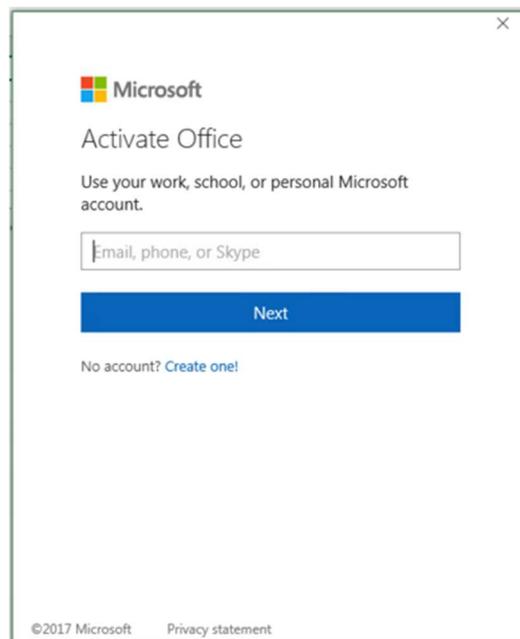


Office 365 Applications Activation Instructions

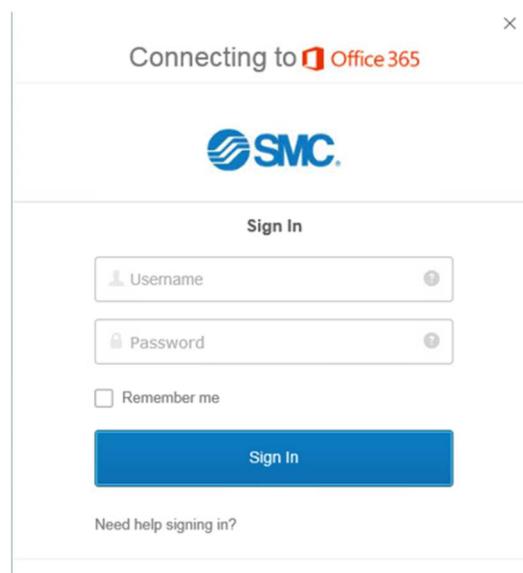
1. To activate Office365 for the first time:
Open any Office 365 Application (Word, Excel, PowerPoint) and you will see this screen:



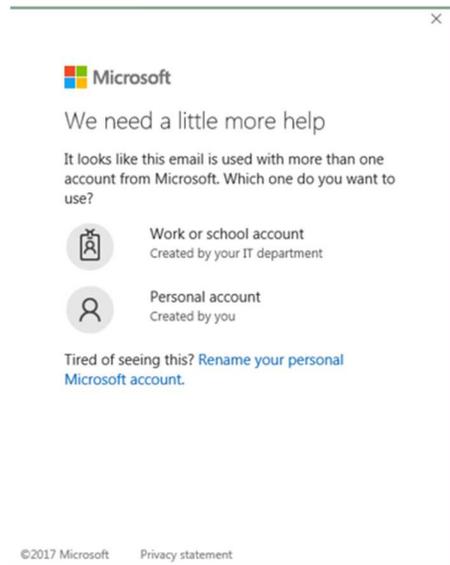
2. In the "Email, phone, or Skype" field, please enter your network username with @smcusa.com at the end. Your network username is also the same as your Citrix/Okta username.

Example: Andrew W Fenderson's network username is [fenderaw](#)
Add @smcusa.com to the end, fenderaw@smcusa.com

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



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".



6. If you get this screen afterwards, just click Acept.
You are now ready to use your new Office 365 Applications.

