How to access the Beginner’s Guide to Office 365

To help you better understand Office 365 and provide you with quality, timely materials, we created a module in Learn to guide you through some fundamentals. Be sure to follow the link on the last page of the module for self-study resources for all applications in Office 365.

Part 1: Start by making your way to the Learn system

1. Navigate to learn.ok.gov, preferably in recommended browsers like Internet Explorer or Mozilla Firefox.
2. Log in with your username (employee ID) and password. If you do not know your login information, contact your agency LEARN administrator. They can set a temporary password to allow you to log in and set a permanent password. If you do not have an agency administrator, you may contact the OMES Service Desk at 405-521-2444 or servicedesk@omes.ok.gov.
Part 2: Then make your way to the course

3. Select **Search** in the left-hand menu.
4. Search for "**Office 365 Introduction**," and choose the course from the results.

5. On the course page, select **Open Course** on the right-hand side to begin the module.