

Get started with Project Online



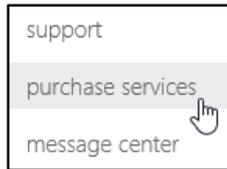
Quick Start Guide

1 sign up

I don't have an Office 365 account!
It's okay, you can start from scratch at:
Office.com/Project

Add Project Online to your Office 365 account

1. Log on to your Office 365 Enterprise or Academic account.
2. On the Office 365 admin center click **Purchase Services**.
3. Click **Add** next to the Project Online plan that you prefer, and follow the on-screen instructions.



After signing up, be patient!



It takes a while for Project Online to finish getting set up. Setup will generally be done within 30 minutes to an hour.

Don't panic if yours is taking longer!



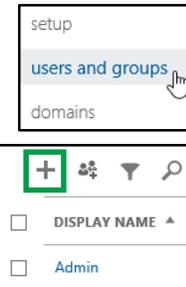
To check if things are done setting up, refresh the page. If you see **Projects** on the menu bar, you're ready to go!

2 add people

- ▶ First, create Office 365 user accounts for the people you're adding.
- ▶ Then, share the Project Online site with each new user.

Create Office 365 user accounts

1. In the Office 365 admin center, click **Users and Groups**.
2. Click **+** at the top of the list of users.
3. Follow the on-screen instructions.



Share the Project Online site

1. From your Project Online site, click **Share**.
2. Type the name of the new user.
3. Click **Show Options** and choose:
 - Whether to send the person an email invitation.
 - What permissions you want the person to have in Project Online. Permissions determine what the person will and will not be able to do.

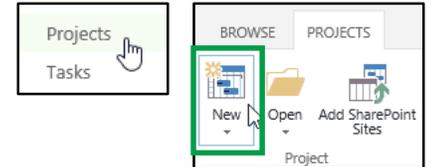


3 create projects

Not all Project Online subscriptions include Project Pro for Office 365!
To check if yours does, click **Licensing** on the Office 365 admin center.

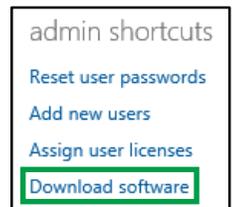
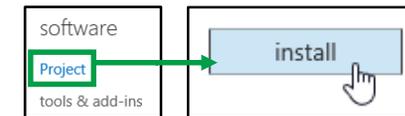
Create a new project in Project Online

1. Click **Projects** on the Quick Launch.
2. Click **Projects > New**.



Download and install Project Pro for Office 365

1. On the Office 365 admin center, click **Download software**.
2. Click **Project**, and then click **Install**.



Wait, so what is Project Online? Project Online is a collaboration tool that can be used to save, view, and edit project plans, enter your timesheets, report your project status, and report across your portfolio of plans. **Project Online is NOT a web-based version of Project Professional 2013.**