Accessing SharePoint Online
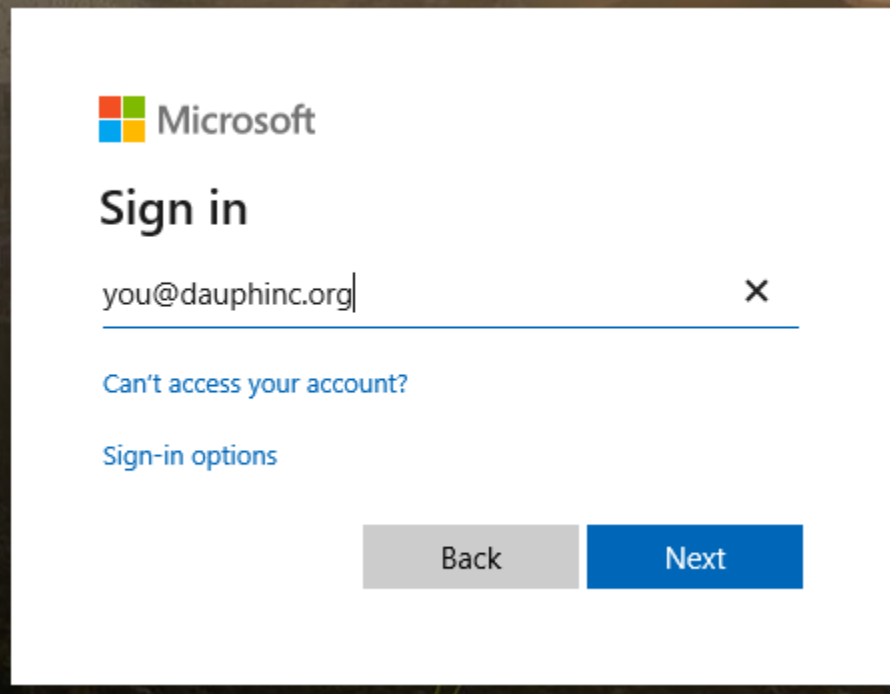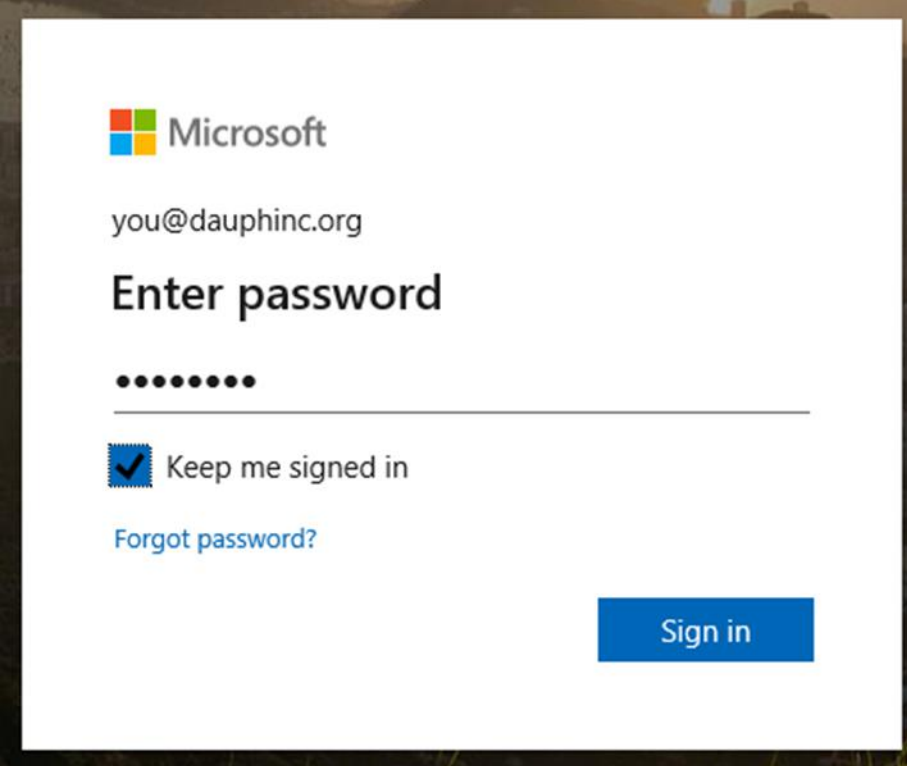
Go to dauphincounty.sharepoint.com

On the Sign In screen, enter your Dauphin County email address. Click Next.

Enter your password and check "Keep me signed in".

Accessing Office Apps from SharePoint

In the top left corner of the intranet, there is a square made of white dots. This is the application launcher.
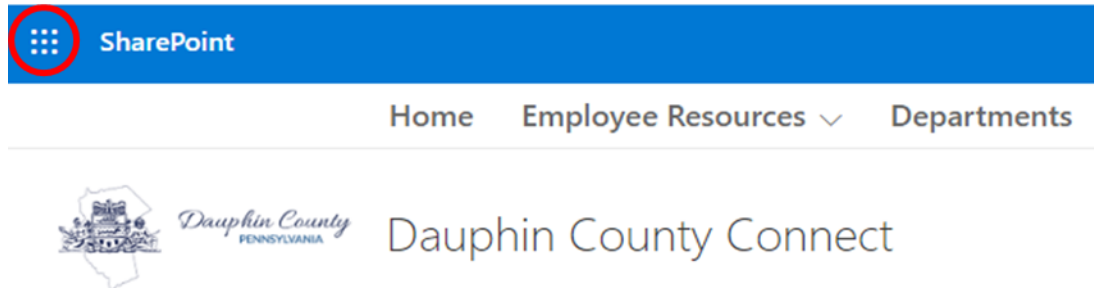
Clicking on this will open a list of all your Office 365 applications, including Outlook. It will also show you a list of recent documents that you have saved to your OneDrive. Click on the application you want to use to launch it.