

## 1.0 PURPOSE AND SCOPE

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This document provides a step-by-step process for setting up VPN, user profile, O365 Activation, Microsoft Teams, Skype, and Microsoft Outlook.

### Step 1 – Login Local Account

Login using the local account “scadm1n” with password “Password2020”

### Step 2 – Setup GlobalProtect VPN and Login User Profile

On the task bar system tray (Figure 1) → click the caret “^” → click the icon Global Protect

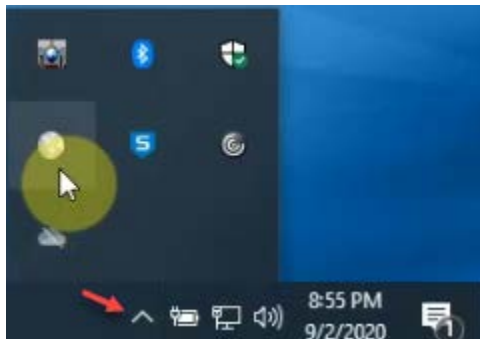


Figure 1

In GlobalProtect → click Connect

Under GlobalProtect Login → input your login credential [userID@speedcast.com](mailto:userID@speedcast.com) (Figure 2) → click Next

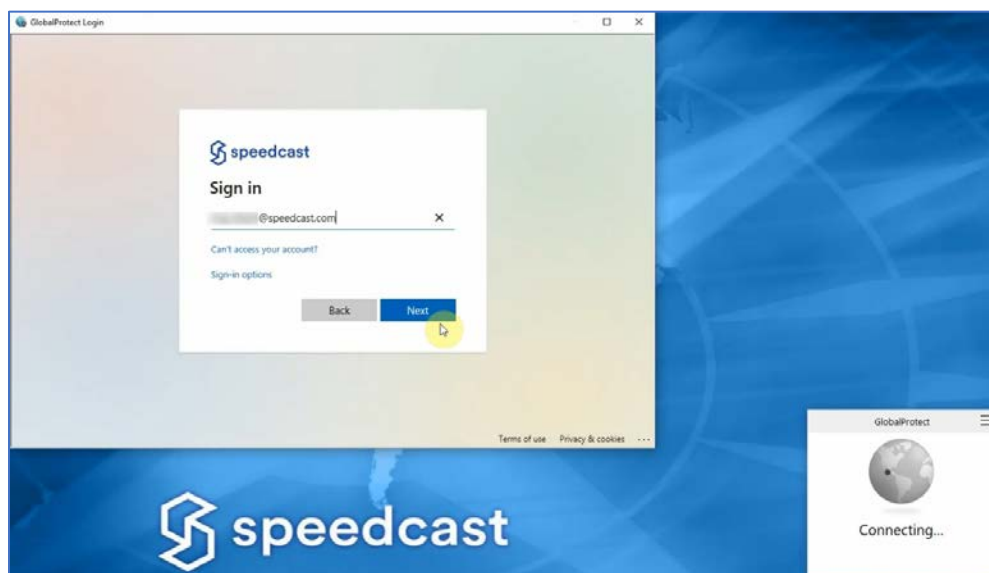


Figure 2

Input your password (Figure 3) → click Next

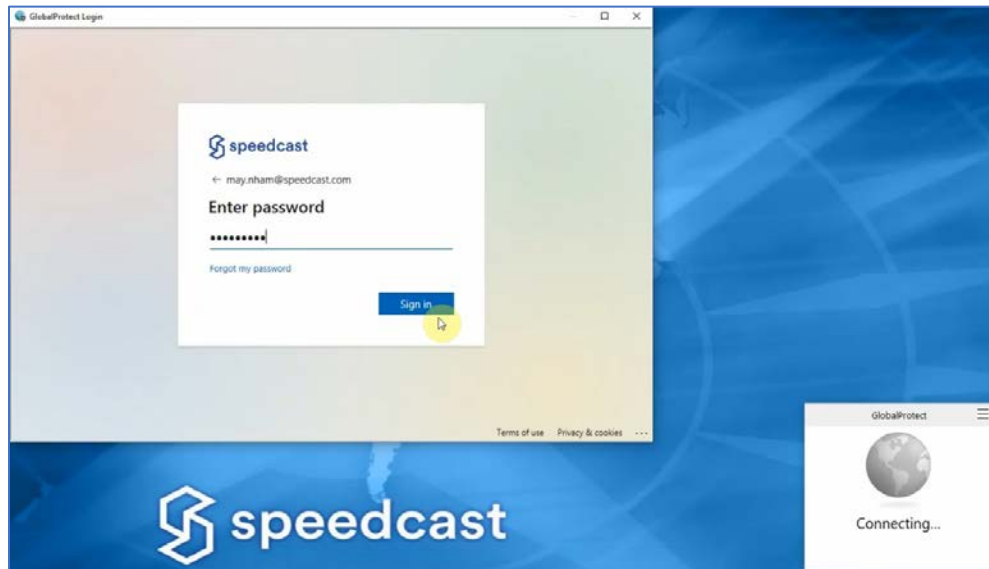


Figure 3

On your phone, approve the sign in request (Figure 4)

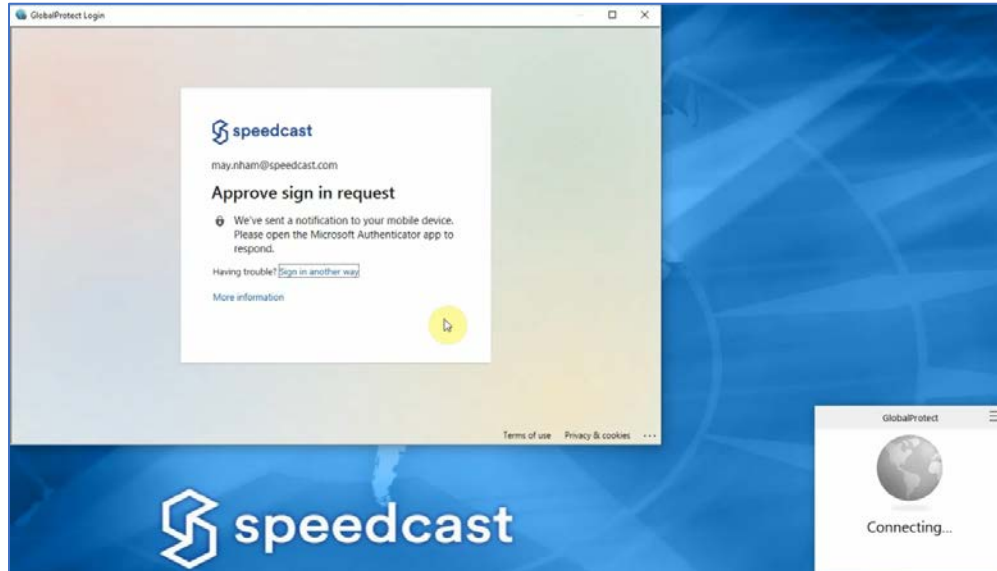


Figure 4

Click “Yes” (Figure 5)

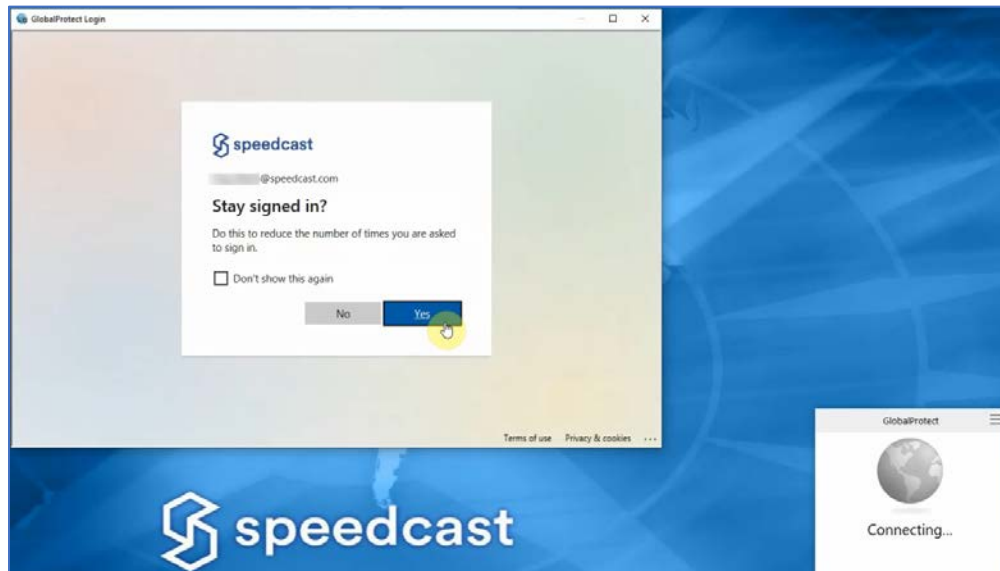


Figure 5

You should now see status Connected (Figure 6). If you left click the caret “^” in the system tray, you will see the GlobalProtect icon with a checkmark.

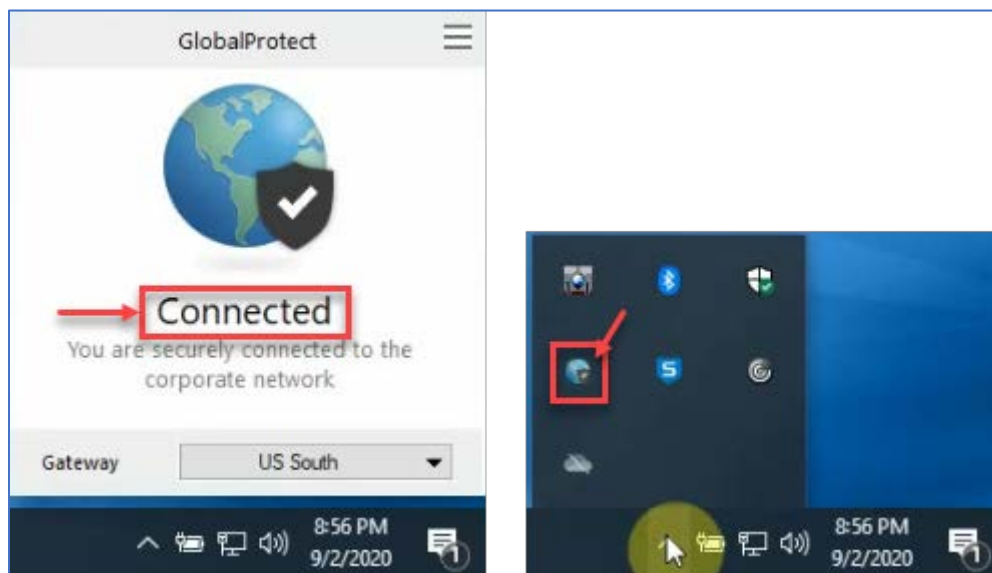


Figure 6

Open c:\Users (Figure 7)

**Note:** This is a Before screenshot to demonstrate your user profile does not yet exist.

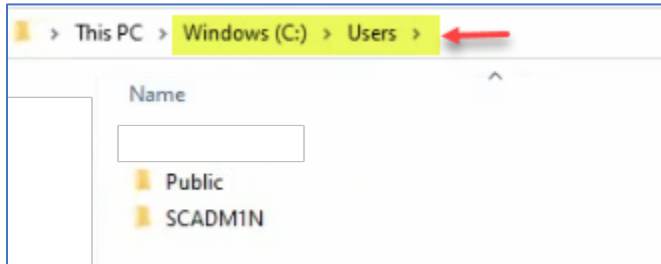


Figure 7

Open c:\temp → double click on “userprofile2” (Figure 8)

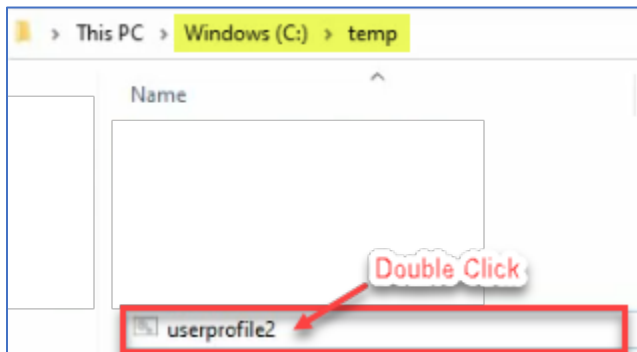


Figure 8

Under the DOS prompt (Figure 9), enter your information to have your user profile created.

Enter your username and password → wait for completion.

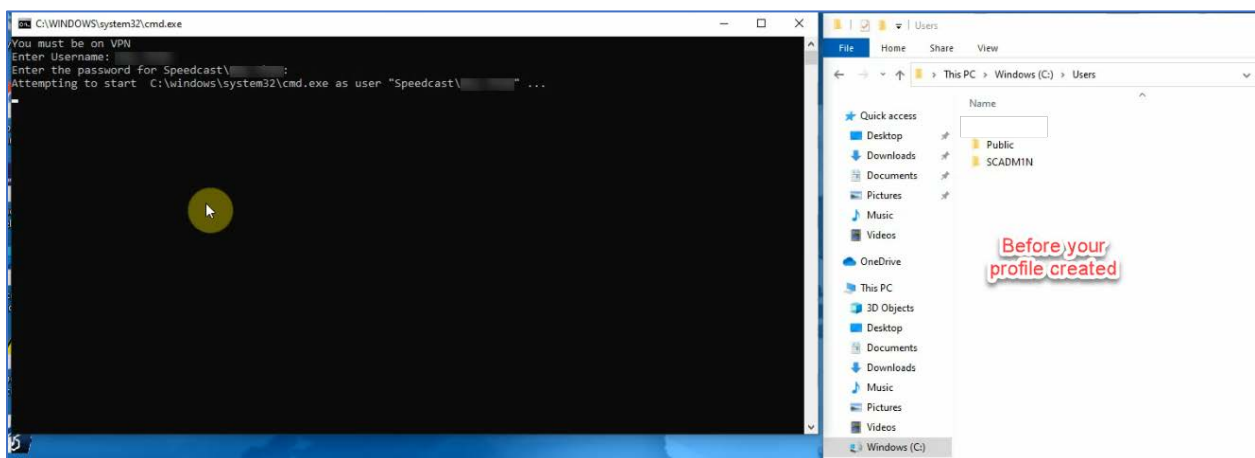


Figure 9

You should now see your VPN user profile created (Figure 10).

At this point, you can close out everything and restart your machine.

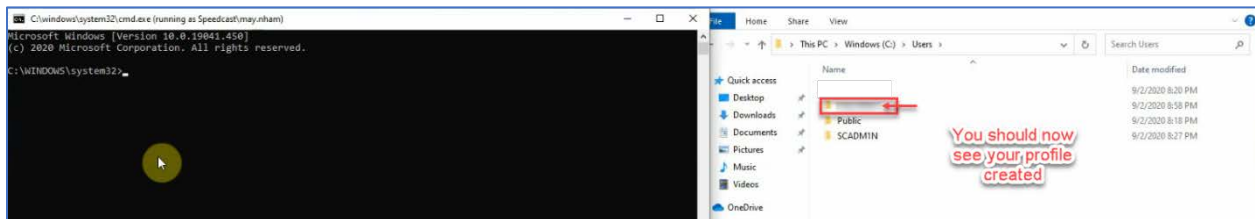


Figure 10

Upon reboot at the login screen, click "Other user" (Figure 11)

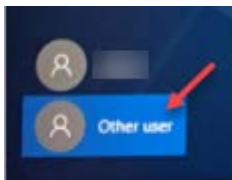


Figure 11

Proceed to login using your username and password (Figure 12)

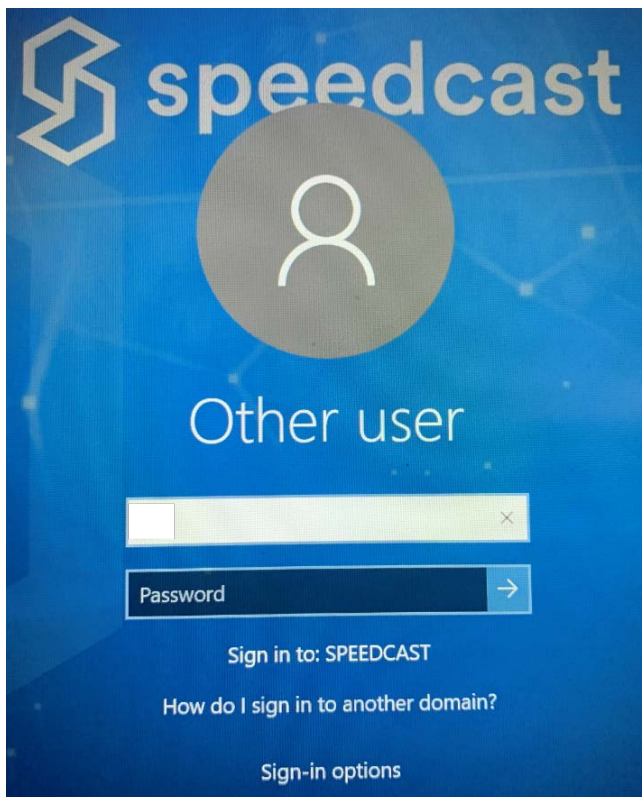


Figure 12

**NOTE:** It might prompt you to setup GlobalProtect VPN again (using your new user profile). Follow Step 2 on page 1.

### Step 3 – Activate O365 Pro Plus

Open “Word” → click “Accept” (Figure 13)

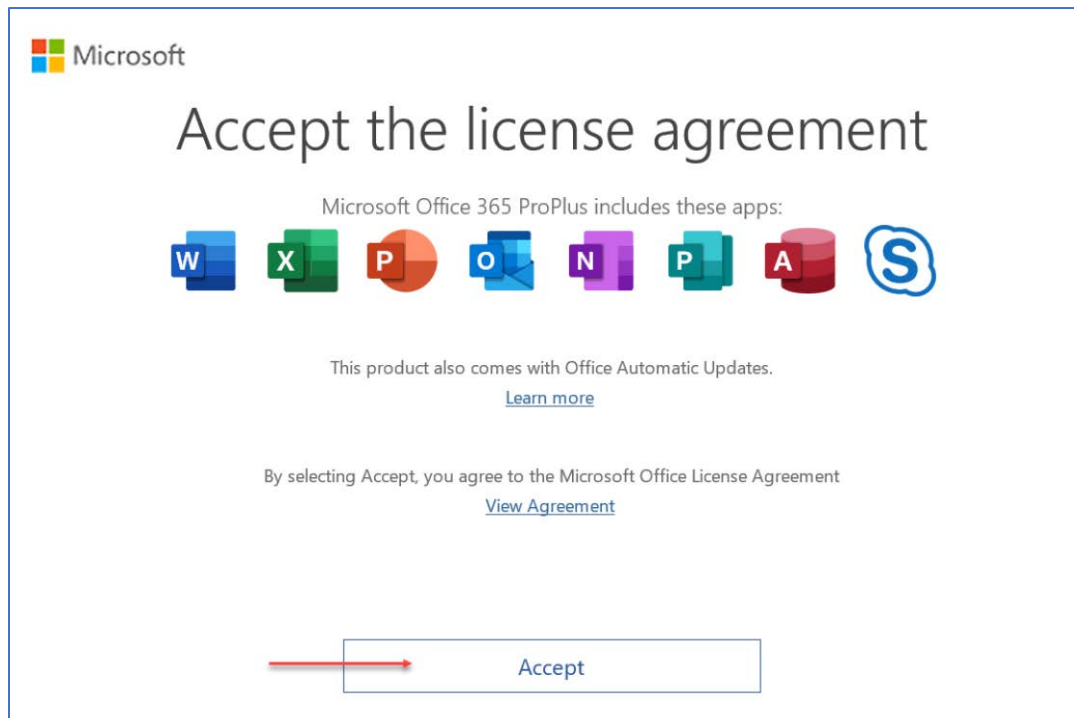


Figure 13

Click “Close” (Figure 14)

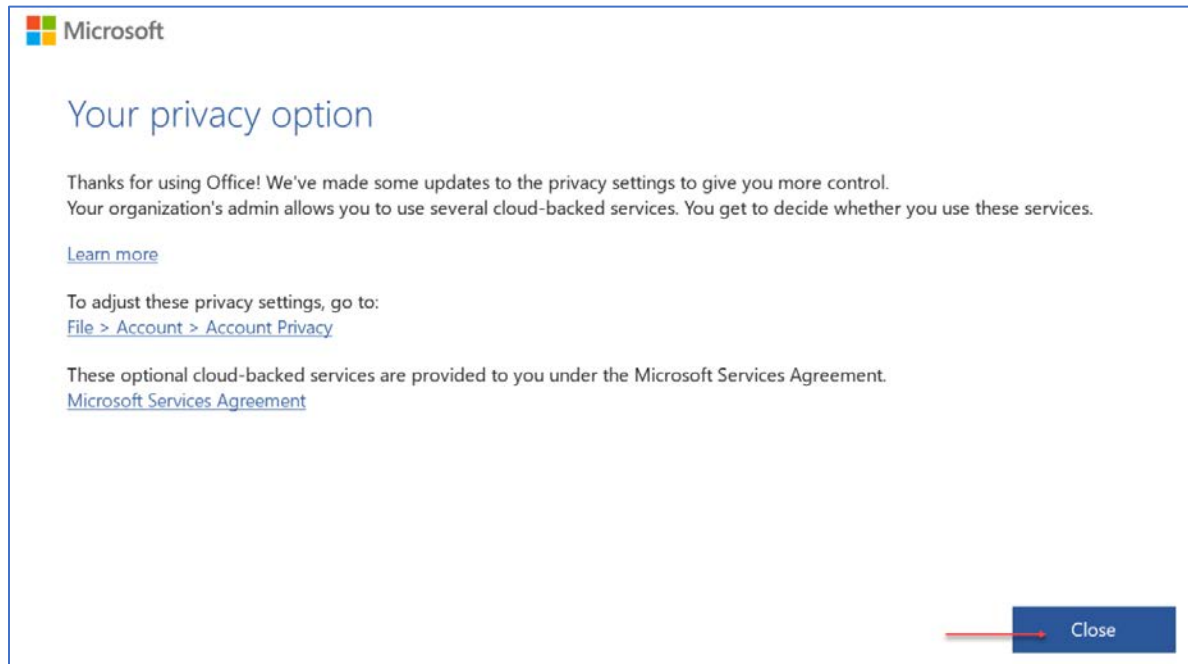


Figure 14

Enter your login credential (Figure 15) → click Next

Enter your password (Figure 15) → click Sign In

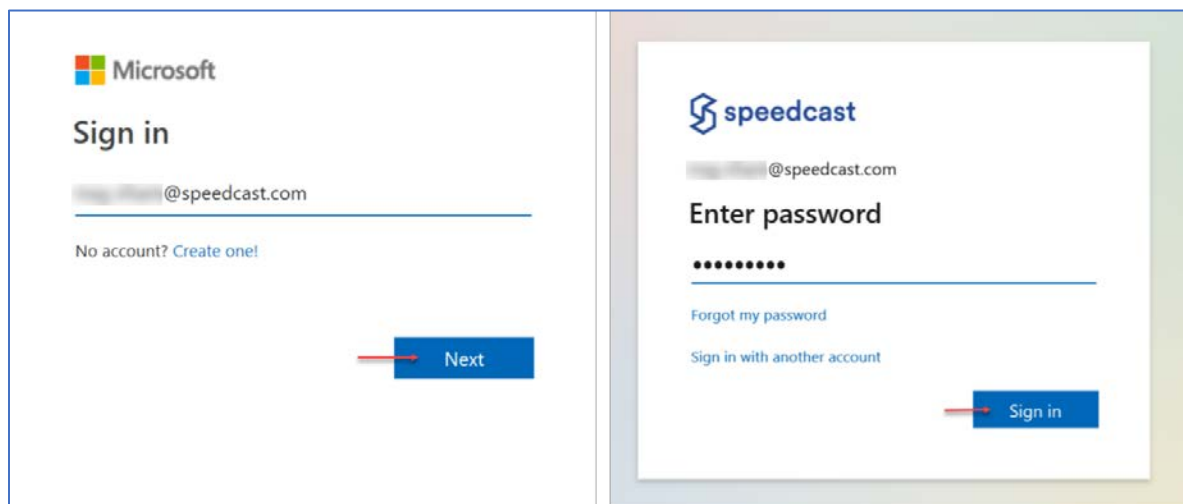


Figure 15

On your phone, approve the sign in request (Figure 16)

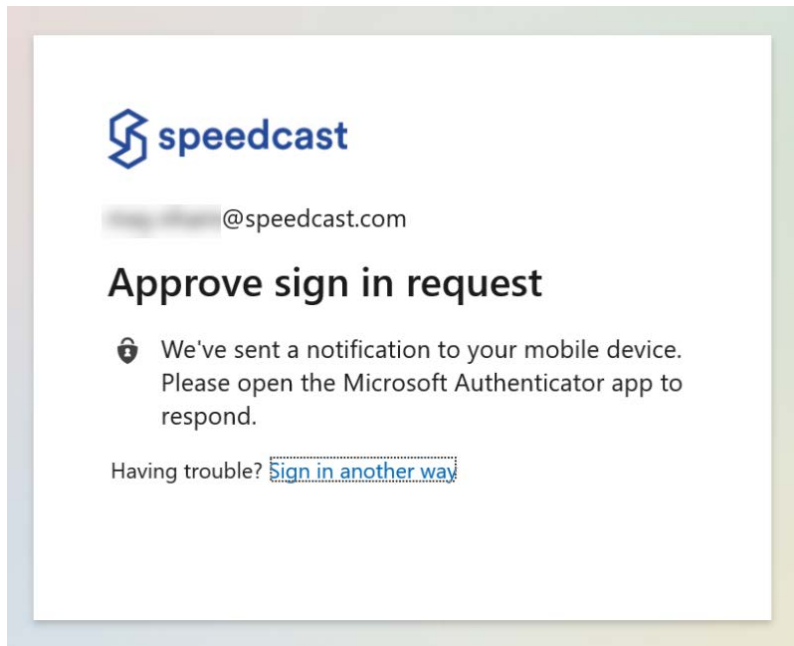


Figure 16

Click “OK” (Figure 17) → click Done

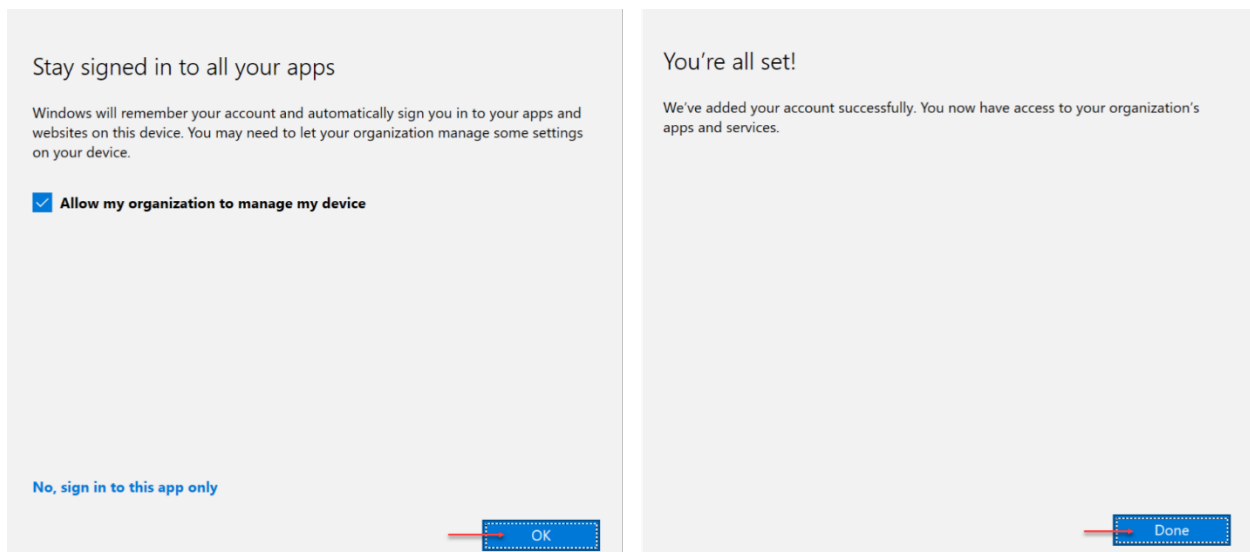


Figure 17

Office is now activated.



You will see your login name at the top far right corner (Figure 18) of your Word screen, for instance.



Figure 18

#### Step 4 – Setup Skype

Open Skype

Enter your login credential (Figure 19) → click Sign In

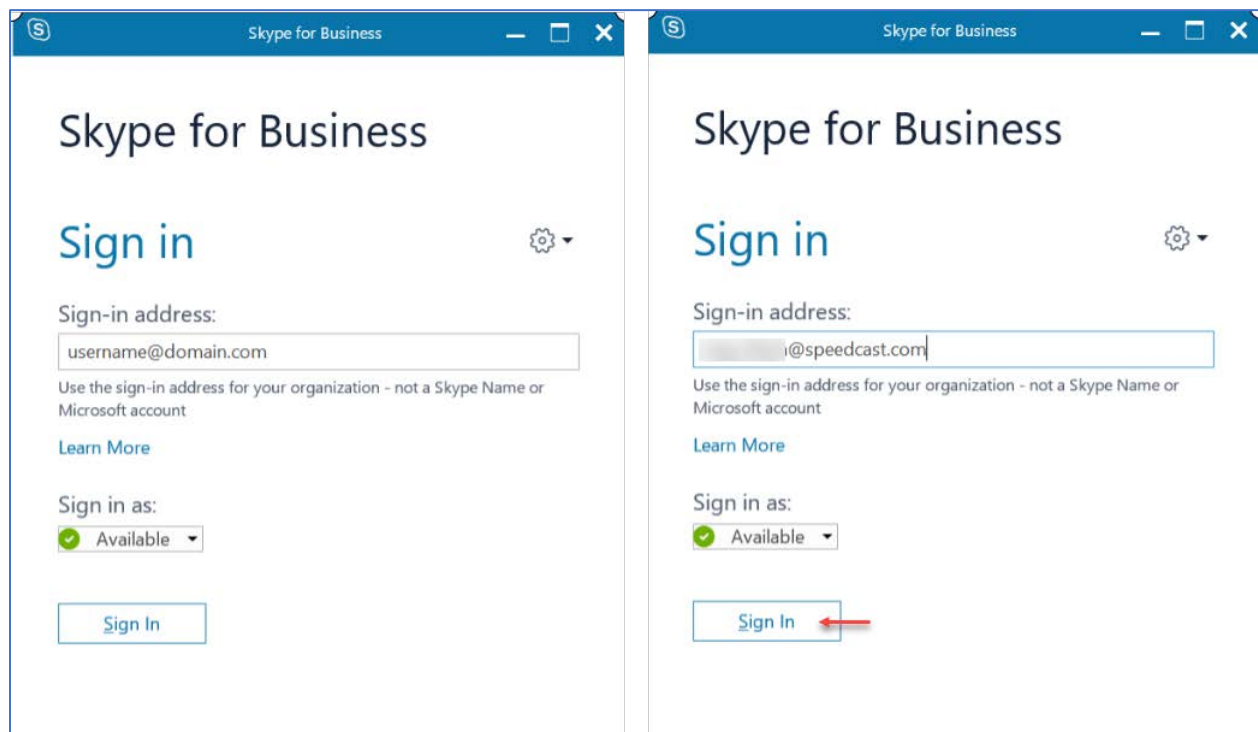


Figure 19

### Step 5 – Setup Microsoft Outlook

Verify the login credential is correct and is associated with your login account (Figure 20) → click Connect

Wait and look for your account in O365

Upon successfully finding your account, make sure to uncheck or deselect “Set up Outlook Mobile on my phone, too”

Click Done

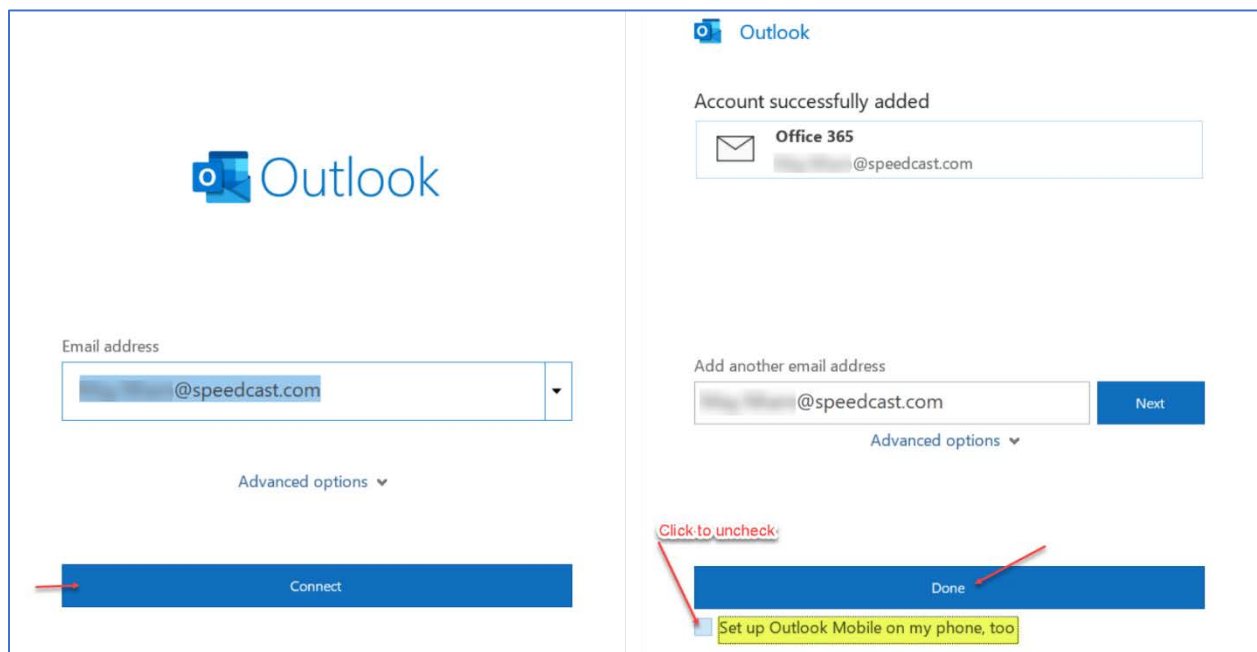


Figure 20

Wait for your Outlook user profile to load (Figure 21)



Figure 21

Depend on the size of your mailbox. If your mailbox is very large, it will take some time to complete syncing.

As you can see, current status is “Updating Inbox” (Figure 22).

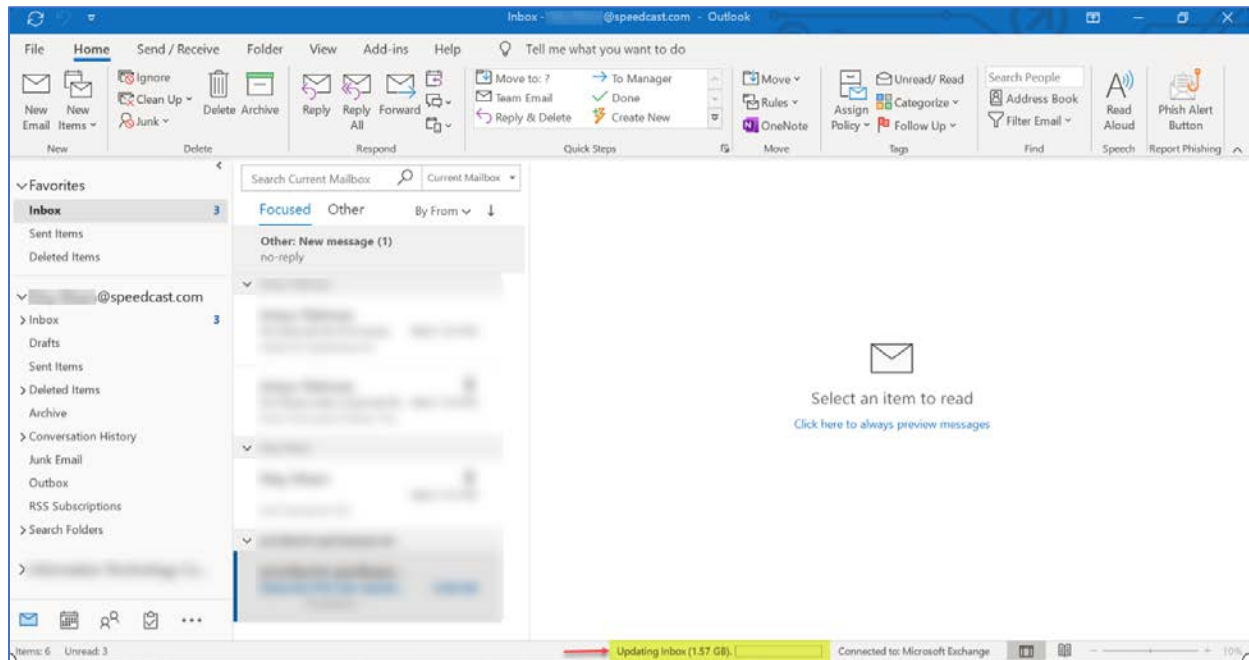


Figure 22

If you see “All folders are up to date” (Figure 23), this mean your Outlook is all synced up.

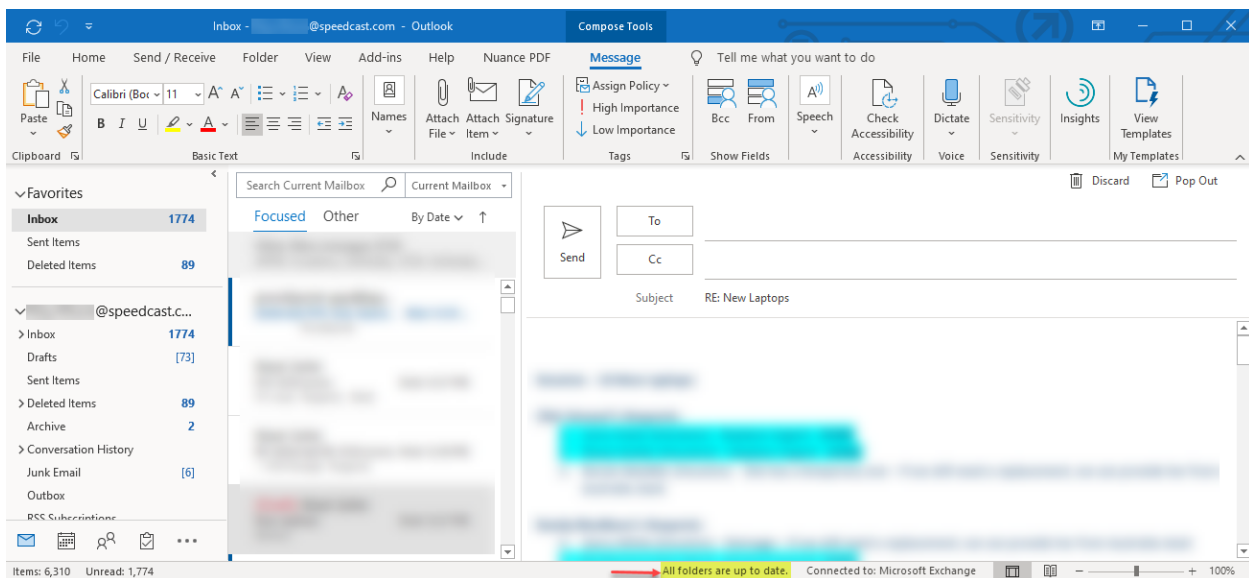


Figure 23

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