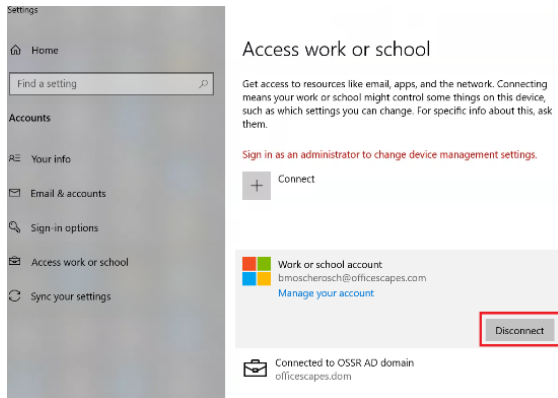


Step 1 – Remove Jupiter/Floorz/OfficeScapes Microsoft Account

Select Start, type “Access work or school”:



Select your OfficeScapes/ Floors / TheJupiterConsolidated account and select “**Disconnect.**”

Are you sure you want to remove this account? This will remove your access to resources like email, apps, network, and all content associated with it. Your organization might also remove some data stored on this device.

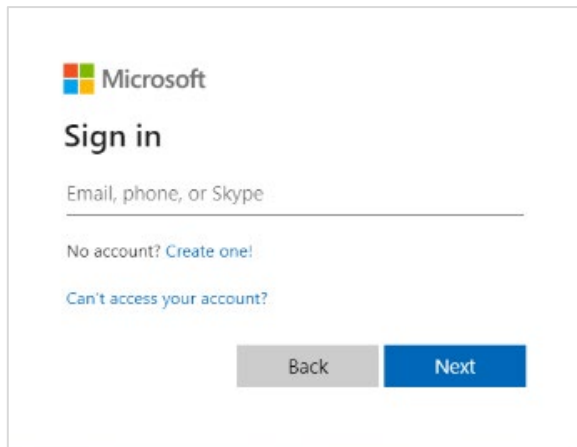
Yes

Select “**Yes.**”

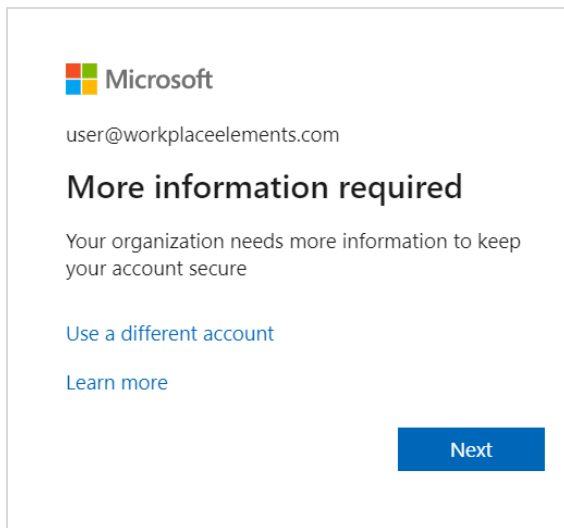
Close the “Access work or school” window.

Step 2 – Configure Elements Microsoft 365 Two Factor Authenticator and set Password

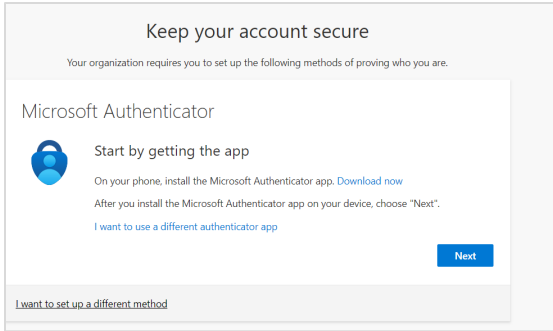
Open Google Chrome, press (CTRL + SHIFT + N) simultaneously to open incognito mode and go to <https://login.microsoftonline.com>



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

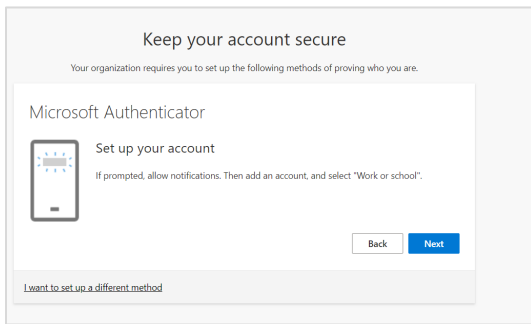


Select **"Next."**

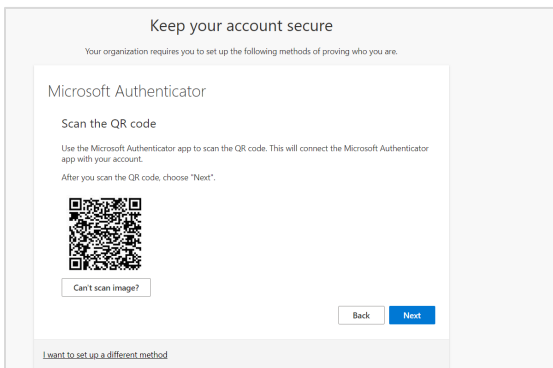


Verify that you have the Microsoft Authenticator downloaded and installed on your mobile phone.

Select **“Next.”**



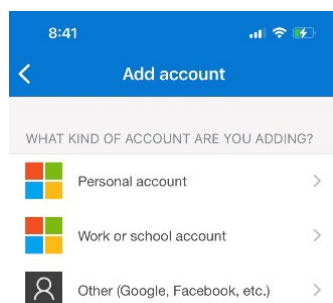
Select **“Next.”**



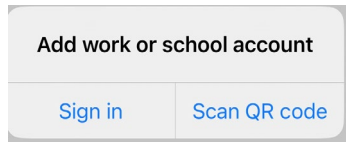
Open the Microsoft Authenticator on your mobile phone.



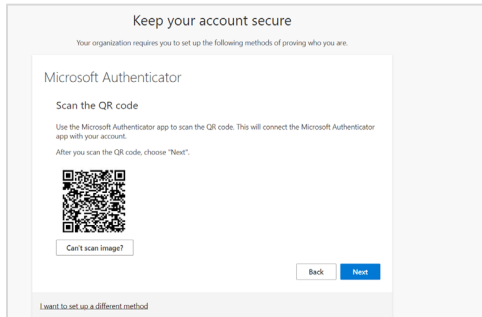
Select **+** to add a new account.



Select **“Work or school account”**.



Select **“Scan QR Code.”**

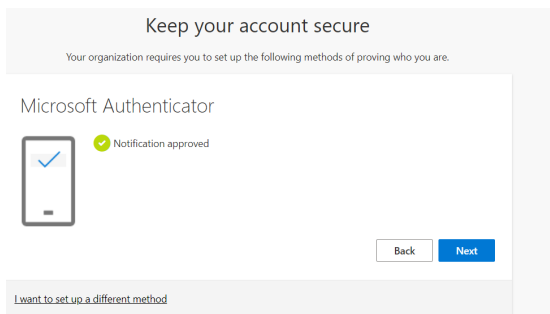


Scan the QR code on your screen with your mobile phone. Once the code is activated, the camera will close.

Select **“Next.”**

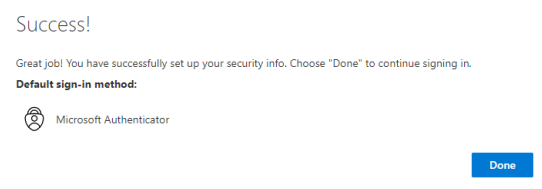


Select **“Approve.”**



Select **“Next.”**

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



Select **“Done.”**

Microsoft

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

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.*

Microsoft

Stay signed in?

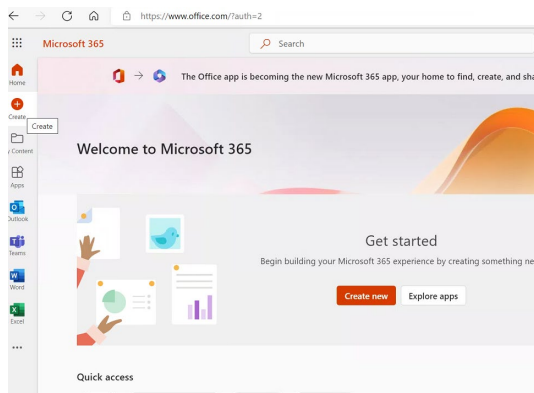
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

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](#)

 **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

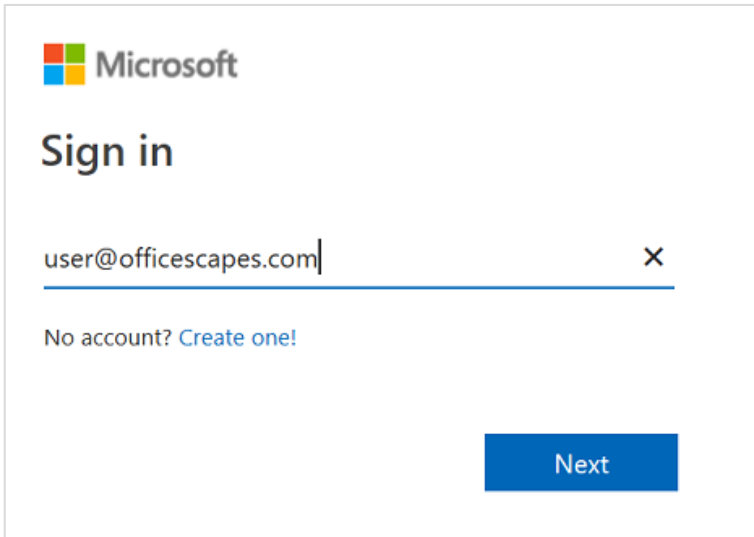
Account Privacy
[Manage Settings](#)

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.

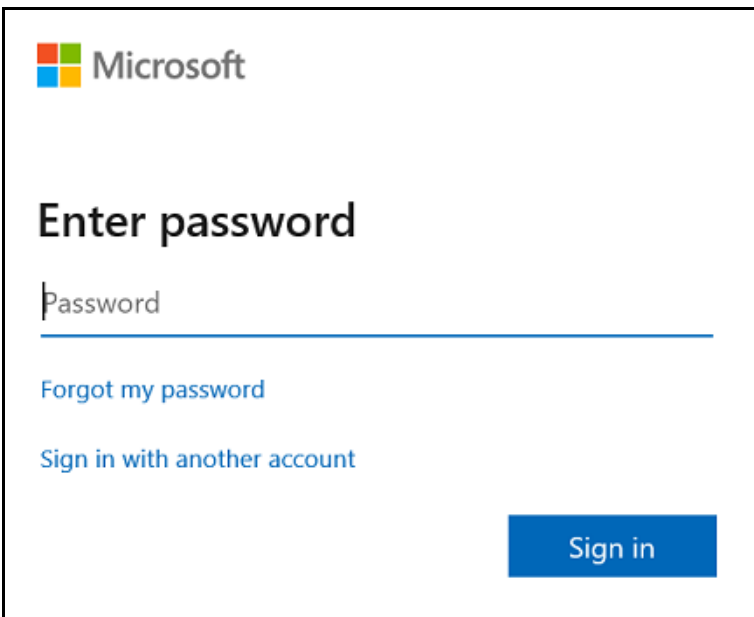
[Sign In](#)

Select "Sign In."



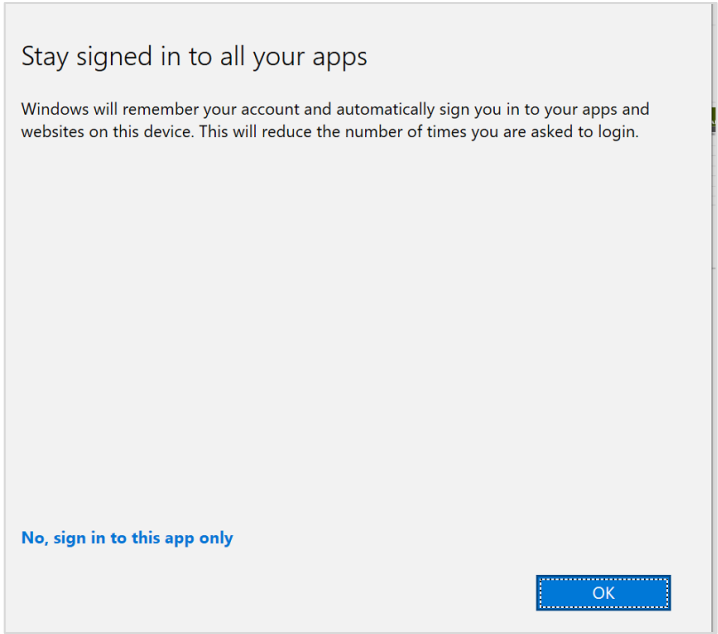
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "user@officescapes.com" and a small "x" icon to its right. Below the input field, the text "No account? [Create one!](#)" is visible. At the bottom right of the page is a blue button labeled "Next".

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

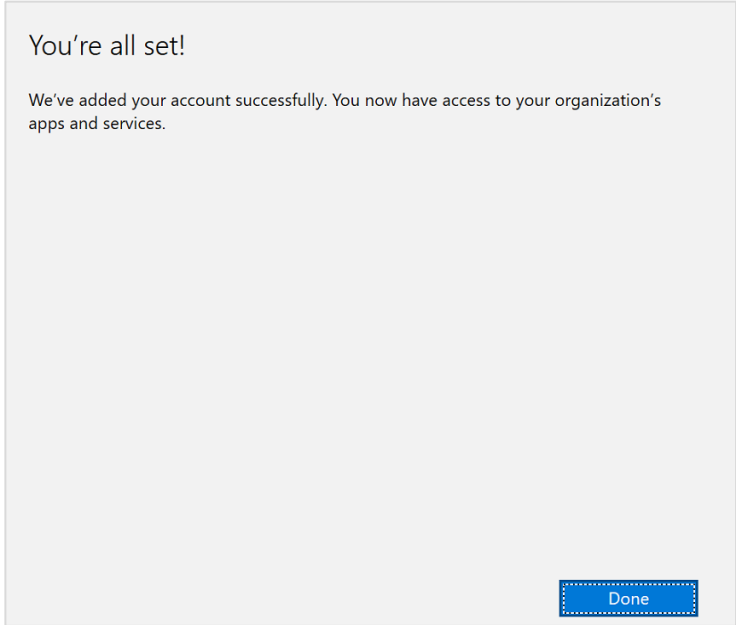


The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the text "Enter password" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Password". Below the input field, the text "Forgot my password" is visible. At the bottom left of the page is the text "Sign in with another account". At the bottom right of the page is a blue button labeled "Sign in".

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



Select **“OK.”**



Select **“Done.”**

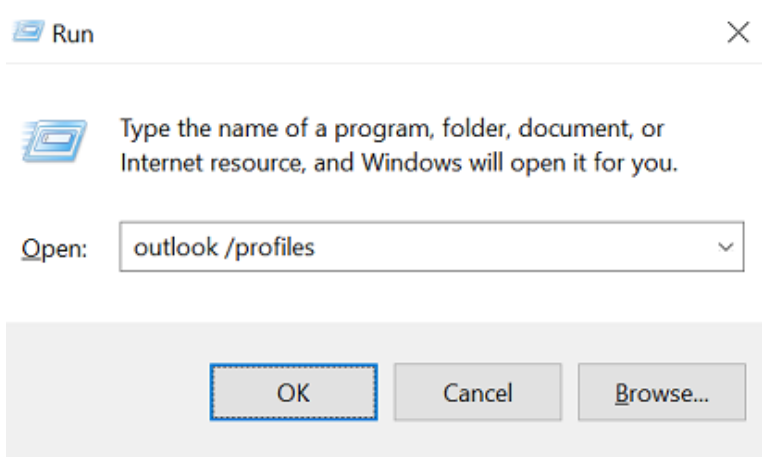


Verify your username is in the upper right corner of Word.

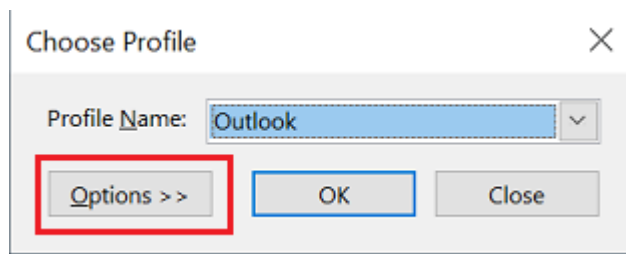
Close Word.

Step 4 – Configure Elements Microsoft 365 New Outlook Desktop Profile

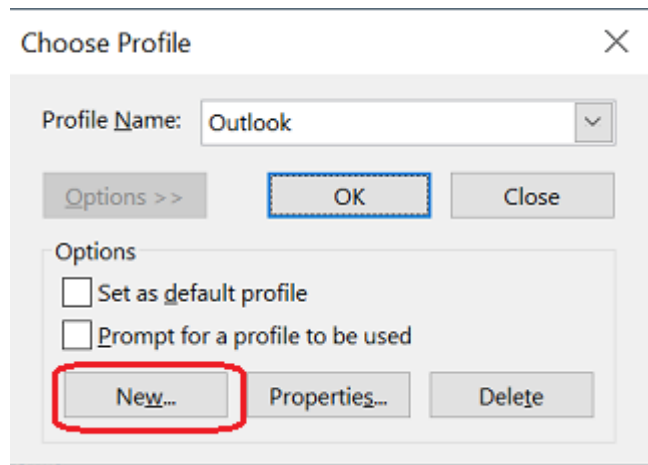
Right click on Start menu and select Run.



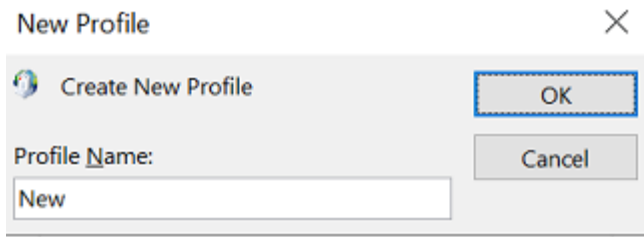
In the Open field, type **outlook /profiles** and select **"OK."**



Select **"Options."**



Select **"New."**



In Profile Name type **“New”** and select **OK**.



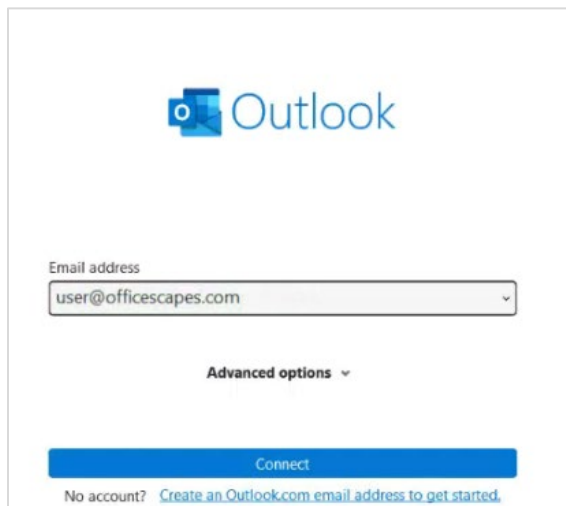
Your privacy matters

Thanks for using Office. Your organization has given you the ability to use optional cloud-backed experiences. You get to choose whether you use these experiences. To provide optional connected experiences, Office collects required service data. [Learn more](#)

These optional cloud-backed services are provided to you under the Microsoft Services Agreement. [Microsoft Services Agreement](#)

To adjust your optional connected experiences, go to:
[File > Office Account > Account Privacy](#)

Select **“Close.”**

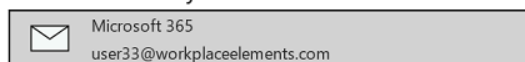


In the Email address field, type your OfficeScapes/Floorz Email address and select **“Connect”**.

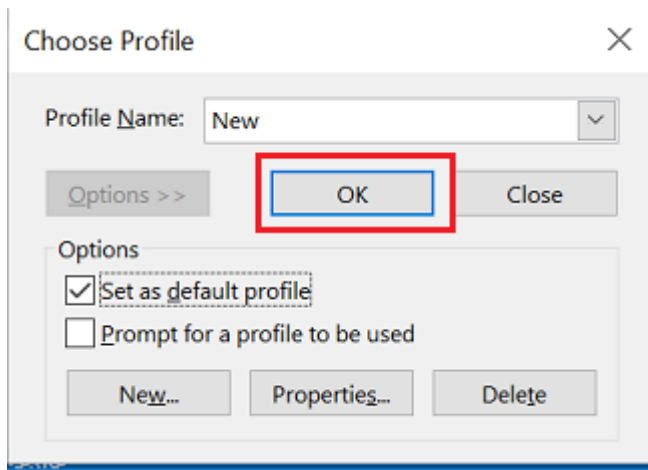
The Email account will setup.



Account successfully added



Select **“Done.”**



Select **“Set as default profile.”**

Select **“OK.”**

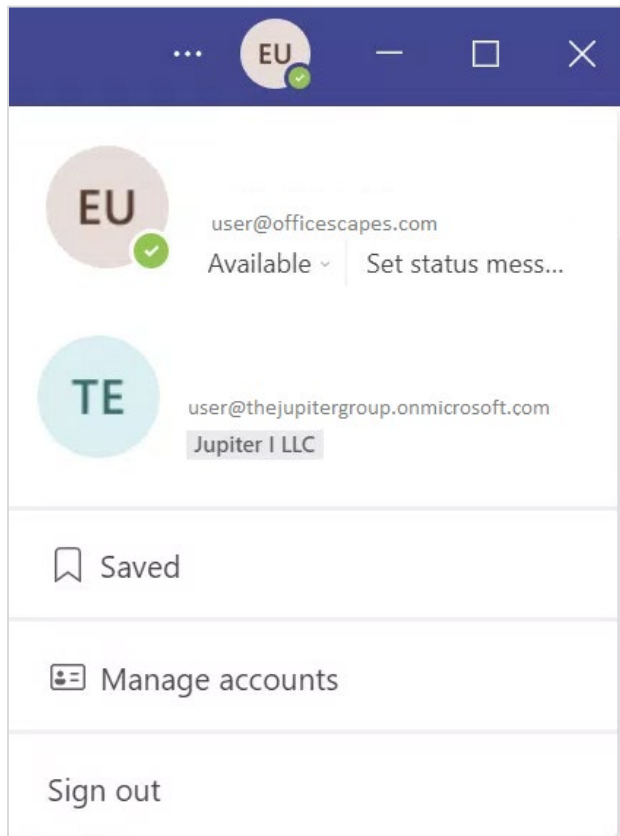
Outlook will setup.

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.

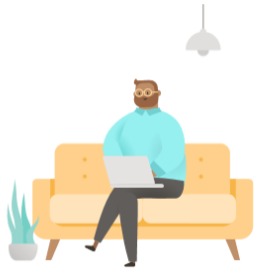
Step 6 – Configure OneDrive

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

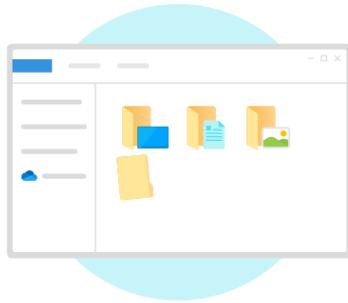
Sign in

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



Your OneDrive folder

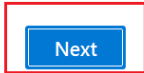
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here

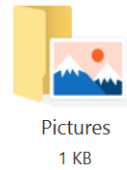
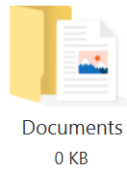
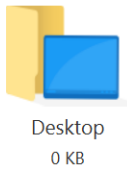
C:\Users\telements\OneDrive - Workplace Elements

[Change location](#)




Back up your folders

Selected folders will sync in OneDrive - Workplace Elements. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. [Learn more.](#)



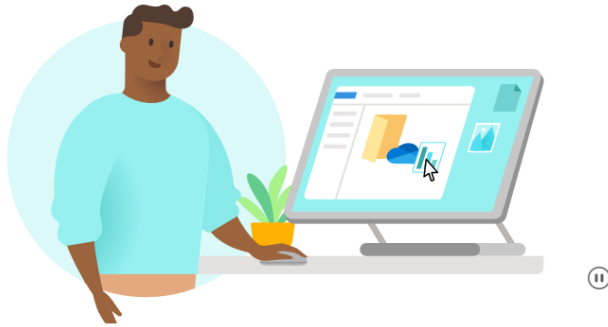
Space left in OneDrive after selection: 1,024 GB

 Unselected folders won't be backed up. You can change this at any time by going to OneDrive Settings.



Get to know your OneDrive

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



Next

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

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.



Online-only

These files don't take up space on this device, and they download as you use them.



On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



Always available

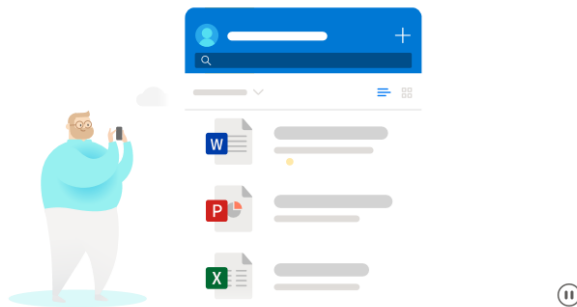
Right-click a file to make it available offline.

Back

Next

Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



Back

Get the mobile app

Later

Your OneDrive is ready for you



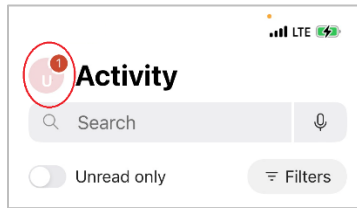
Back

Open my OneDrive folder

> Select **“Open my OneDrive Folder”**.

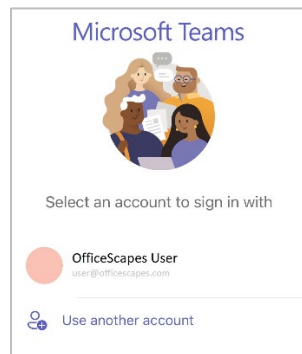
Step 7 - Delete Current Jupiter Mobile Teams Account

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.

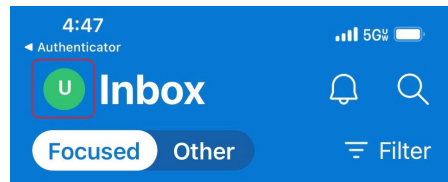
From the Microsoft Teams Mobile Sign in screen:



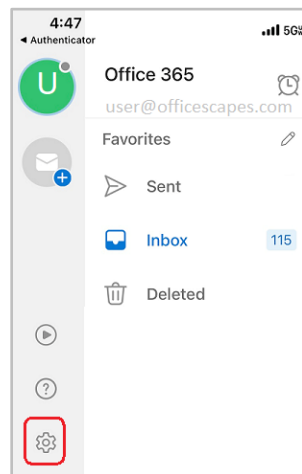
Locate your **OfficeScapes.com/OSFloorz.com** account. Select and swipe left. Confirm "Remove account".

Step 8 - Delete Current Jupiter Mobile Outlook Account

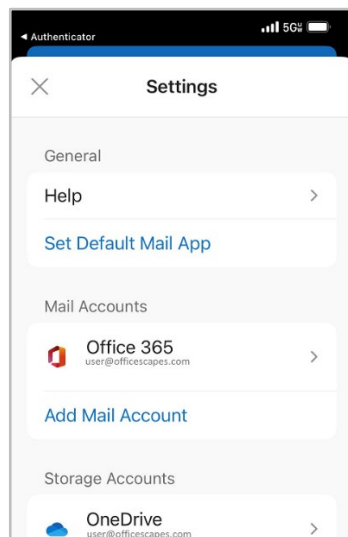
Open Outlook.



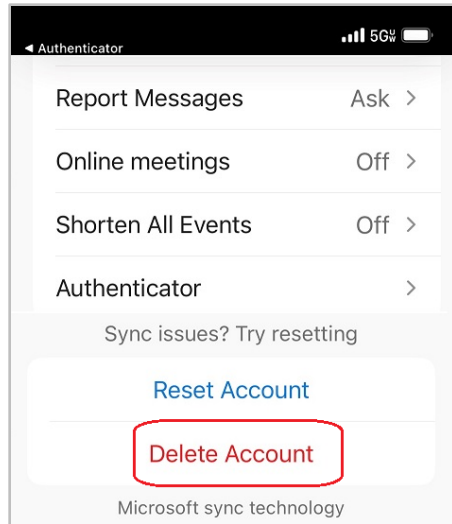
Locate and select your profile picture at the top left corner:



Locate and select "Settings."



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



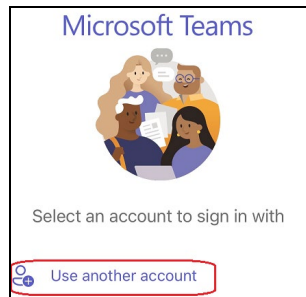
Scroll to the bottom of the settings, locate and select "Delete Account"

Restart your phone.

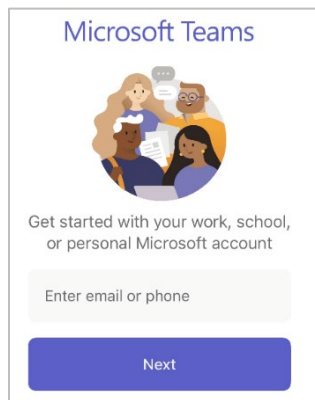
This is critical! Don't skip this step!

Step 9 - Add New Elements Microsoft 365 Mobile Teams Account

After you have restarted your phone, open Teams:

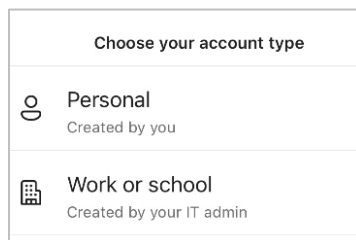


Select "Use another account."



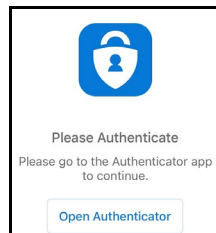
Enter your officescapes.com/floorz.com email address and click next.

The Teams account type selection appears:



Select "Work or school."

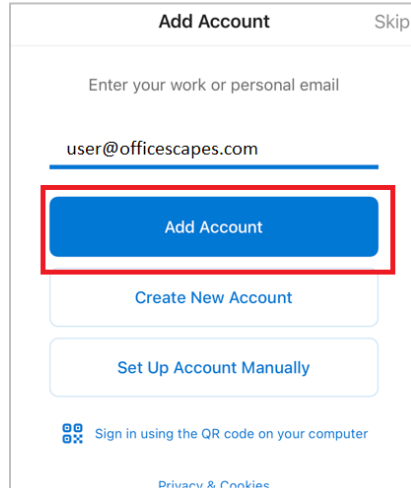
The Authenticator application request appears:



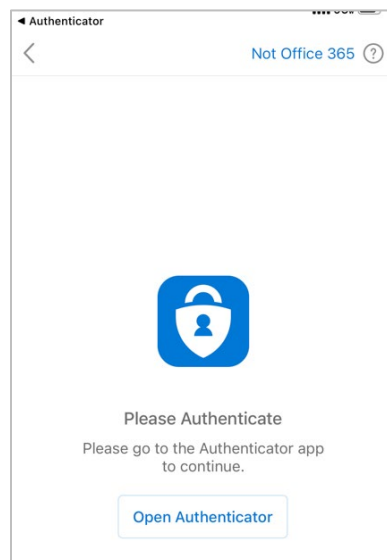
Select "Open Authenticator," approve request.

Step 10 - Add New Elements Microsoft 365 Mobile Outlook Account

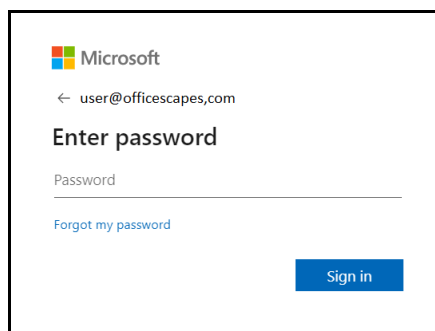
Open Outlook Mobile.



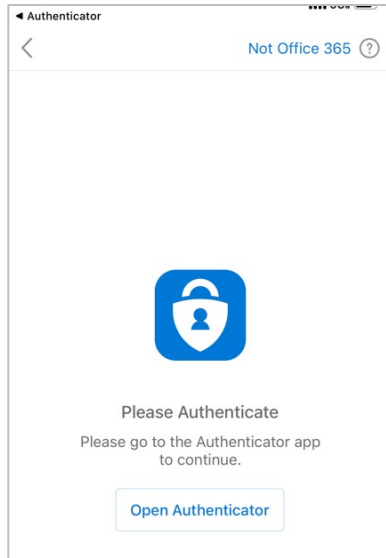
Type your OfficeScapes/Floorz email address and select **“Add Account”**.



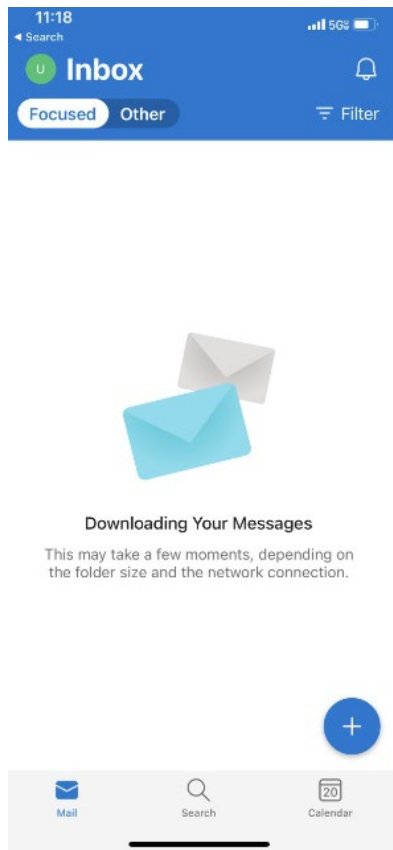
Select **“Open Authenticator”**



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.