



CRL-H STARTUP GUIDE



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LOG ON TO CRL-H

Before using this guide, make sure you have completed the initial CRL-H login process found here:

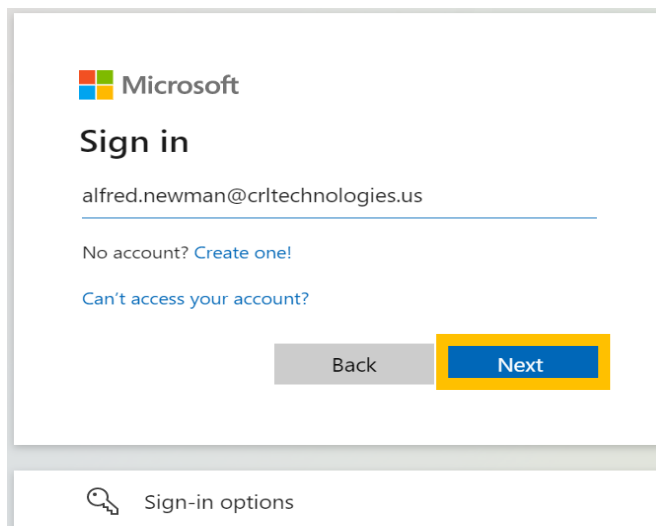
<https://crl.helpspot.com/index.php?pg=kb.page&id=103>

Open a web browser window (**Edge is recommended**). Ensure you are logged out of any other environments and have closed all associated browser windows. Enter <https://www.office.com/>

Select "Sign In" then enter your CRL email address:

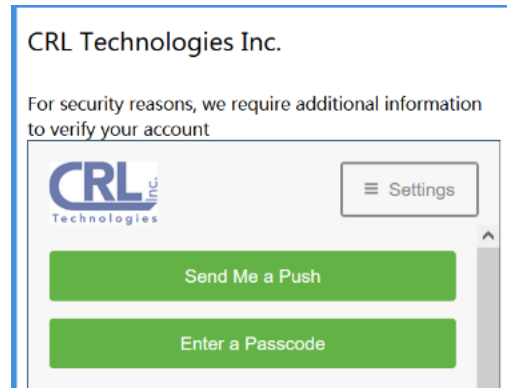


Enter your CRL email address and click "Next":



After you click Next, you'll see a DUO 2FA pop-up.

DUO 2FA AUTHENTICATION

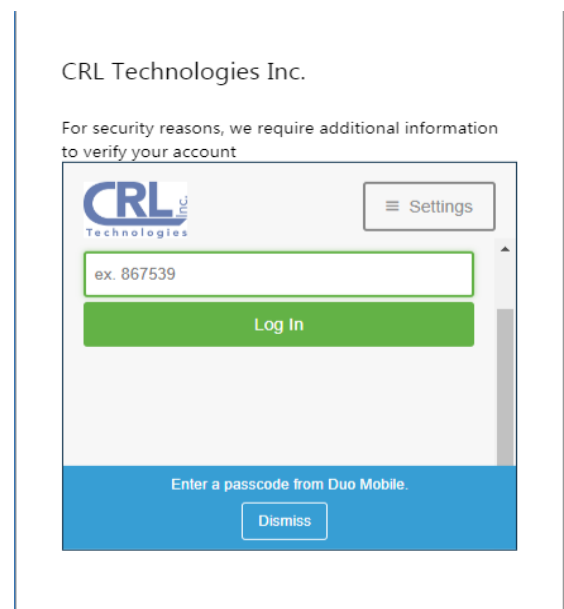


If you are using your **cell phone for 2FA**, select "Send Me a Push"

You'll receive a push notification on your cell phone. Click the green check mark to approve the connection.

If you have a **CRL-issued OTP token**, select "Enter a Passcode".

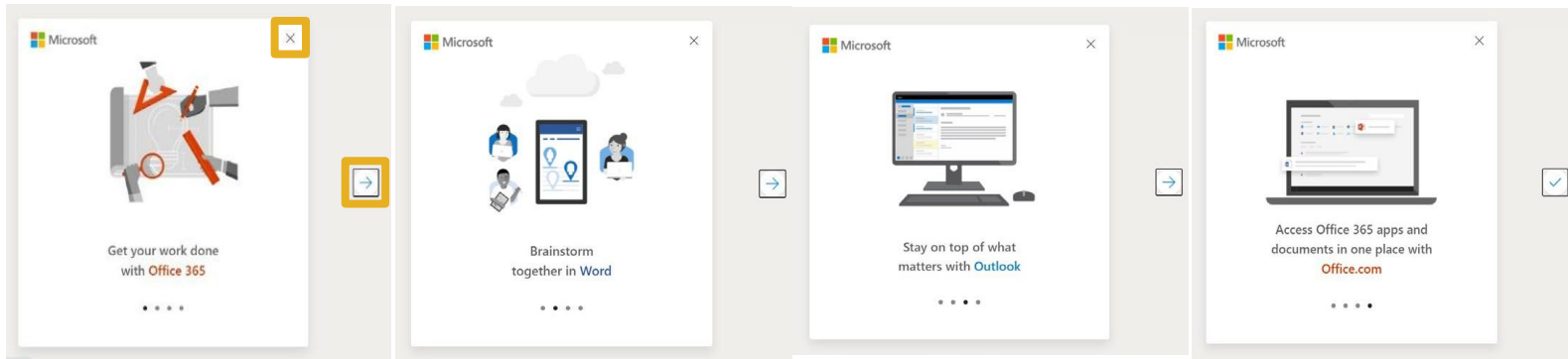
You'll use your CRL-issued OTP token to obtain the time-based access code. Enter this code into the space provided to approve the connection.



Congratulations – Welcome to CRL-H!

CRL-H Startup

Once you log in for the **FRIST TIME**, the following screens will walk you through the startup. You can either select the arrow to walk through the process or select the X to proceed.



CRL-H Startup – HOME PAGE

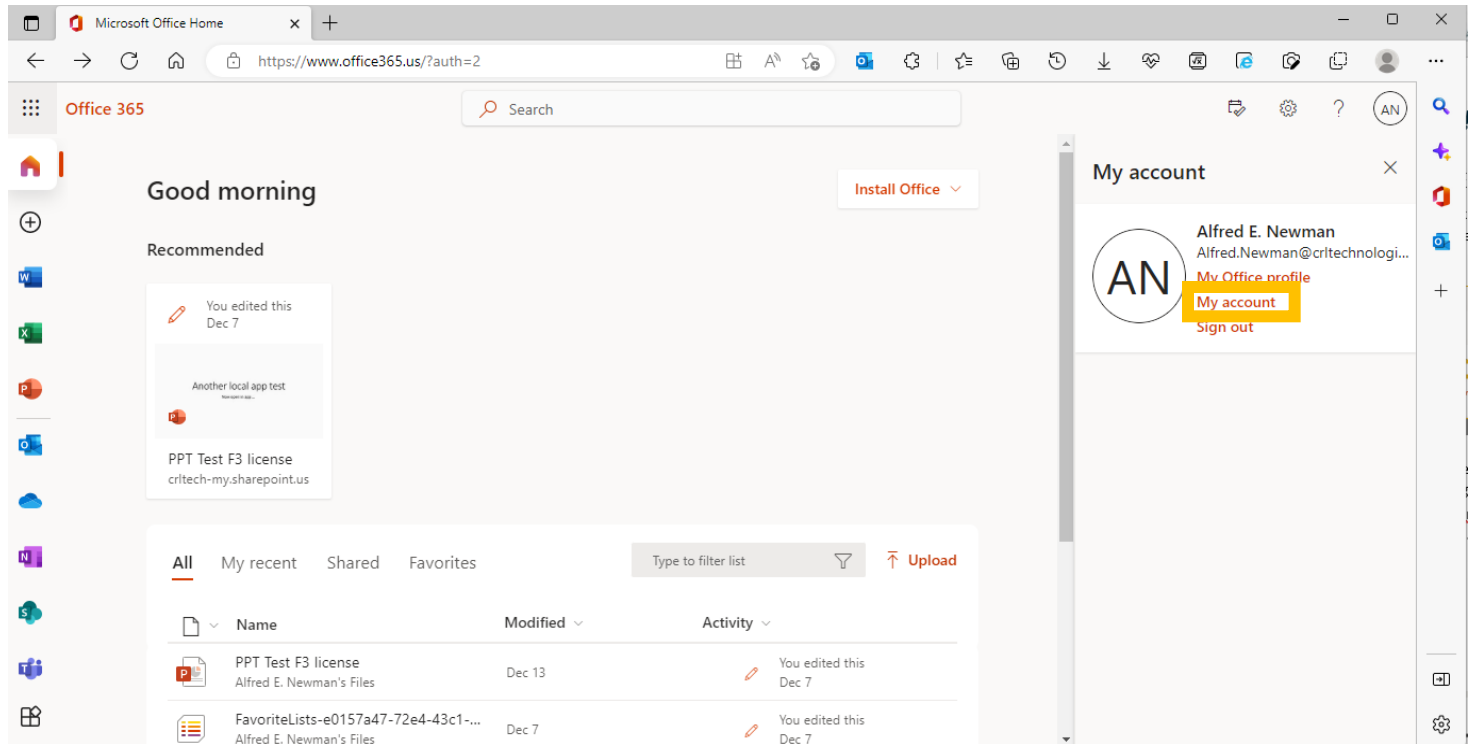
After the Office 365 walk-through, you'll see the **home page**. This is where you'll access all of your Office applications (left column).

Click on the **avatar circle in the upper right corner** to view your account information:

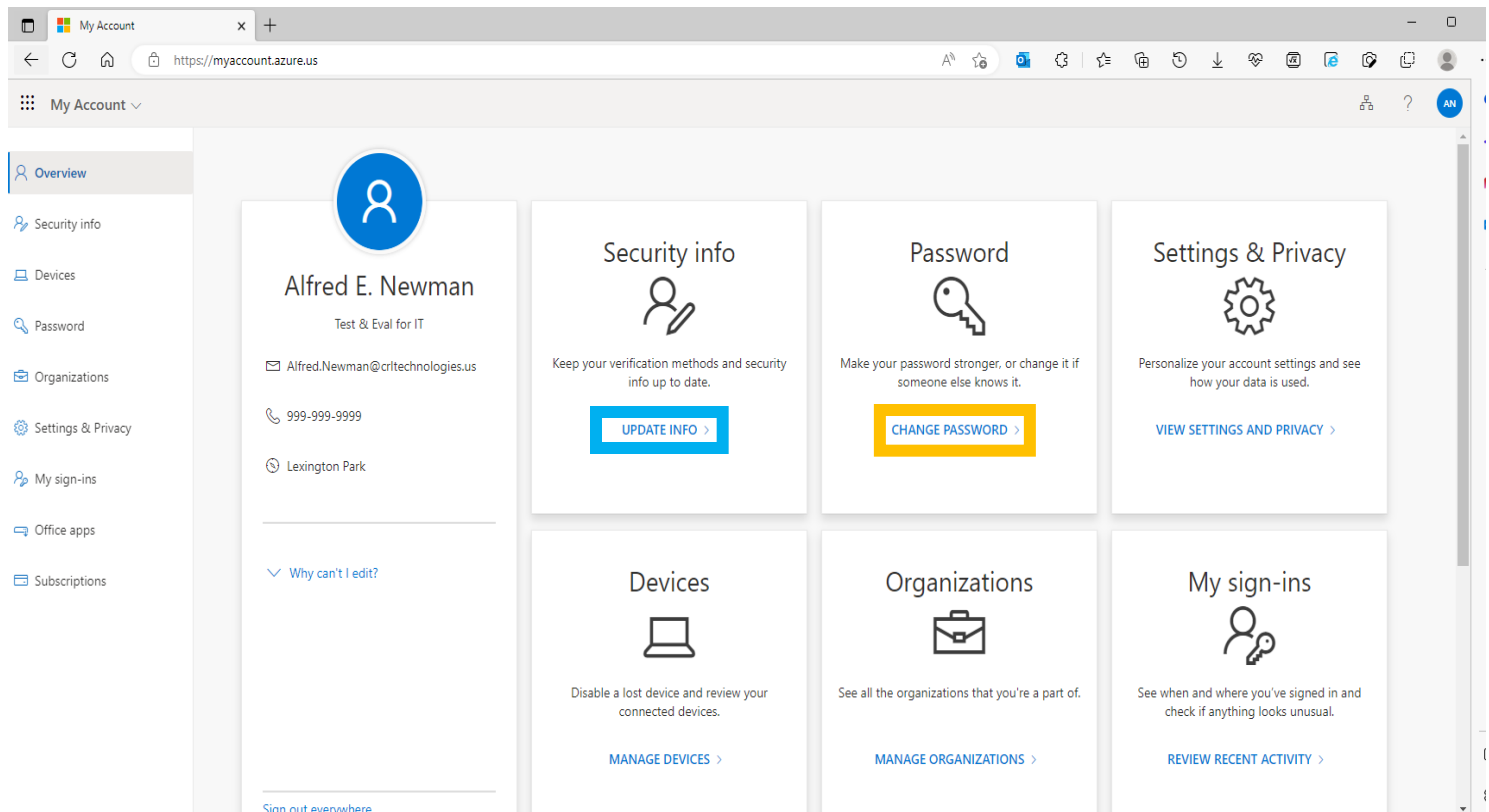
Name	Modified	Shared by	Activity
PPT Test F3 license Alfred E. Newman's Files	Dec 13		You edited this Dec 7
FavoriteLists-e0157a47-72e4-43c1-bfd0-ed9f7040e894 Alfred E. Newman's Files	Dec 7		You edited this Dec 7
Created with local Word app on F3 license Alfred E. Newman's Files	Dec 7		

CRL-H Startup

Select **“My Account”** from this menu:

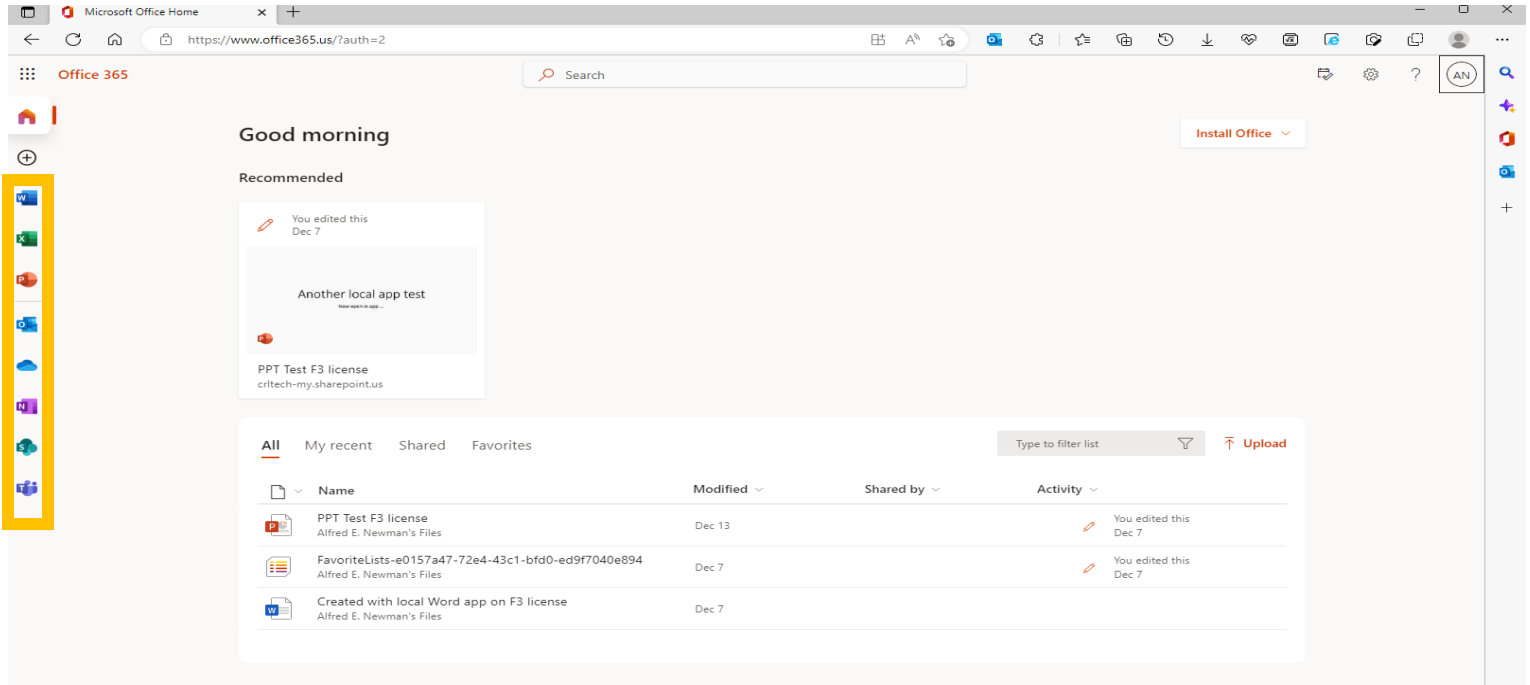


From the **“My Account”** screen, you can change your **“Password”** and view your **“Security Info”**.



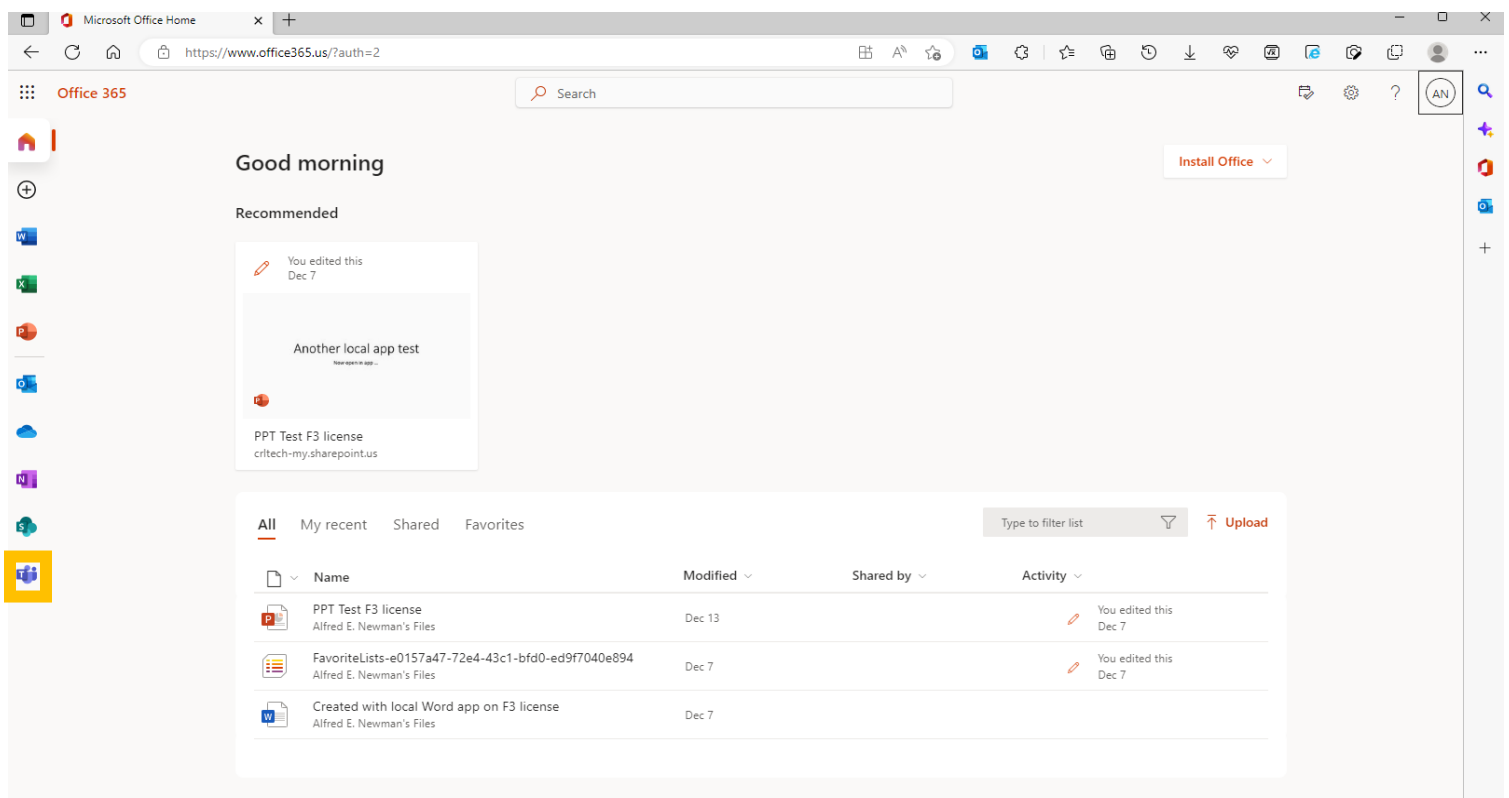
CRL-H Applications

CRL-H applications (**Word, Excel, PowerPoint, Outlook, OneDrive & Teams**) are located on the left side of the **home page**. Click the appropriate button for the application you wish to open:



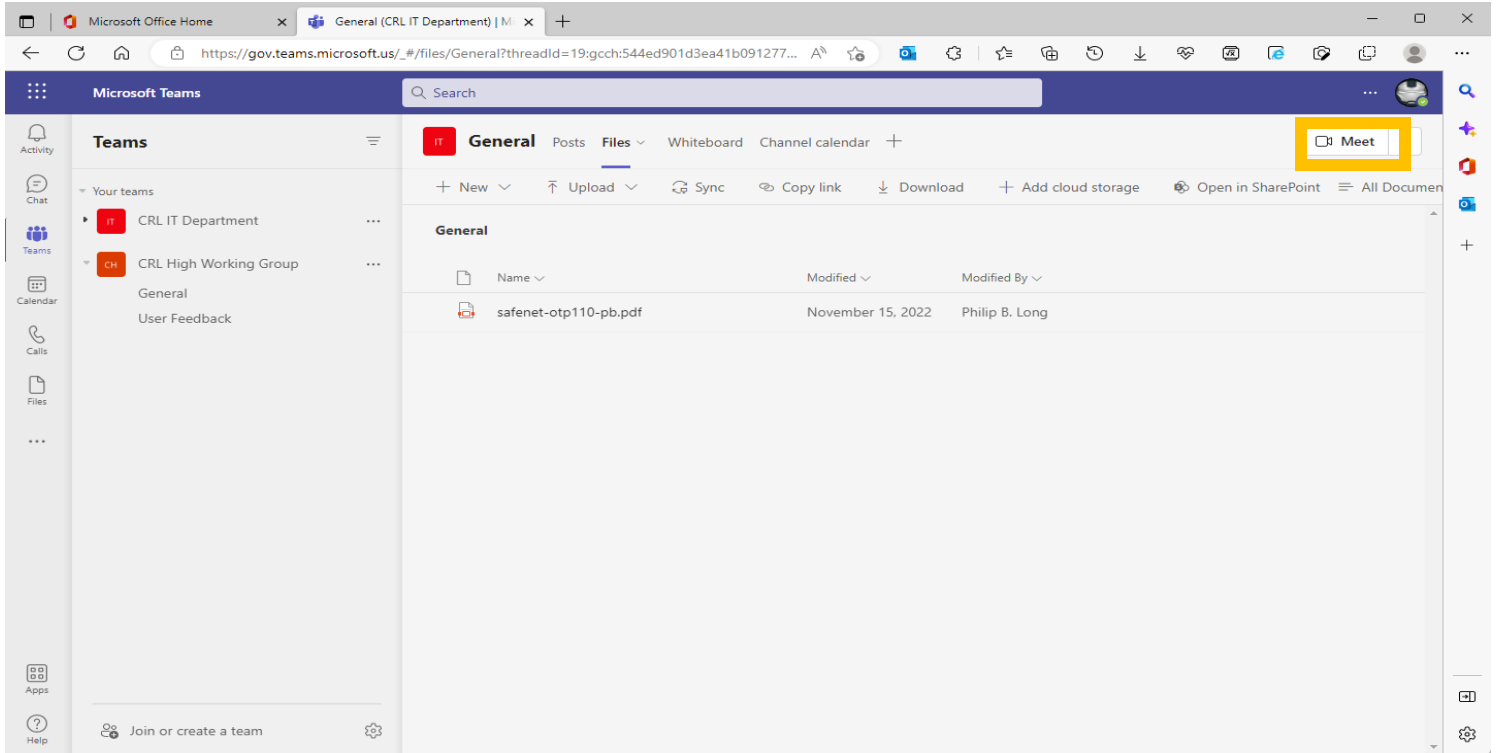
CRL-H Applications - TEAMS

From the **home page**, scroll over and select the **Teams** icon. Teams will start and you are ready to collaborate:



CRL-H Applications - TEAMS

To start a meeting or call, click the “Meet” button in the upper right corner:



For a more in-depth explanation of TEAMS features, please review the information here: [Get started with Microsoft Teams - Microsoft Support](#)

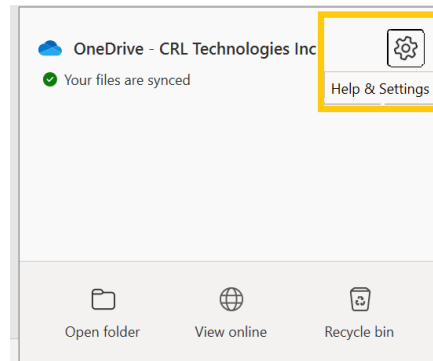
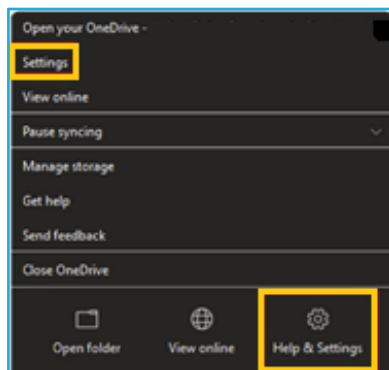
CRL-H Applications - OneDrive

OneDrive is replacing the H: drive. Files will be synced between your PC and in the CRL-H cloud and automatically backed up. You'll be able to access these files from anywhere you can authenticate your account. NOTE: To use the OneDrive client on your computer, it must be enrolled in the CRL-H tenant by the CRL IT Team.

Right-click on the OneDrive icon in your task tray in the lower right corner of the taskbar:




This will open the client menu:

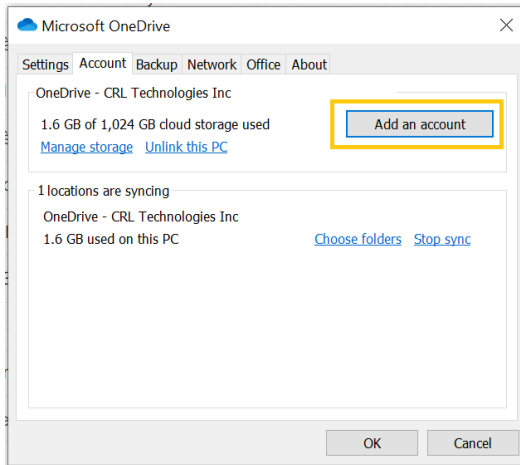


CRL-H Applications - OneDrive

Select the account tab and make sure you see **“OneDrive – CRL Technologies Inc”**:

 OneDrive - CRL Technologies Inc

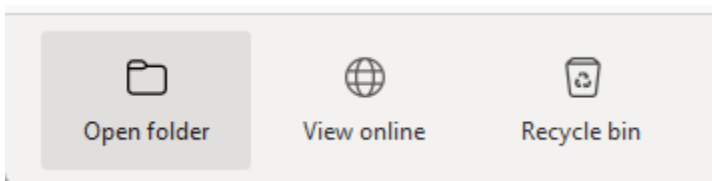
Click the "Add an account" button.



This will open a new OneDrive client and ask you to set up OneDrive for CRL-H. Enter your CRL-H credentials here. You may have to reauthenticate:



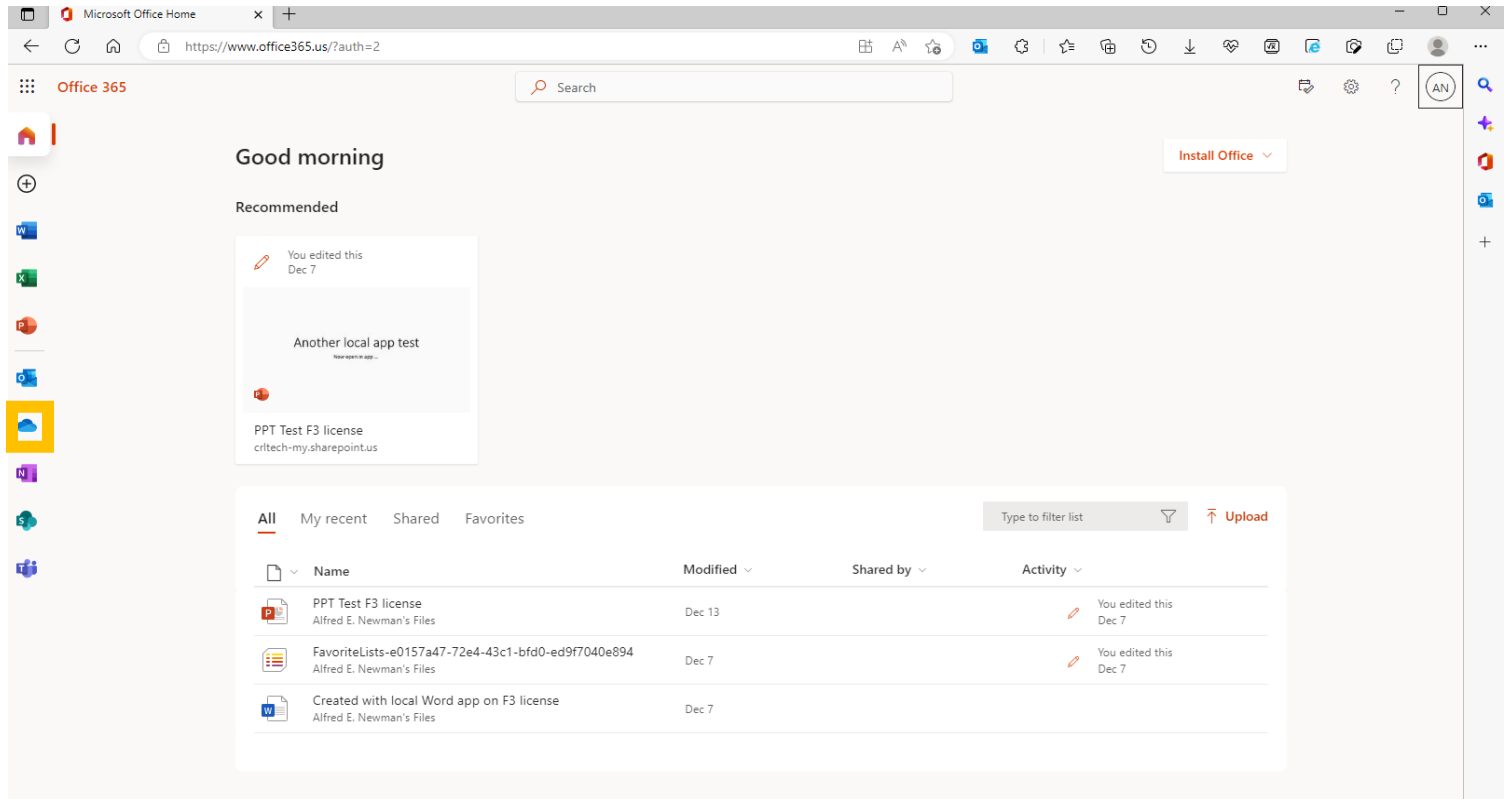
Once you are logged in, right-click on the OneDrive icon in your task tray in the lower right corner of the taskbar and click the **“Open Folder”** icon on the lower right side of the menu:



This will open OneDrive in the Windows File explorer. From here, you can drag /drop and organize files as you wish.

CRL-H Applications - OneDrive

If you are NOT using a CRL-issued PC, you can still access OneDrive online by clicking the icon in the left menu on the home page:



The CRL IT Team will assist in syncing your OneDrive backups. Here is a description of OneDrive Icons:

	The glimmer marks (three little blue lines) seen next to a file or folder indicate that the file is new.
	A red circle with a white cross means that a file or folder cannot be synced. You'll see this in File Explorer or on the OneDrive notification area icons.
	A grayed-out OneDrive icon in the taskbar means you're not signed in, or OneDrive setup hasn't completed.
	The paused symbol over the OneDrive or OneDrive for Business icon means your files are not currently syncing.
	The circular arrows over the OneDrive or OneDrive for Business notification icons signify that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC.
	If you see a "people" icon next to your OneDrive files or folders, this indicates the file or folder has been shared with other people.
	A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer.
	When you open an online-only file, it downloads to your device and becomes a <i>locally available</i> file. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."
	Files that you mark as "Always keep on this device" have the green circle with the white check mark. These always available files download to your device and take up space, but they're always there for you even when you're offline.