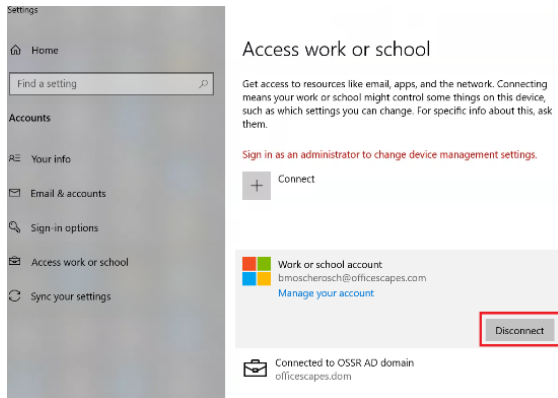# Step 1 – Remove Jupiter/Floorz/OfficeScapes Microsoft Account

Select Start, type "Access work or school":

Select your OfficeScapes/ Floors / TheJupiterConsolildated account and select **"Disconnect."**
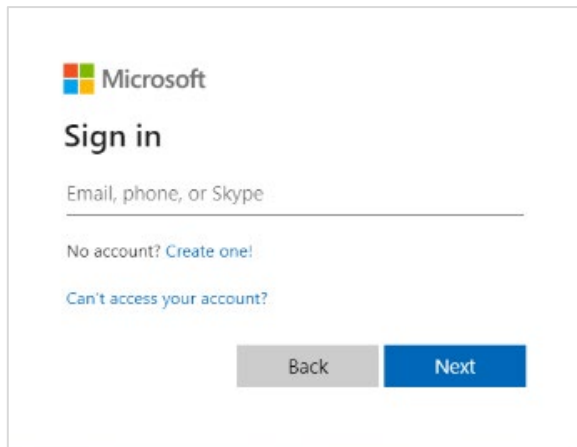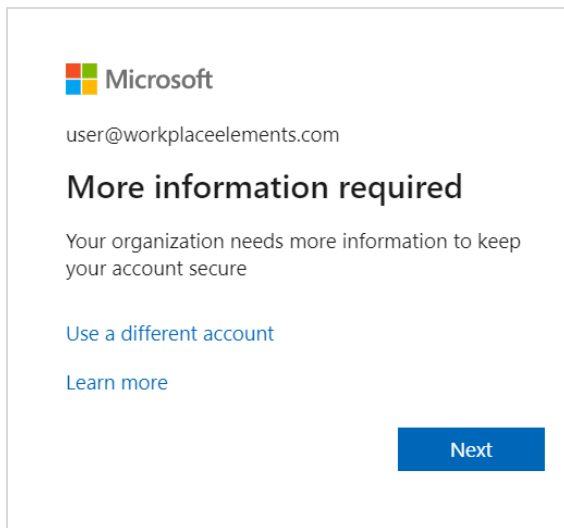

Select "**Yes**."

Close the "Access work or school" window.

Step 2 – Configure Elements Microsoft 365 Two Factor Authenticator and set Password
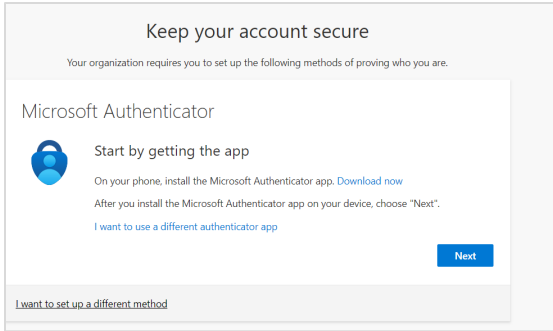
Open Google Chrome, press (CTRL + SHIFT + N) simultaneously to open incognito mode and go to https://login.microsoftonline.com

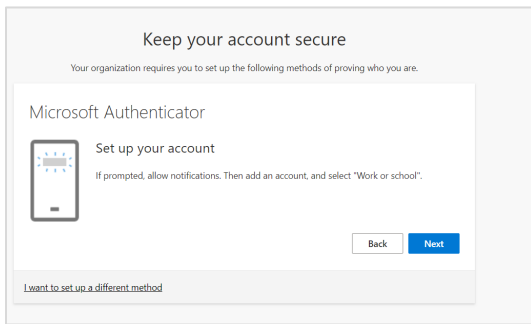Enter your OfficeScapes/Floorz email and select **"Next"**.
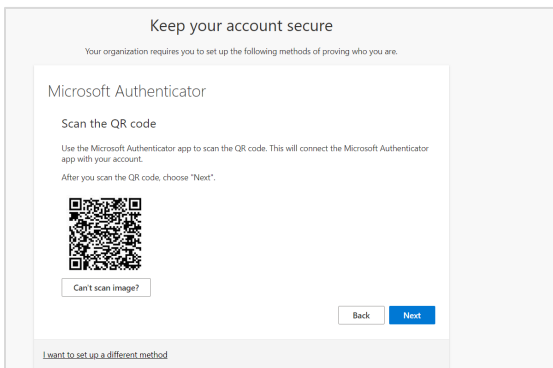
Select **"Next."**

Verify that you have the Microsoft Authenticator downloaded and installed on your mobile phone.
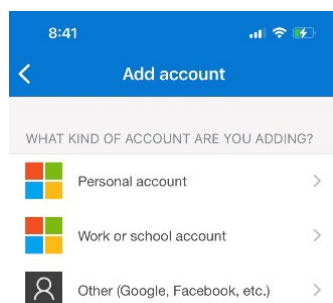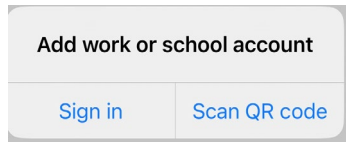
Select **"Next."**

Select **"Next."**

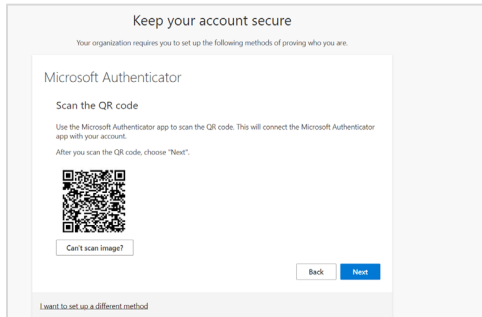Open the Microsoft Authenticator on your mobile phone.

Select ✚ to add a new account.

Select **"Work or school account".**

Add work or school account

Sign in   Scan QR code

Select **"Scan QR Code."**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

I want to set up a different method

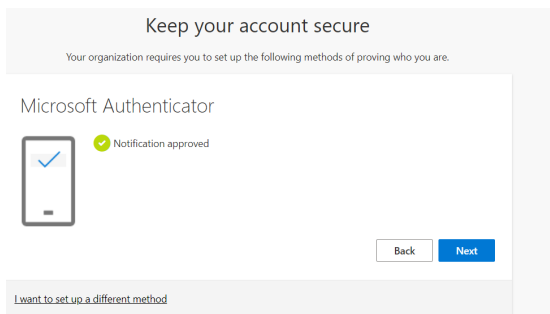Scan the QR code on your screen with your mobile phone. Once the code is activated, the camera will close.

Select **"Next."**

Approve sign-in?
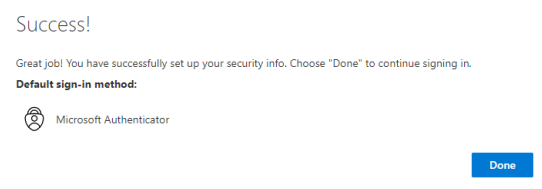
user@officescapes.com

Deny   Approve

Select **"Approve."**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

✅ Notification approved

Back   Next

I want to set up a different method

Select **"Next."**

Your Elements Microsoft 365 account is now bound to the authenticator app.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Microsoft Authenticator

Done

Select **"Done."**

Enter your Elements OfficeScapes/Floorz initial password, type a new password and select **"Sign in".**

*Please make sure that your new Elements Microsoft 365 password **does not** match your Jupiter network password.*

Select "**Yes**."

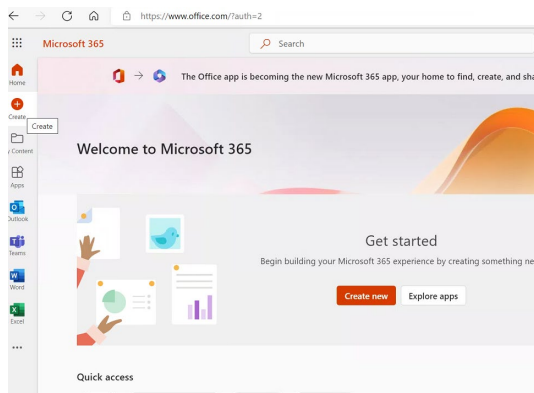Your Elements Microsoft 365 password is now set.

The Microsoft 365 home page appears. Close this window.

Step 3– Activate the Elements Microsoft 365 License

Verify that no Microsoft Applications are open. Open Microsoft Word.

Select **Account** or **File, Account.**

User Information

Account Error
There are problems with your account. To fix them, please sign in again.

Fix me

TE Test Elements
TElements@officescapes.com

Change photo

About me

Sign out

Switch account

Select "**Sign Out**."

×

Sign out of Office

Signing out will remove your account from this and other Office apps. Save any Office files that sync to the cloud (such as OneDrive) before you sign out. To complete the process, close all Office apps.

When you're ready to edit files on this device, sign in to Office again.

☐ Don't show this again

Learn more

Cancel   Sign out

Select "**Sign Out**."

Account
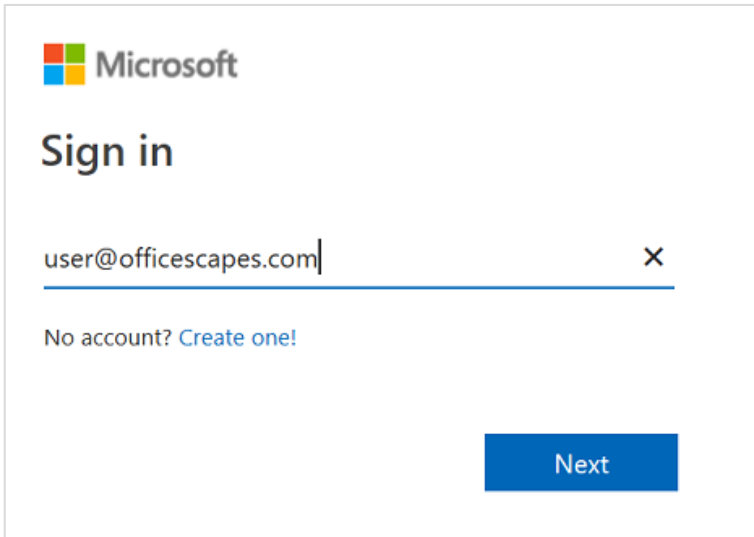
Account Privacy

Manage Settings

Office Theme:

Use system setting ▼

Sign in to Office

Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

Sign In

Select "**Sign In**."

Type your Officescapes/Floorz email address and Select "**Next**".

Type your new OfficeScapes/Floorz Elements Microsoft 365 password and Select "**Sign In**".

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

No, sign in to this app only

OK

Select "**OK**."

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done

Select "**Done**."

OfficeScapes Users
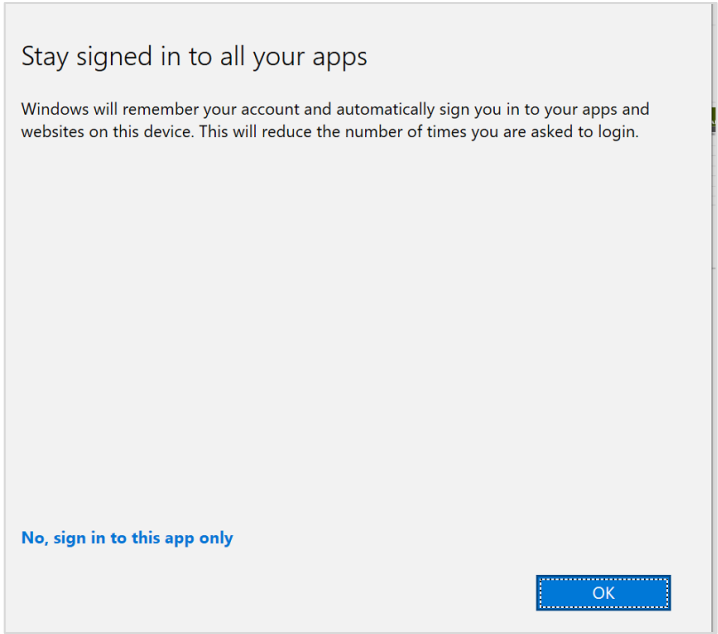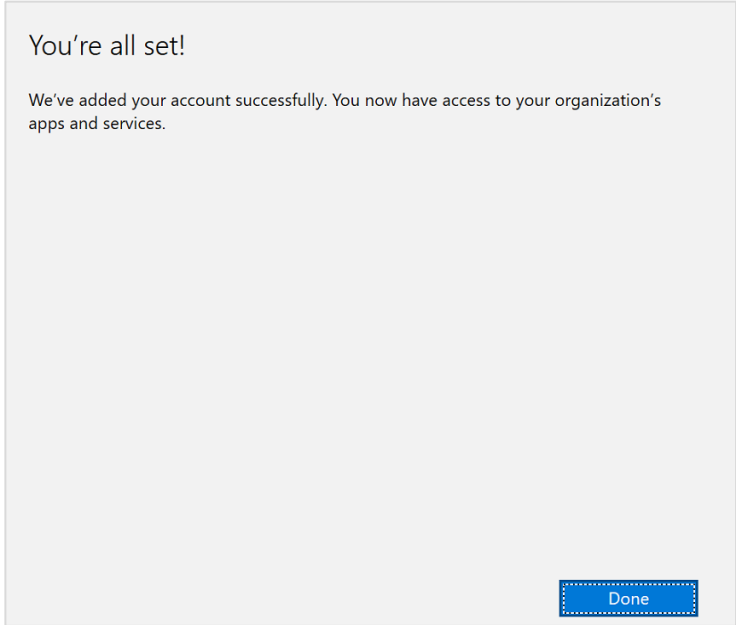
Verify your username is in the upper right corner of Word.

Close Word.

Step 4 – Configure Elements Microsoft 365 New Outlook Desktop Profile

Right click on Start menu and select Run.
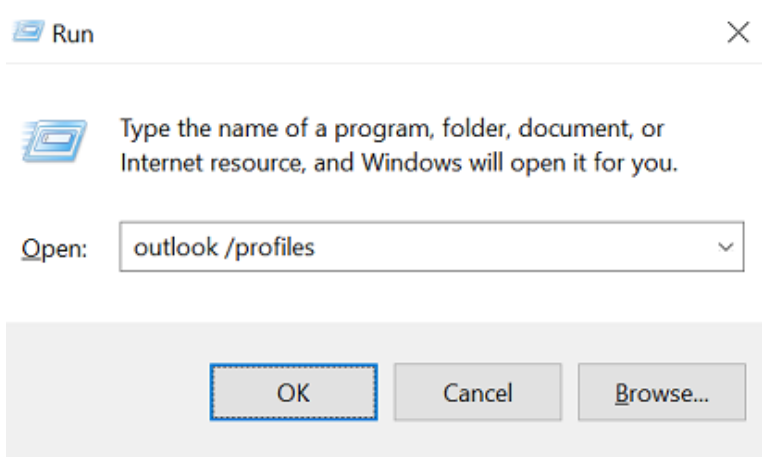
In the Open field, type
outlook /profiles
and select **"OK."**
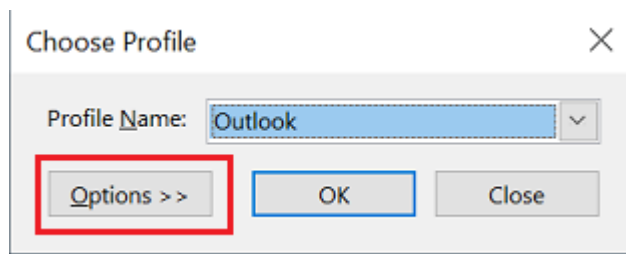
Select **"Options."**
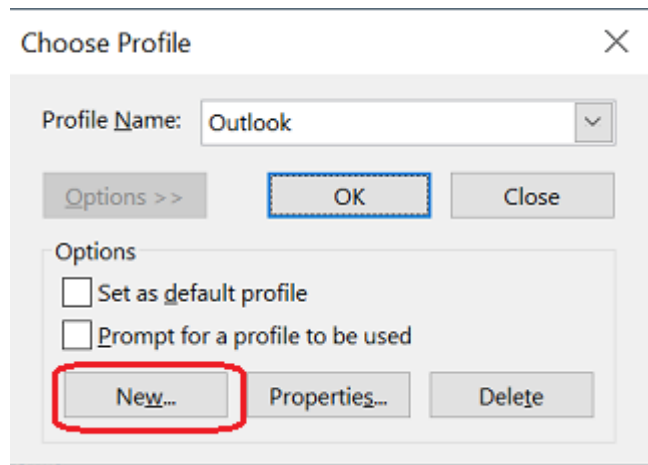
Select **"New."**
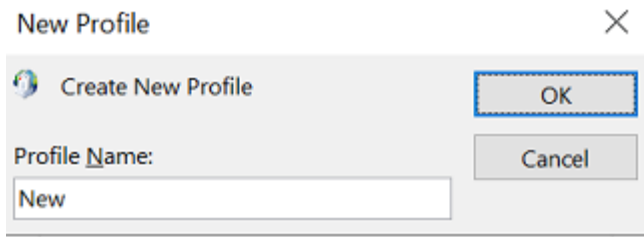
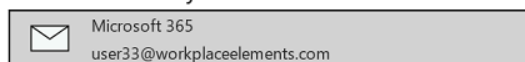In Profile Name type **"New"** and select **OK.**

Select **"Close."**

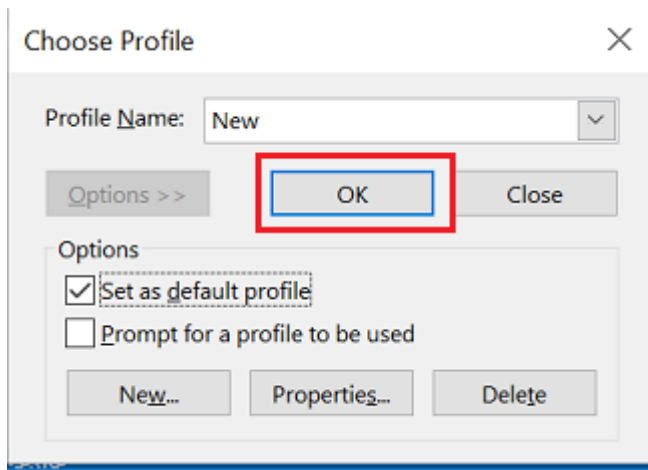In the Email address field, type your OfficeScapes/Floorz Email address and select "**Connect**".

The Email account will setup.

Select "**Done**."

Select "**Set as default profile**."

Select "**OK**."

Outlook will setup.

Step 5 – Configure Elements Microsoft 365 Teams Desktop

Launch Microsoft Teams.

Click on the Profile **icon in the upper right corner and select Manage Accounts.**
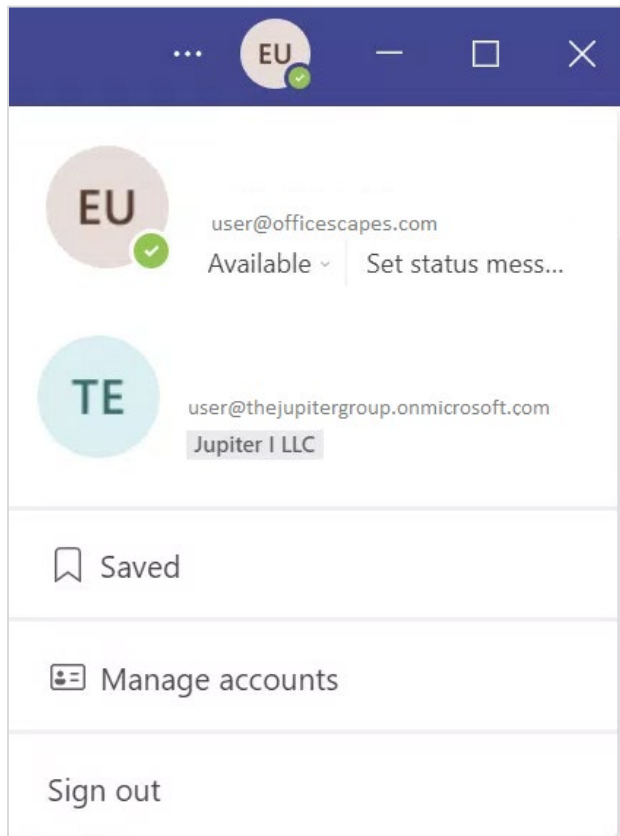
Verify that your OfficeScapes or Floorz account is active. (Green Checkmark)

Close Teams.

Teams is now configured.

Step 6 – Configure OneDrive

Launch Microsoft OneDrive.

Microsoft OneDrive

Set up OneDrive

Put your files in OneDrive to get them from any device.
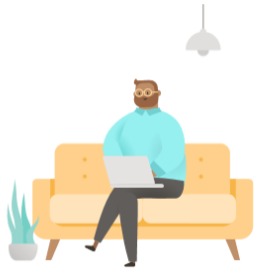
Email address

| user@officescapes.com |

Create account   Sign in

Type your OfficeScapes/Floors email in the Email Address field and select **"Sign In".**

Select "**Next**."

Uncheck all options and select "**Skip**."

☁ Microsoft OneDrive   ✕
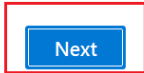
Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.

Next

Select "**Next**."

☁ Microsoft OneDrive
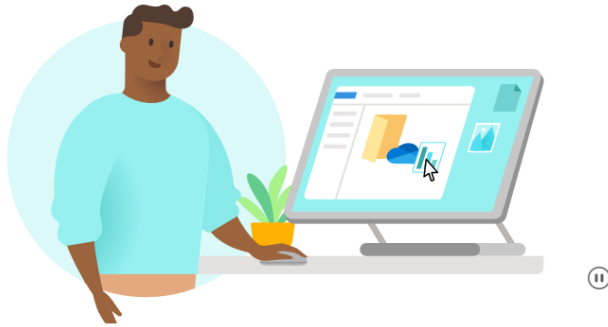
Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.

Back   Next

Select "**Next**."

Select "**Next**."

Select "**Later**."

Microsoft OneDrive
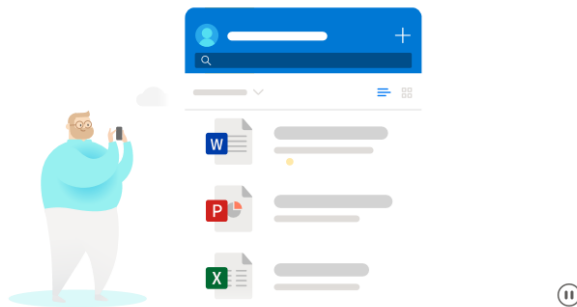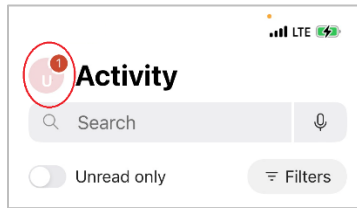
Your OneDrive is ready for you

Back

Open my OneDrive folder
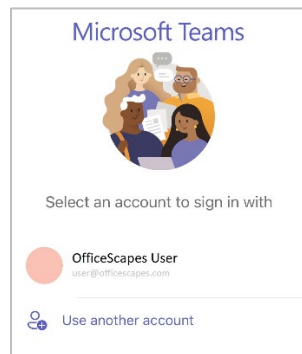
Select "**Open my OneDrive Folder**".

Step 7 - Delete Current Jupiter Mobile Teams Account

Open Teams. **Locate and select your profile picture** at the top left corner:

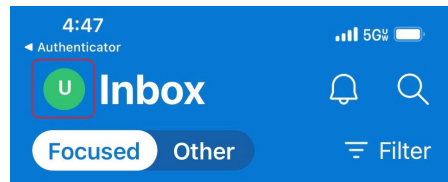**Select Settings, scroll to bottom and select "Sign out."** Confirm **Sign out**.

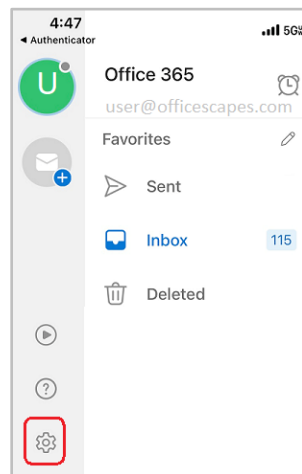From the Microsoft Teams Mobile Sign in screen:

Locate your **OfficeScapes.com/OSFloorz.com** account. **Select and swipe left. Confirm** "Remove account".
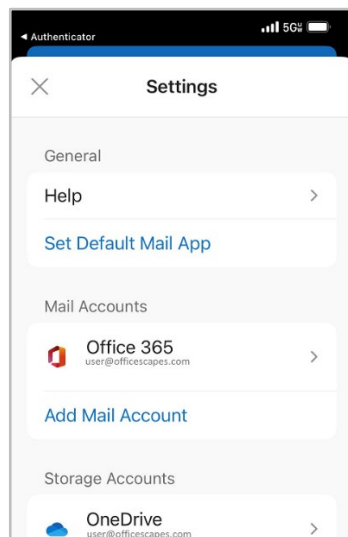
Step 8 - Delete Current Jupiter Mobile Outlook Account
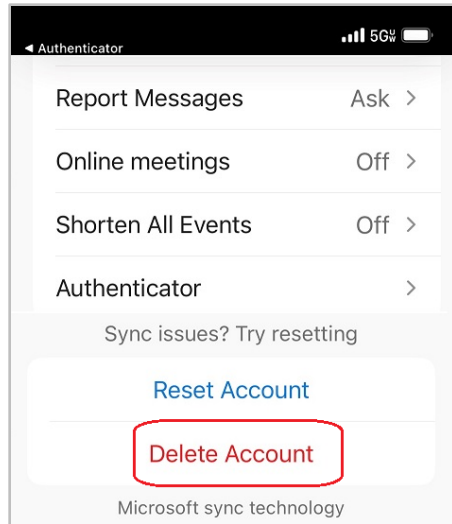
Open Outlook.

Locate and select your profile picture at the top left corner:

Locate and select "Settings."

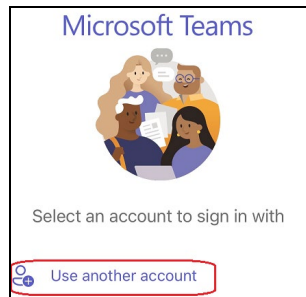Under "Mail Accounts", locate your Officescapes.com/Osfloorz.com email account and select > to open the account

Scroll to the bottom of the settings, locate and select "Delete Account"
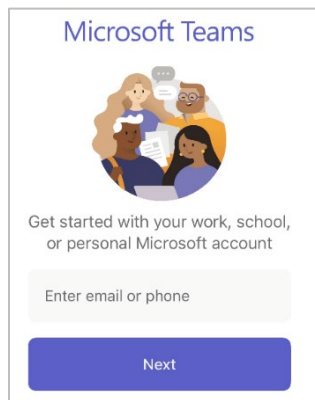
Restart your phone.

This is critical! Don't skip this step!

Step 9 - Add New Elements Microsoft 365 Mobile Teams Account
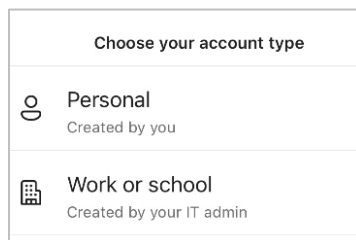
After you have restarted your phone, open Teams:
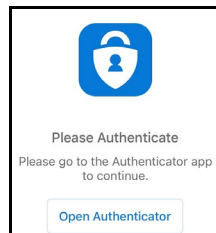

Select "Use another account."

Enter your officescapes.com/floorz.com email address and click next.

The Teams account type selection appears:
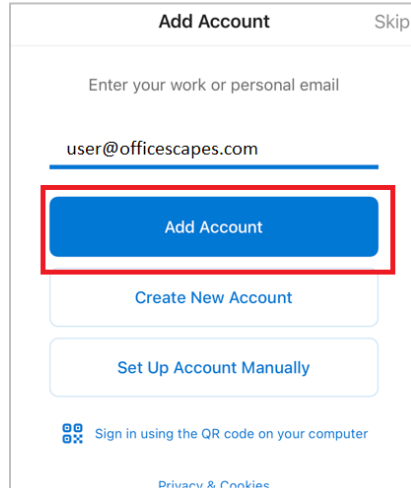

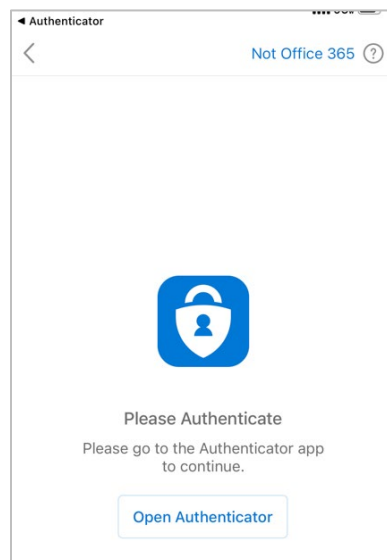**Select "Work or school."**

The Authenticator application request appears:

Select "Open Authenticator," approve request.

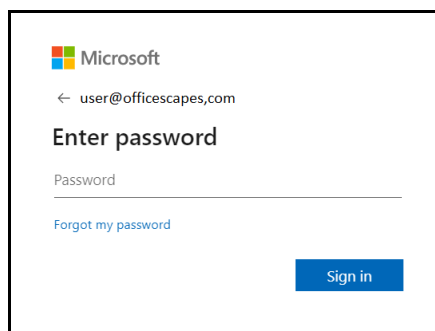## Step 10 - Add New Elements Microsoft 365 Mobile Outlook Account
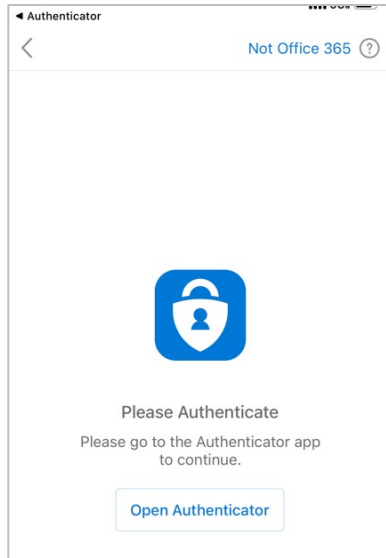
Open Outlook Mobile.

Type your OfficeScapes/Floorz email address and select **"Add Account"."**
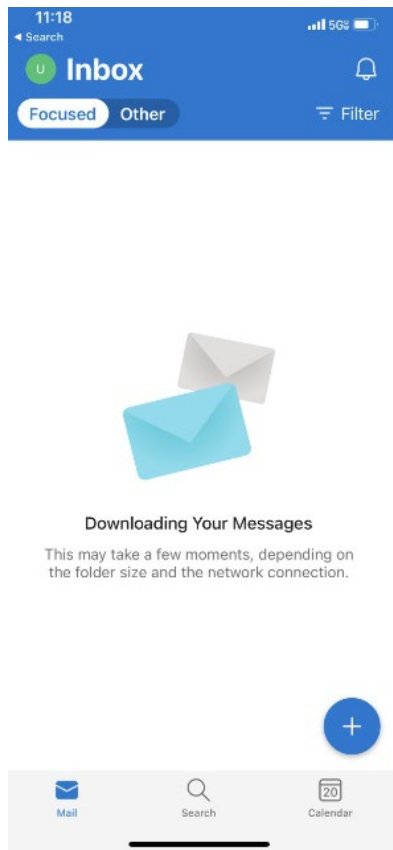
Select **"Open Authenticator"**

Type your new Elements Microsoft 365 password and select **"Sign in"**.

You may be prompted to authenticate again. Select **"Open Authenticator"**.

Select **"Maybe Later."**

Outlook is now setup on your phone.