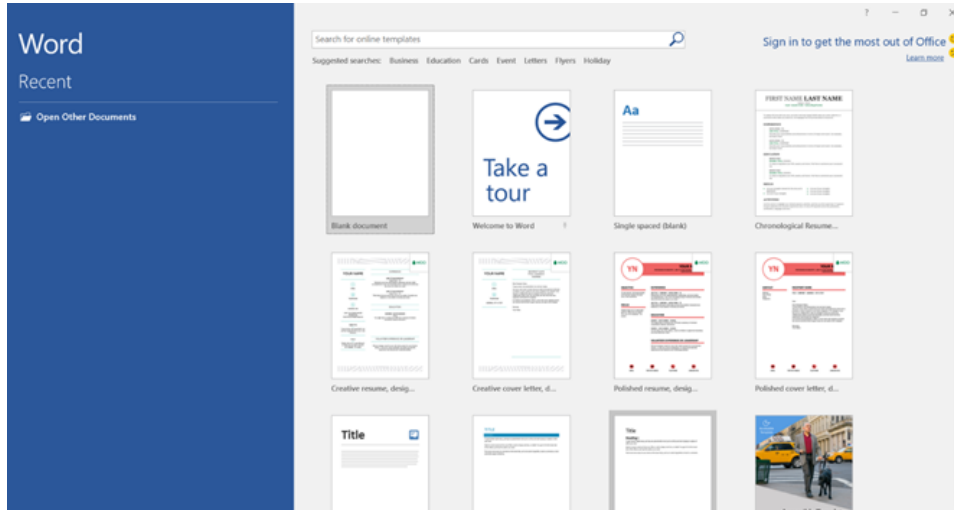# Microsoft Office Activation
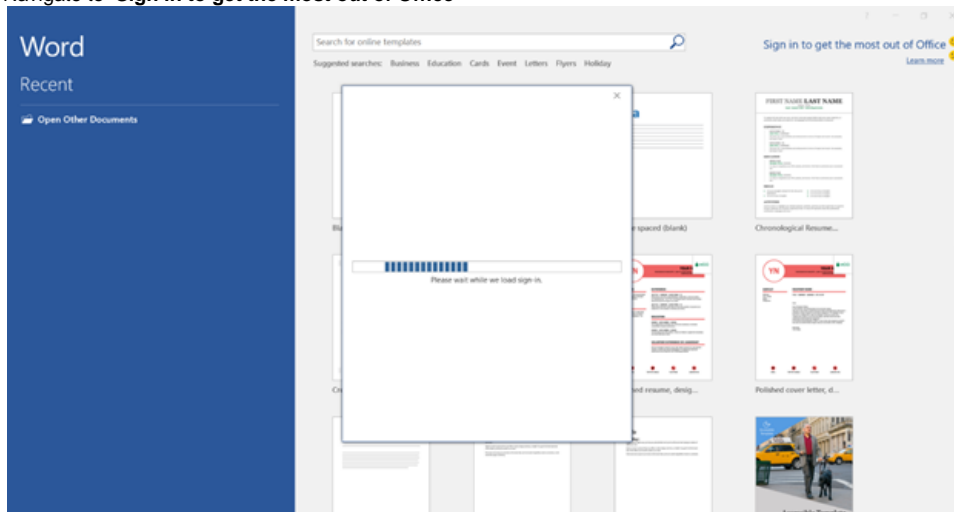
Step by step guide to activate Microsoft Office365.

Step-by-step guide
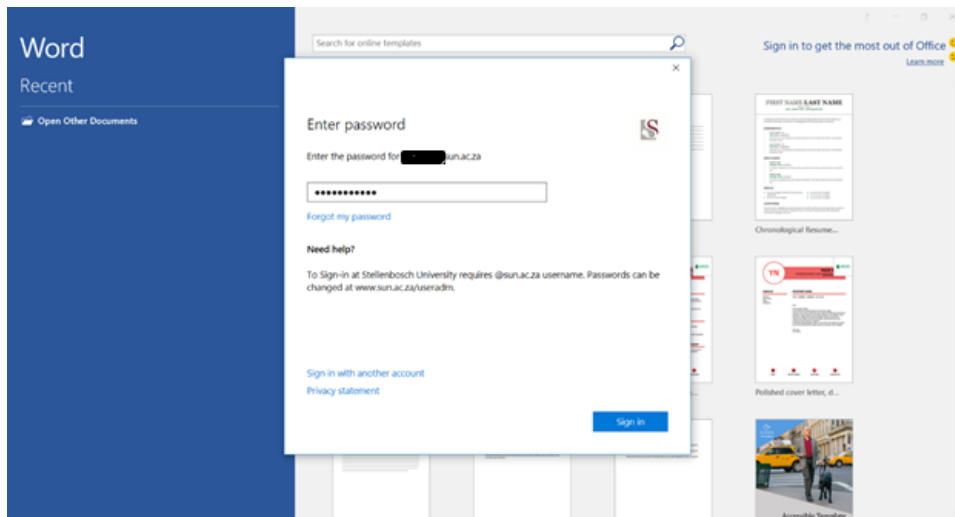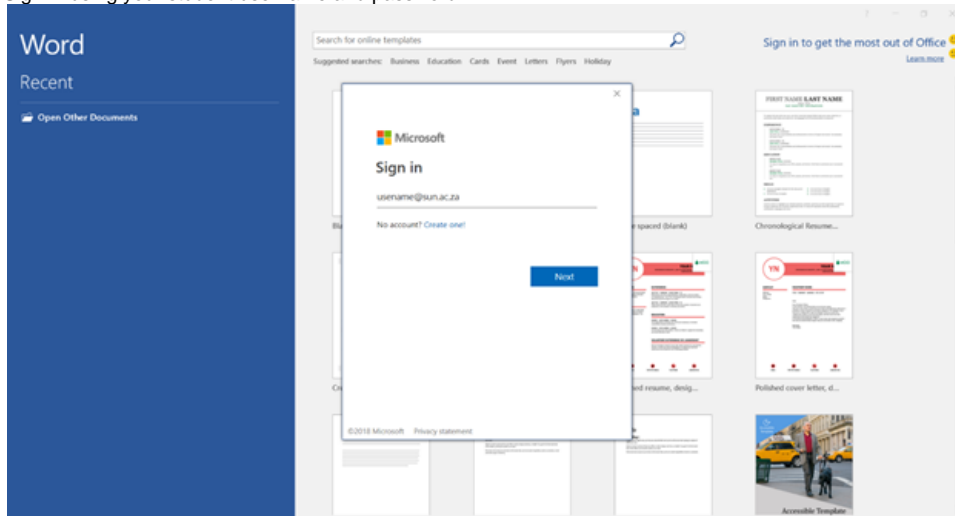
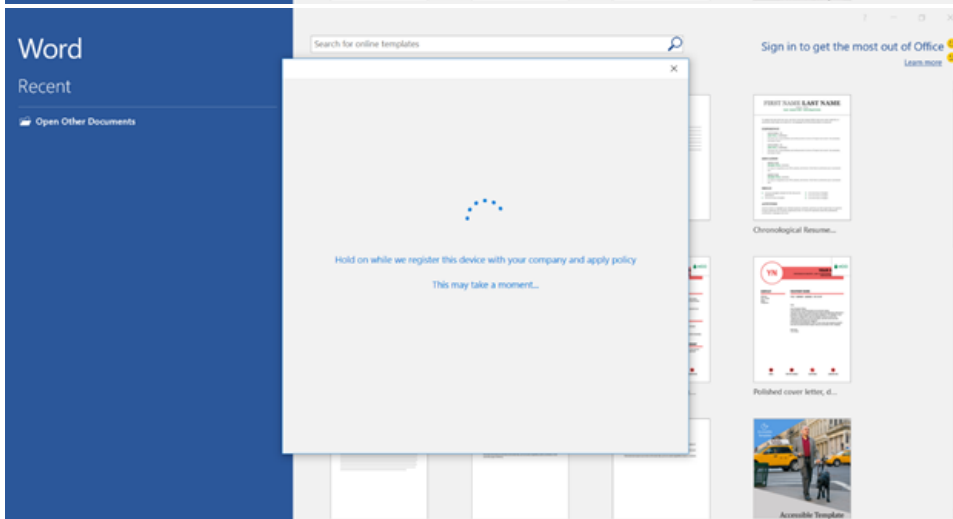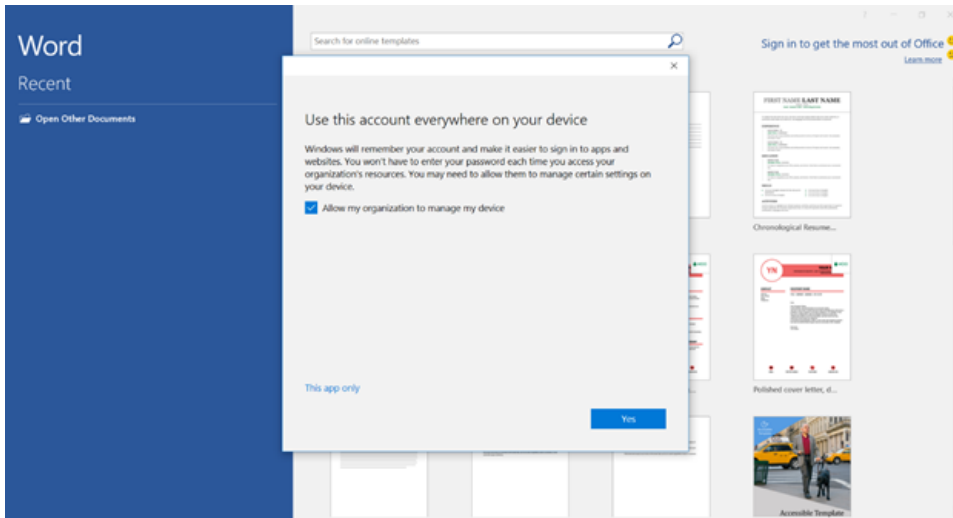1. Open any Microsoft office product.
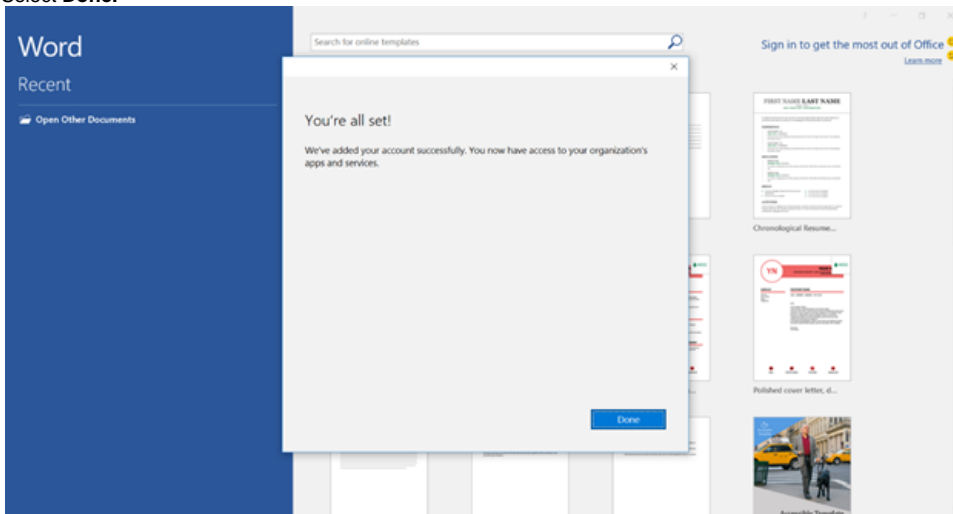

2. Navigate to **'Sign in to get the most out of Office'**

3. Sign in using your student username and password

4. Select **YES** and wait for Microsoft office to finish loading.

Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

☑ Allow my organization to manage my device

This app only

Yes

Hold on while we register this device with your company and apply policy

This may take a moment...

5. Select **Done.**

6.

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.
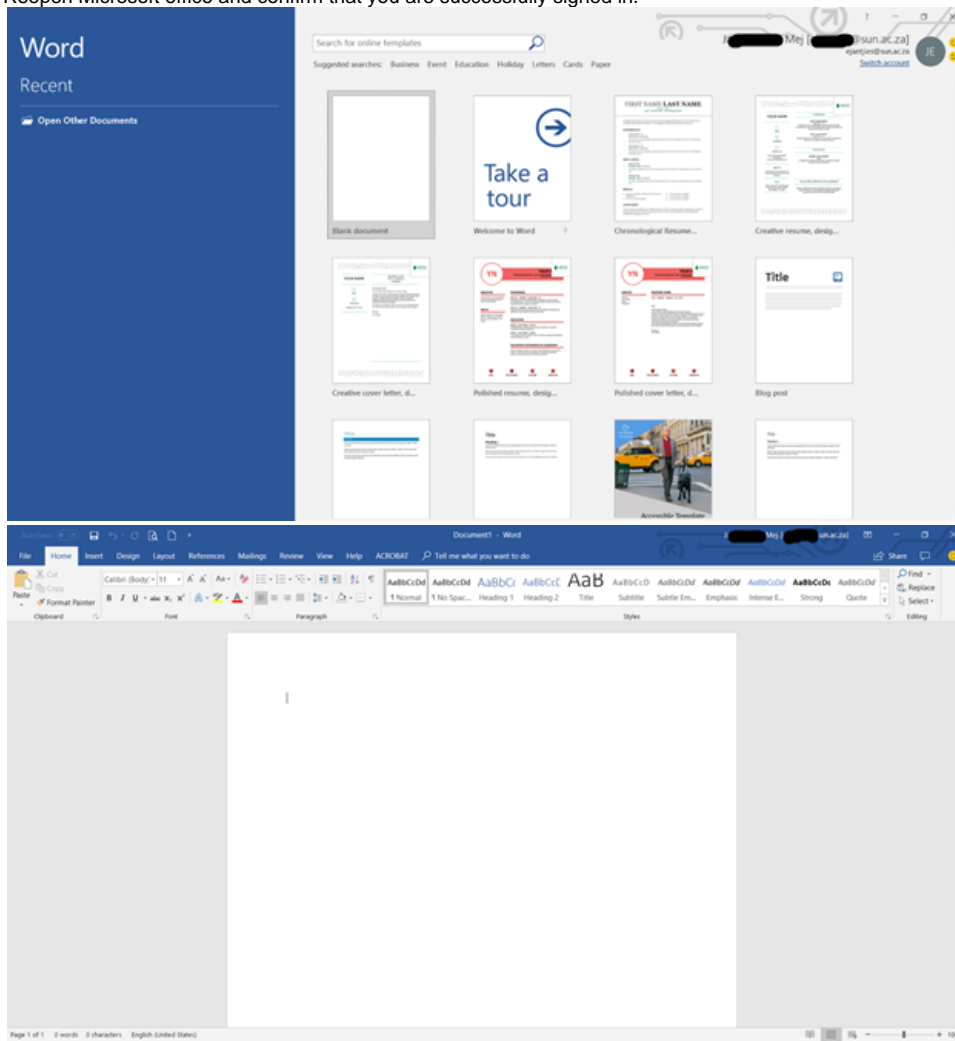
Done

1. Reopen Microsoft office and confirm that you are successfully signed in.

Related articles

- [MFA via Microsoft Authenticator App](#)
- [SafeCom](#)
- [IT Knowledge Space / How to guides](#)
- [Configure Office365 e-mail on an iPhone](#)
- [Configure Office365 e-mail on Android devices](#)