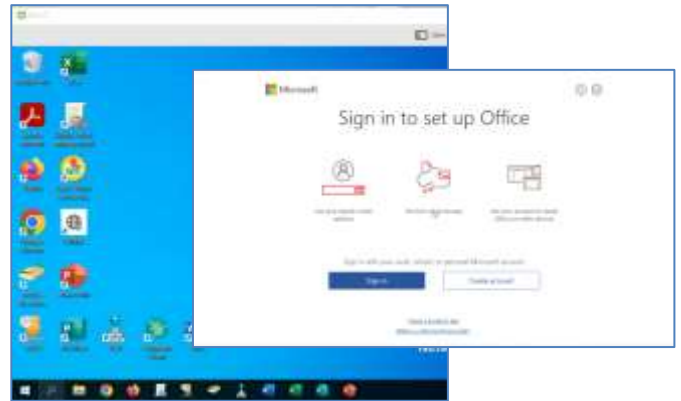
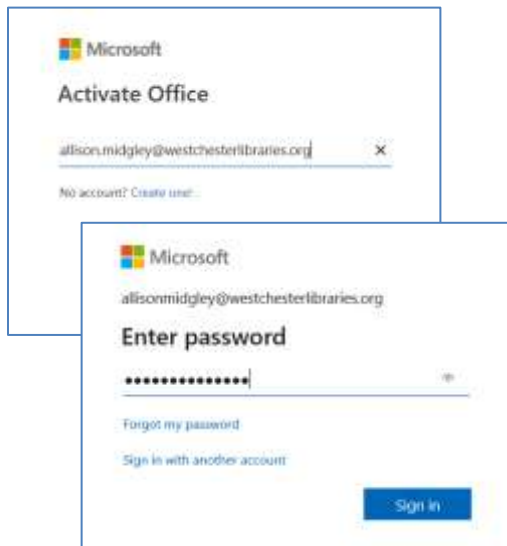


Microsoft 365 in WLS Staff VDI Sessions

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,

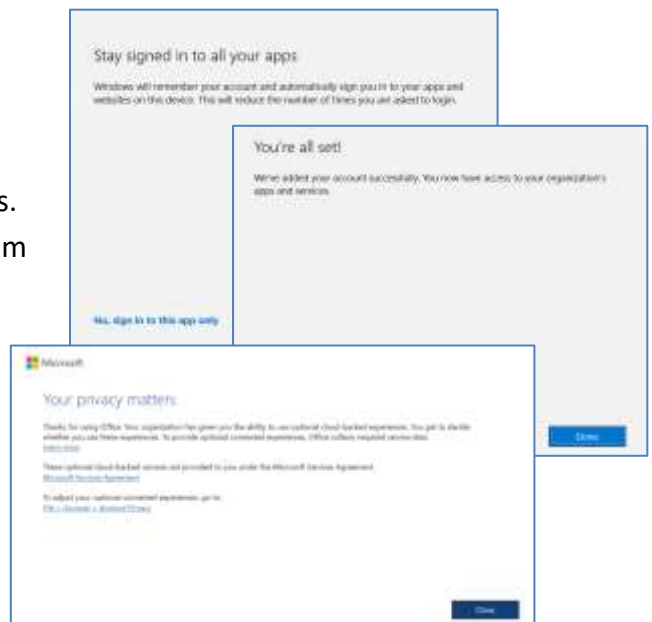
1. Open Word, Excel, PowerPoint, or Publisher.
A sign-in window displays.



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*.

4. 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 ****

