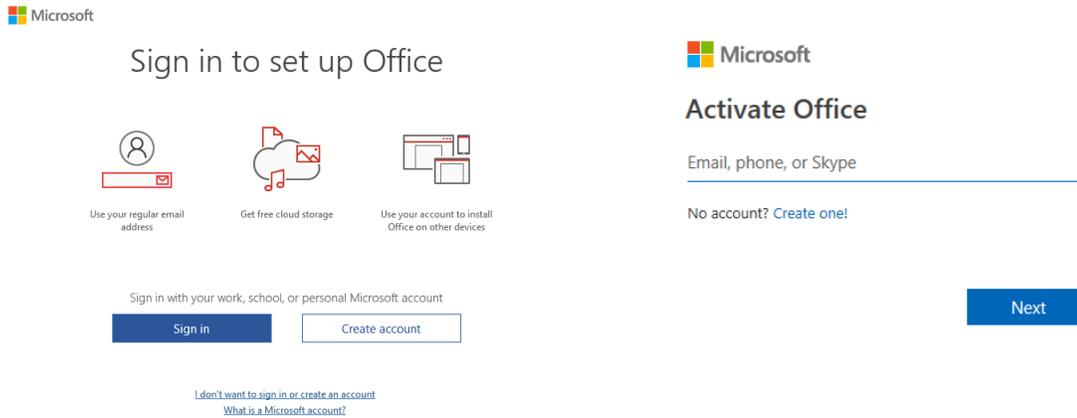
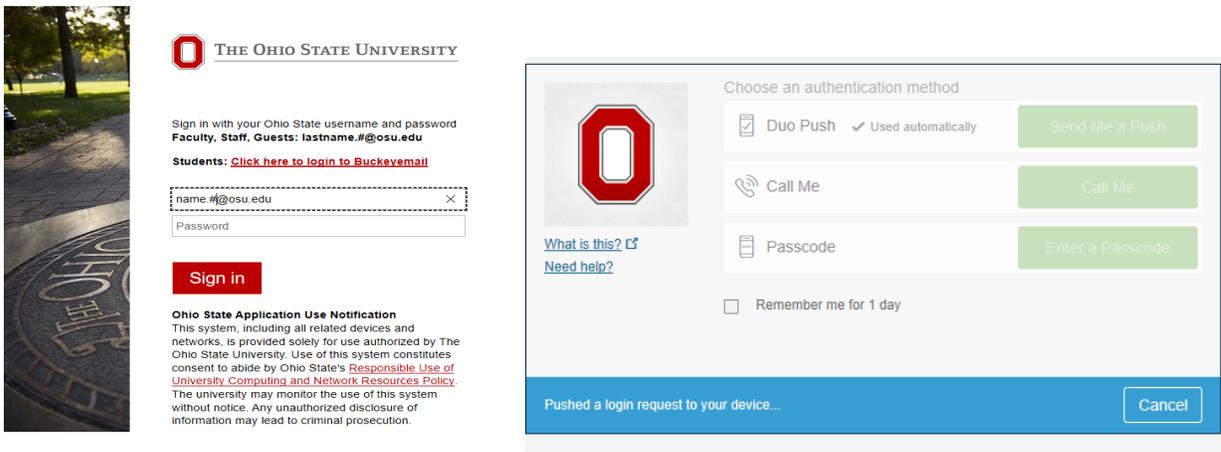


Initial Logon to Office 365 Apps

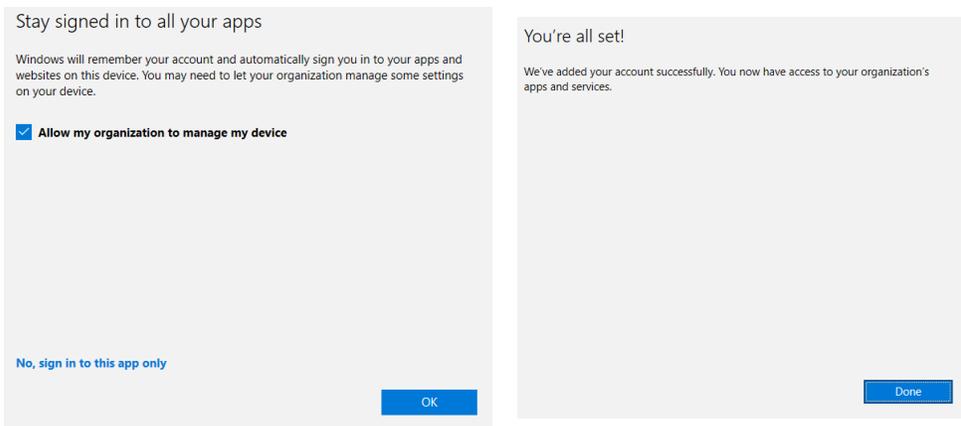
When you first open an Office 365 app (Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook...) you will be prompted to “Sign in to setup office”. Click on Sign in, the Microsoft Activate Office window will pop up to sign in. Faculty, staff and students will need to use their OSU email address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



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.



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.

<https://osuasc.teamdynamix.com/TDClient/1929/Portal/KB/ArticleDet?ID=34238>