## Office 365 Applications Activation Instructions

1. To activate Office365 for the first time:

Open any Office 365 Application (Word, Excel, PowerPoint) and you will see this screen:

	×	
Microsoft		
Activate Office		
Use your work, school, or personal Microsoft account.		
Email, phone, or Skype	]	
Next		
No account? Create one!		
	Í	
©2017 Microsoft Privacy statement		

2. In the "Email, phone, or Skype" field, please enter your network username with @smcusa.com at the end. Your network username is also the same as your Citrix/Okta username.

Example: Andrew W Fenderson's network username is fenderaw Add @smcusa.com to the end, <u>fenderaw@smcusa.com</u>

3. After entering your <u>networkusername@smcusa.com</u>, you might get this screen. If you do, you will need to put in your Okta username and password to complete activation

Connecting to	Office 365
<b>SM</b>	<b>D</b> .
Sign In	
L Username	0
Password	0
Remember me	
Sign In	
Need help signing in?	

- 4. If you don't get the previous screen, then application will activate without having to put in any password.
- 5. You could this screen. If you do and you're on an SMC computer, choose the "Work or school account".

		×
Micro	osoft	
We nee	ed a little more help	
It looks like account fro use?	this email is used with more than one m Microsoft. Which one do you want to	
Ř	Work or school account Created by your IT department	
8	Personal account Created by you	
Tired of see Microsoft a	eing this? Rename your personal ccount.	
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If you get this screen afterwards, just click <u>A</u>ccept.
You are now ready to use your new Office 365 Applications.

