INSTRUCTIONS FOR ACCESSING OFFICE 365

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Office 365 is only accessible for users, faculty and students, with a valid University of Hartford email address. Not all email addresses are activated to the system, just accounts connected to a direct person in the University community are activated. Department email accounts, for example, will not work.

If you have any questions outside of this document, please contact the Office of Technology Services through the Help Desk at either 860.768.4357 (HELP) or helpdesk@hartford.edu.
LOGGING INTO THE OFFICE 365

Before you can log on you must know the following information.

University of Hartford E-mail Username

University of Hartford E-mail Password

Step 1  Open the web browser of your choice.

Step 2  Go to portal.office.com.

Step 3  Enter your full University of Hartford E-Mail Address (username and @hartford.edu) and click Next.

Step 3a (Only if you have a personal Microsoft Account setup with your University of Hartford email Account) Select Work or school account.
Question:

The system will not let me log in, what do I do?
- Check to make sure that you typed the required information correctly.
- Completely close out of your browser, reopen, and try again.
- If you still cannot access the system, please contact OTS through the Help Desk at either 860.768.4357 (HELP) or helpdesk@hartford.edu to reset your password.

LOGGED IN

Once you are logged in to Office 365, you have a few options.
» You can access your OneDrive space.
» You can access the web versions of Office Apps.
» You can download Office 2016 on your personal computer.
  (You will need to log in with the credentials you used in the previous step to activate the license, after install.)

LOGGING OUT
Step 1  Click on the person icon in the upper right-hand corner.

Step 2  Click Sign out.

**ACCESSING ONE DRIVE OR WEB APPS**

To access One Drive or the web browser version of the apps on any computer or web-enabled device, you can do one of the following:

» Click on the individual icon.

» Click on the box in the upper left-hand corner.

**INSTALLING OFFICE 2016**

To install Office 2016 on your personal computer:

Step 1  Click the Install Office 2016 button in the upper right-hand corner.

Step 2  Follow the directions.

Step 3  After install, open one of the apps and Sign in with your credentials that you used to access portal.office.com.