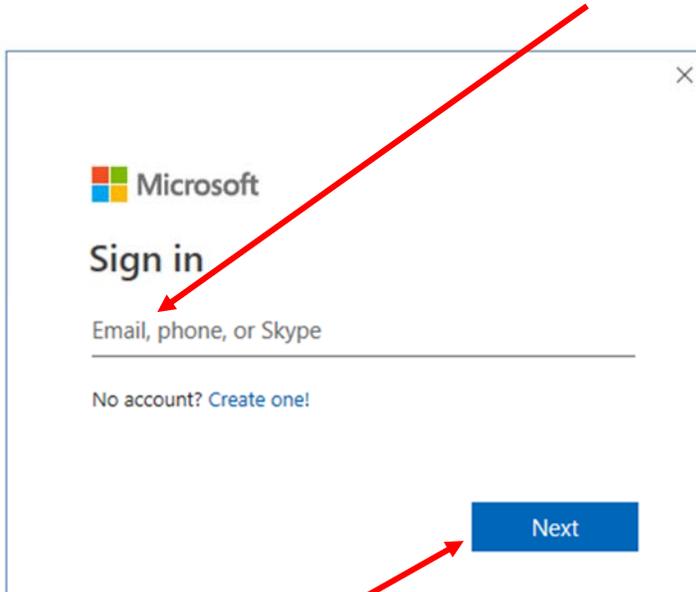


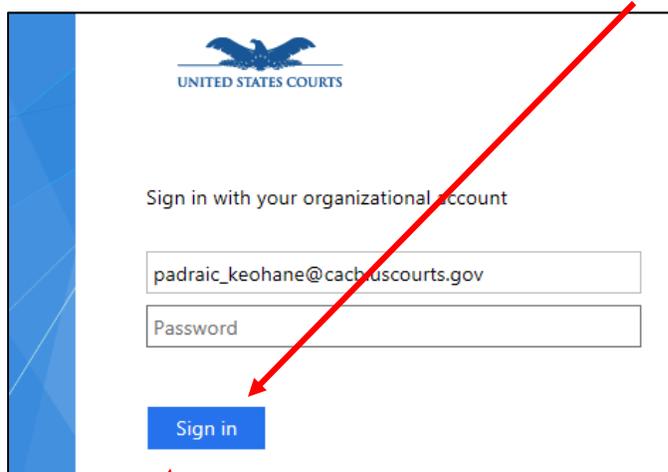
Activating Office 365 on Windows 10

At the log in screen, enter your court email address (ex: firstname_lastname@cacb.uscourts.gov)

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "No account? Create one!". At the bottom right of the form is a blue button labeled "Next". A red arrow points from the top right corner of the window towards the input field, and another red arrow points from the "Next" button towards the text "Click 'Next.'" below the screenshot.

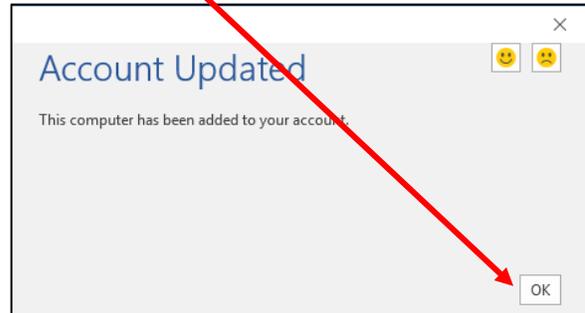
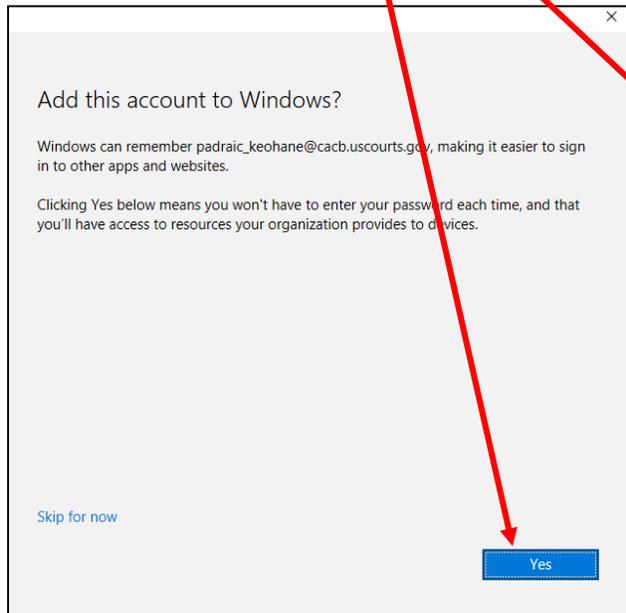
Click "Next."

If this box appears, just type your JENIE password under password.

A screenshot of the United States Courts sign-in interface. At the top center is the United States Courts logo, featuring an eagle. Below the logo is the text "Sign in with your organizational account". There are two text input fields: the first contains the email address "padraic_keohane@cacb.uscourts.gov" and the second is labeled "Password". Below the input fields is a blue button labeled "Sign in". A red arrow points from the top right corner of the window towards the "Sign in" button, and another red arrow points from the "Sign in" button towards the text "Click 'Sign In.'" below the screenshot.

Click "Sign In."

If these appear, just click on “Yes” and “OK”



Click on “Accept.”

