Microsoft 365 in WLS Staff VDI Sessions

You can sign into Microsoft 365 in a VDI session. Currently, sign in is required every time you sign into a new VDI session. To start,

 Open Word, Excel, PowerPoint, or Publisher. A signin window displays.

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2. Enter your AD username (that you use to sign into VDI and Evergreen) in the "long form" – *firstname.lastname@westchesterlibraries.org* and click *Next*. The Password window displays.

3. Enter your AD/Evergreen password. Click *Next*.

- After your credentials are checked, a window loads to tell you that you're signed in. Click Yes to sign into all the Microsoft 365 apps.
- 5. If any informational windows display, read them and click to accept.

**Open existing files and save new ones to *This PC > Documents* or *> Share Drive*. Do not save to OneDrive **

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