Initial Logon to Office 365 Apps

When you first open an Office 365 app (Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook...) you will be prompted to "Sign in to setup office". Click on Sign in, the Microsoft Activate Office window will pop up to sign in. Faculty, staff and students will need to use their OSU email address (Faculty\staff: lastname.#@osu.edu, students: lastname.#@buckeyemail.osu.edu)



Microsoft will redirect you to OSU's logon page and then a Duo push to your phone.

	The Ohio State University		Choose an authentication method	
CHANNEL CONTRACTOR	Sign in with your Ohio State username and password Faculty, Staff, Guests: lastname.#@osu.edu	What is this? Cf Need help?	Duo Push 🗸 Used automatically	Send Me a Push
	Students: <u>Click here to login to Buckeyemail</u> name.#@osu.edu		🛞 Call Me	Call Me
	Password		Passcode	Enter a Passcode
	Chio State Application Use Notification This system, including all related devices and networks, is provided solely for use authorized by The Ohio State University. Use of this system constitutes consent to abide by Ohio State's <u>Responsible Use of</u>		Remember me for 1 day	
5	University Computing and Network Resources Policy. The university may monitor the use of this system without notice. Any unauthorized disclosure of information may lead to criminal prosecution.	Pushed a login request to your device		Cancel

Next you have the option to stay signed in to all your apps or just the app you are signing into. By default, it is set to "Allow my organization to manage my device". Click on OK and your all set. Note: You will only need to do this once per computer.

Stay signed in to all your apps Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.	You're all set! We've added your account successfully. You now have access to your organization's apps and services.
Allow my organization to manage my device	
No. sign in to this app only	
OK	Done

Licensing: Faculty, staff and students are allowed 5 licenses to install on 5 devices. However, when accessing Office 365 Apps in a lab or shared space, the license is not counted against your 5.