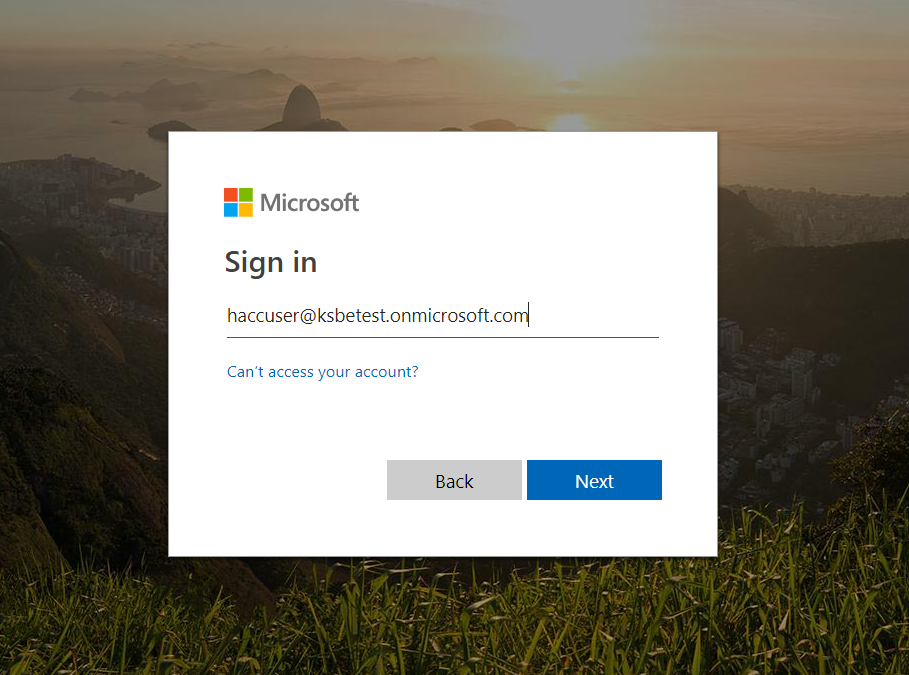
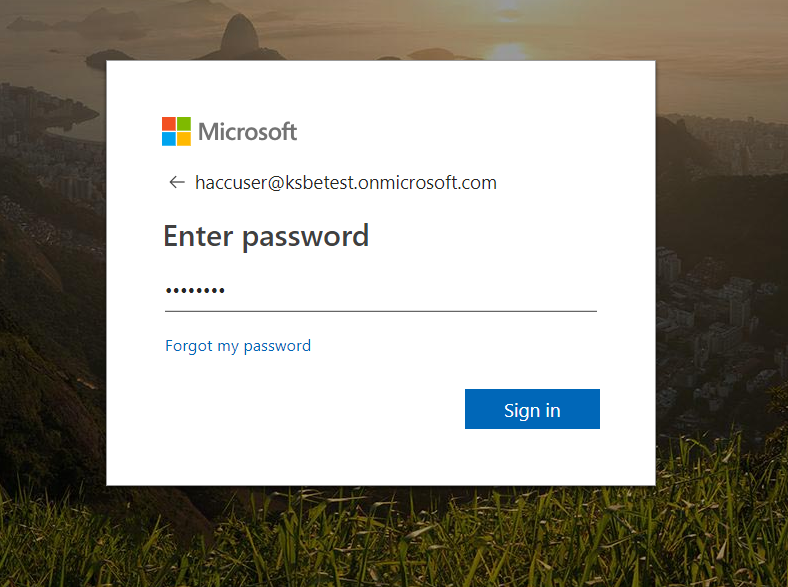
Getting started with Sharepoint 365!

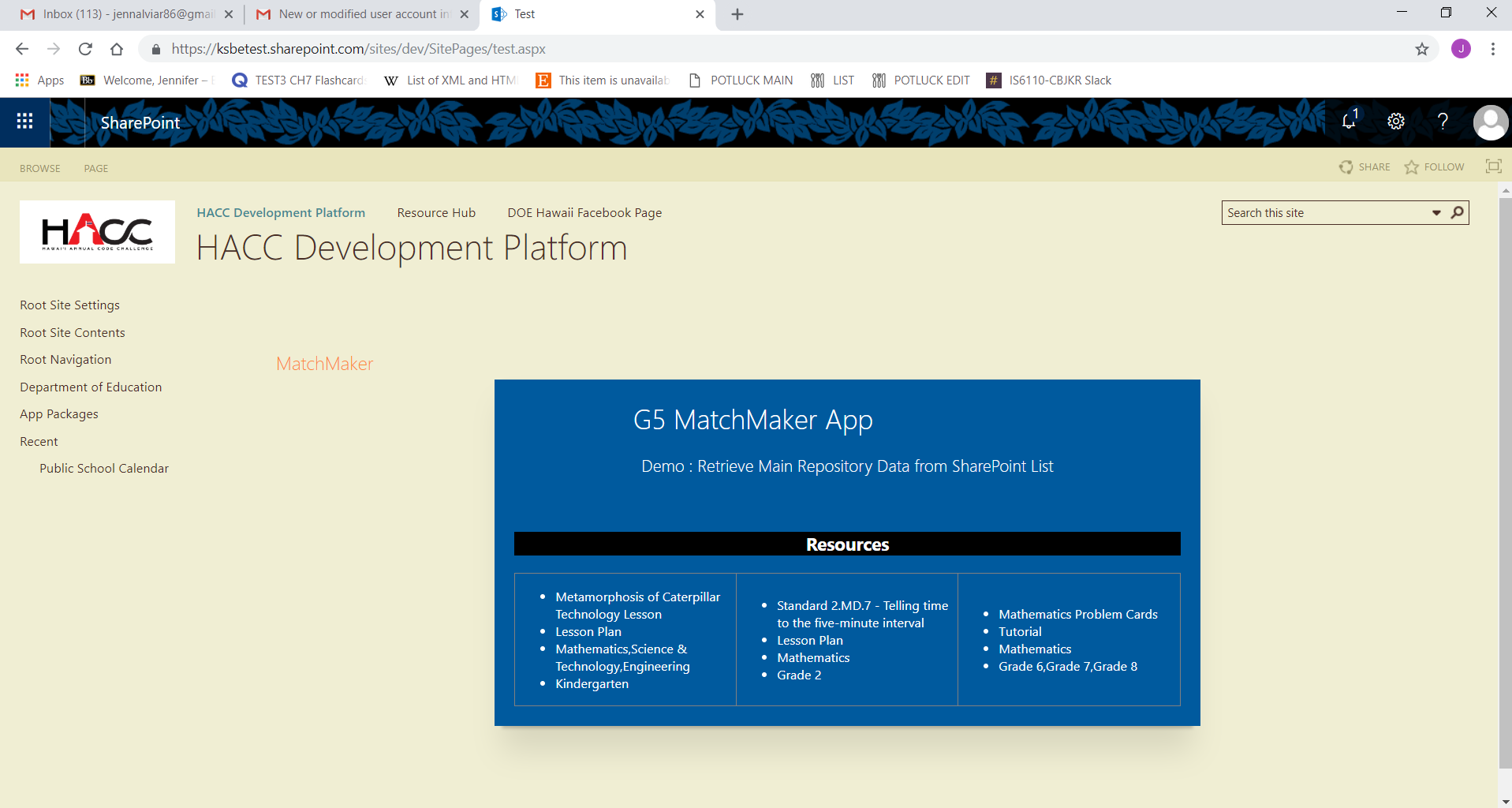
Website URL: <https://ksbetest.sharepoint.com/sites/dev>

**User Name:**[haccuser@ksbetest.onmicrosoft.com](mailto:haccuser@ksbetest.onmicrosoft.com)  


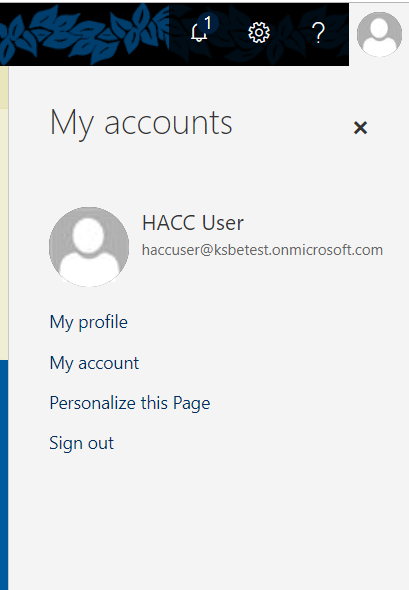
**Temporary Password:**Hacc2018



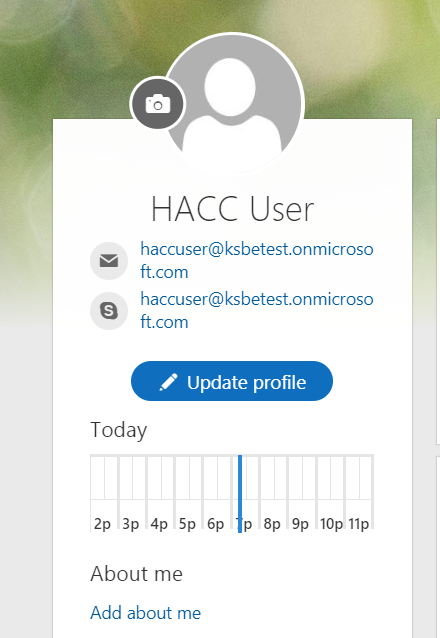
Start by creating your personal profile, go to icon on far right of toolbar

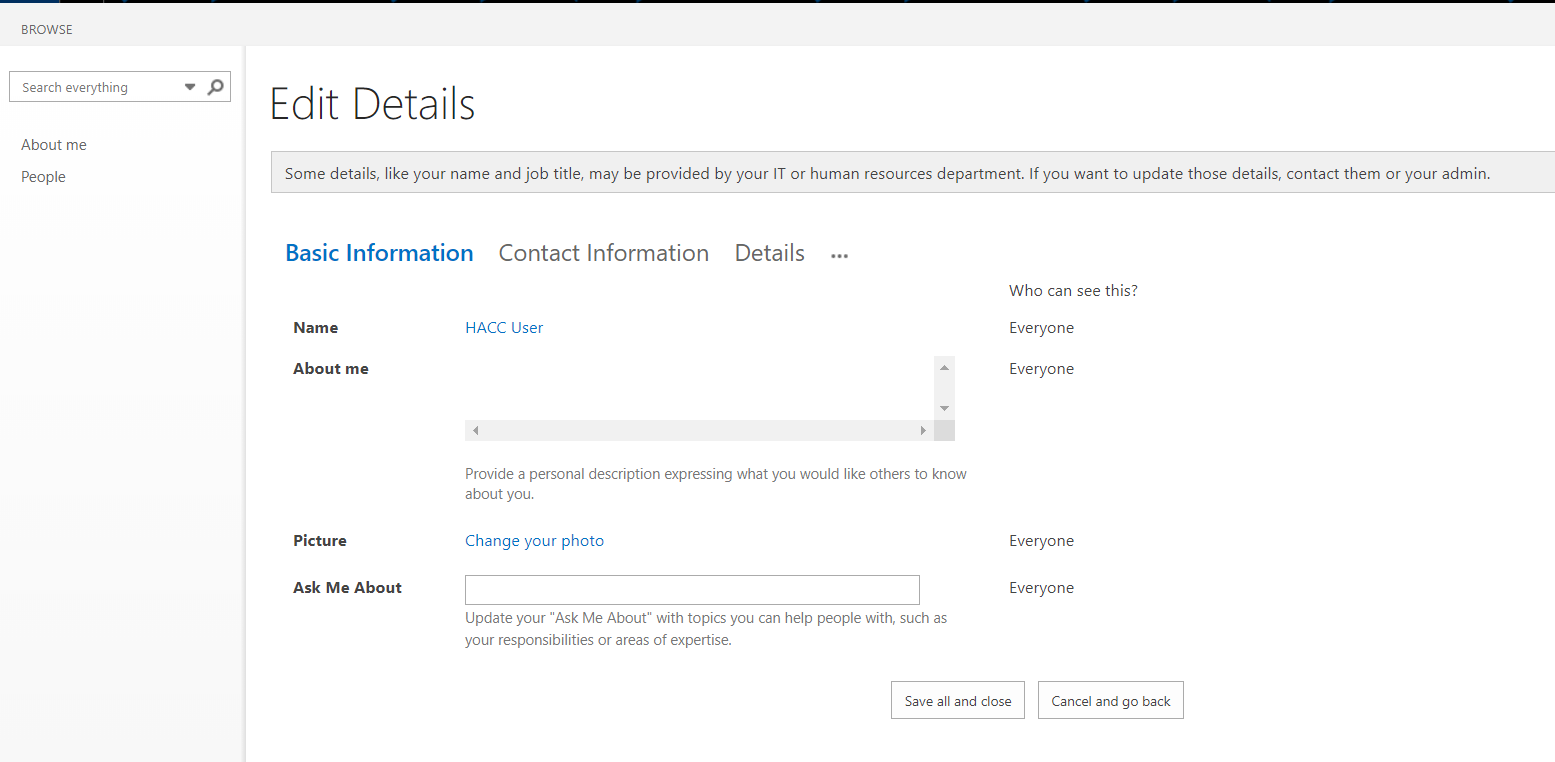


Click on the profile placeholder

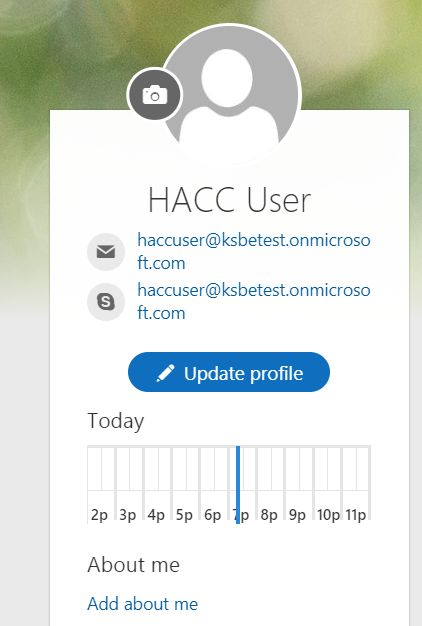


Add your photo to your profile by clicking on the camera icon and follow prompts. When finished, remember to “Save all and close”

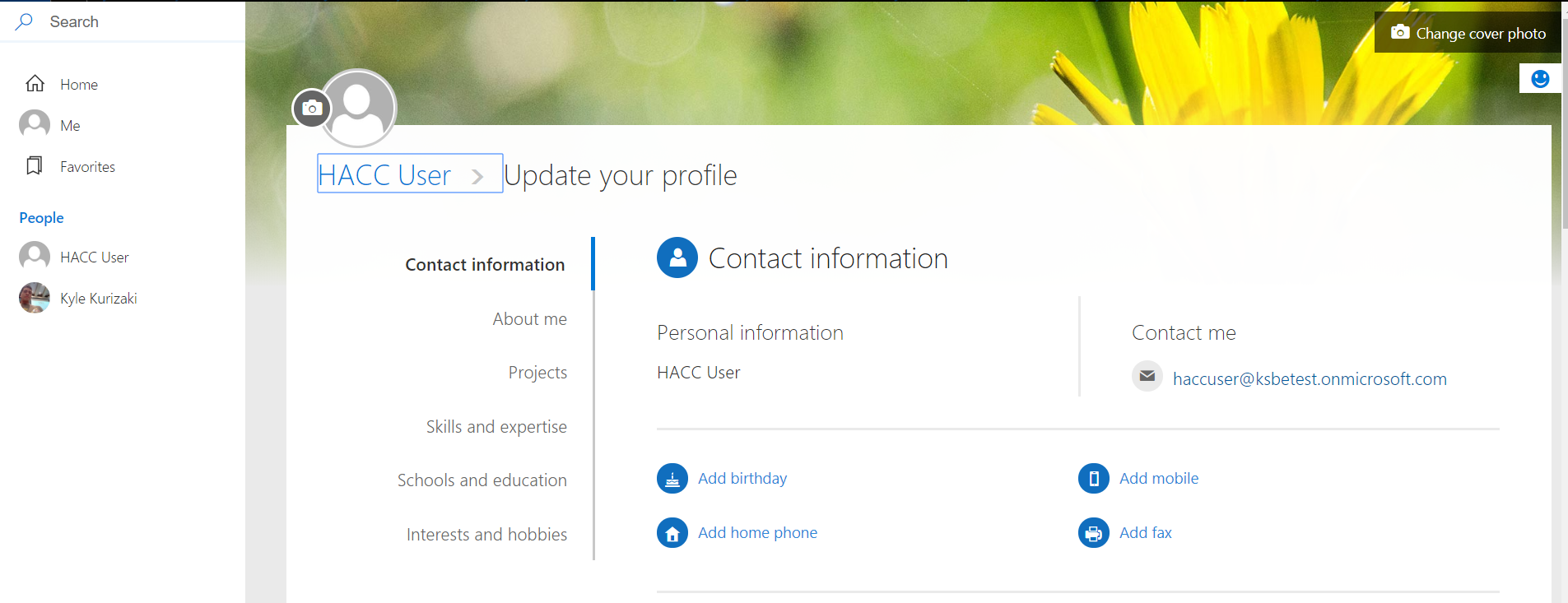




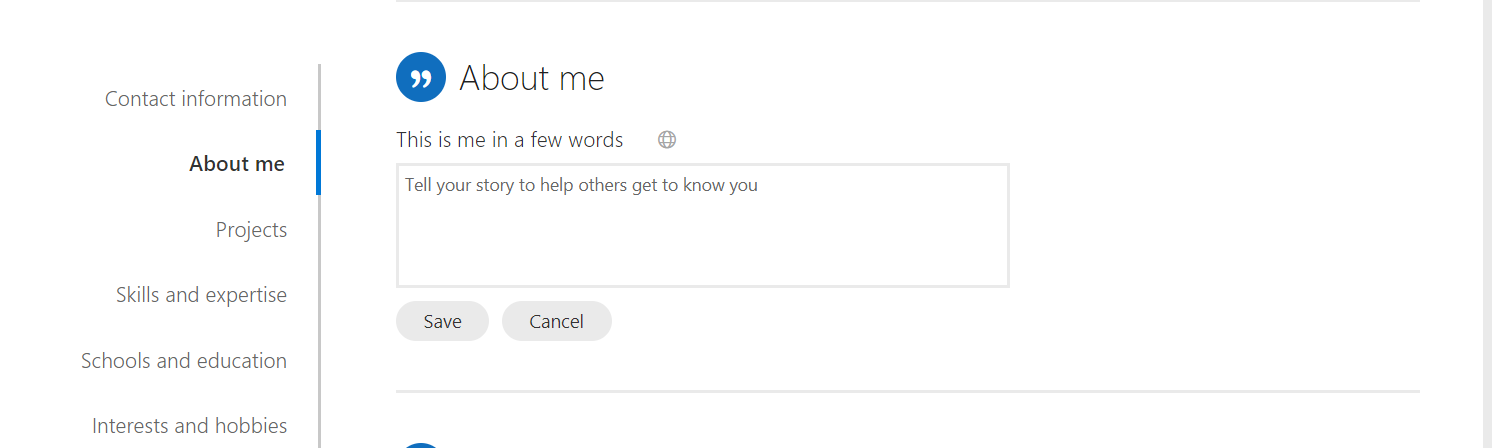
Select the blue “Update profile” button



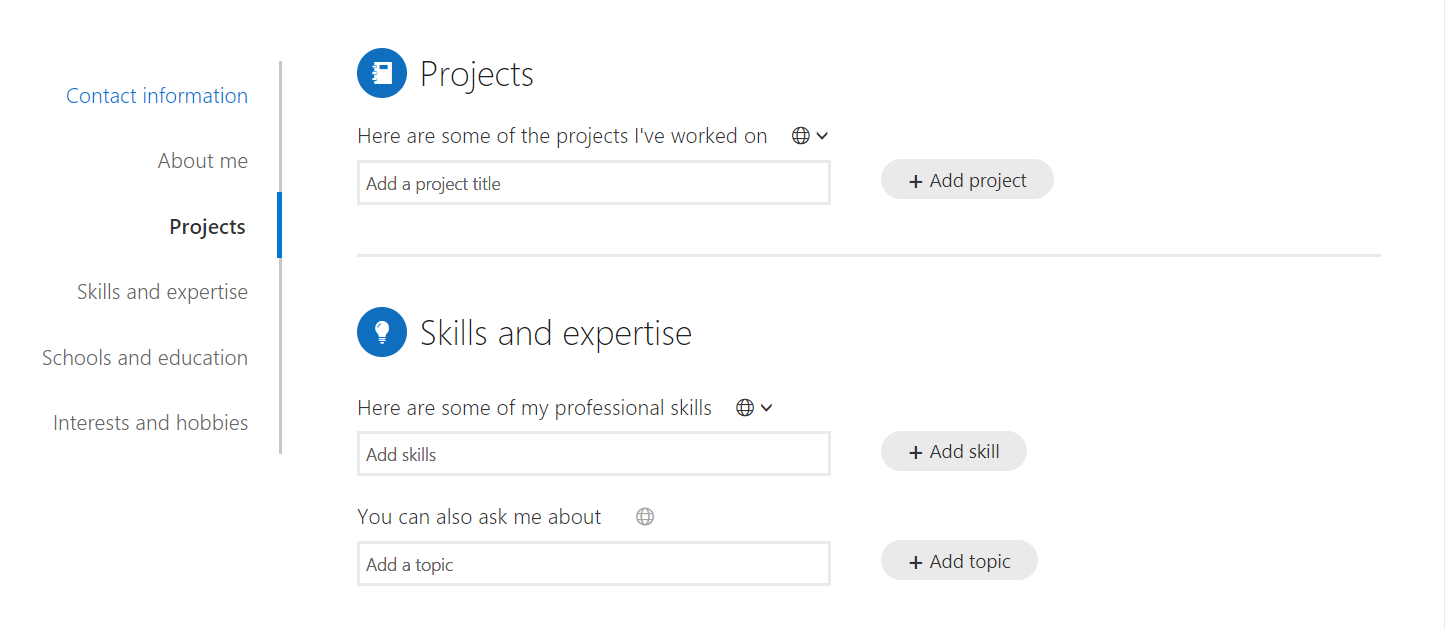
Update your contact information in your profile



Update the “About me” section



Update your Projects, Skills and expertise



Update your Schools and education then Interest and hobbies

