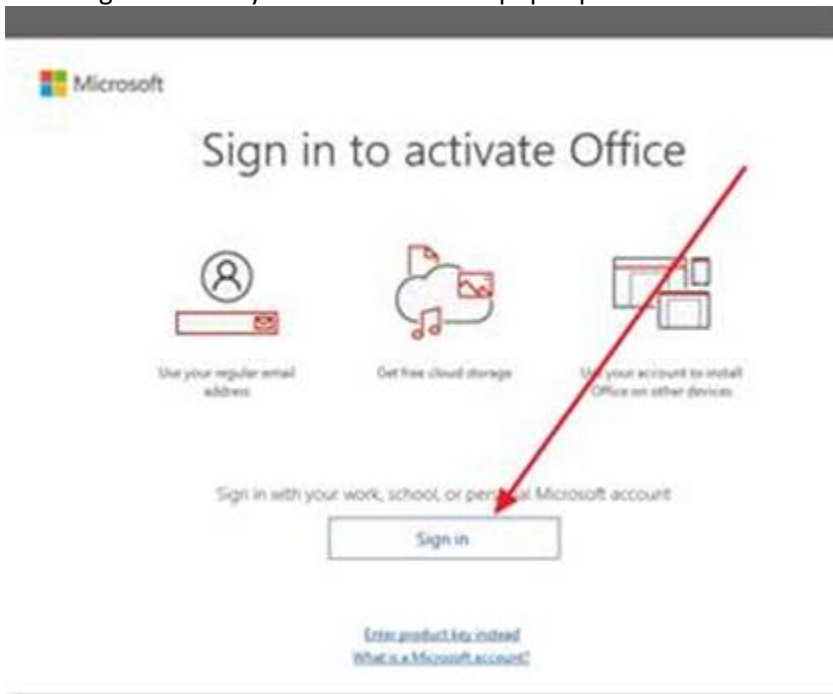


# Microsoft Office 365 Activation

Microsoft Office 365 requires activation with your myBama credentials. Please follow the instructions below.

## Microsoft Office 365:

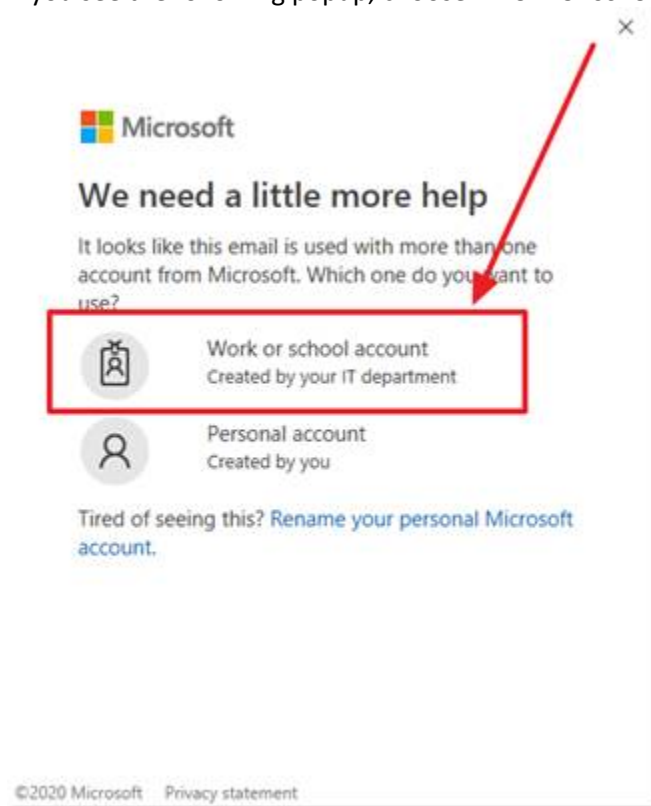
1. The first time you launch an Office 365 application (Word, Excel, Outlook, PowerPoint), you'll be asked to login.  
**Please use your myBama username followed by @ua.edu in the username field [myBamaUsername@ua.edu] and your myBama password.** See below for steps:
  - a. Click "Sign in" when you see this window pops up



- b. Enter your **myBama** username followed by **@ua.edu** in the username field  
**[myBamaUsername@ua.edu]**



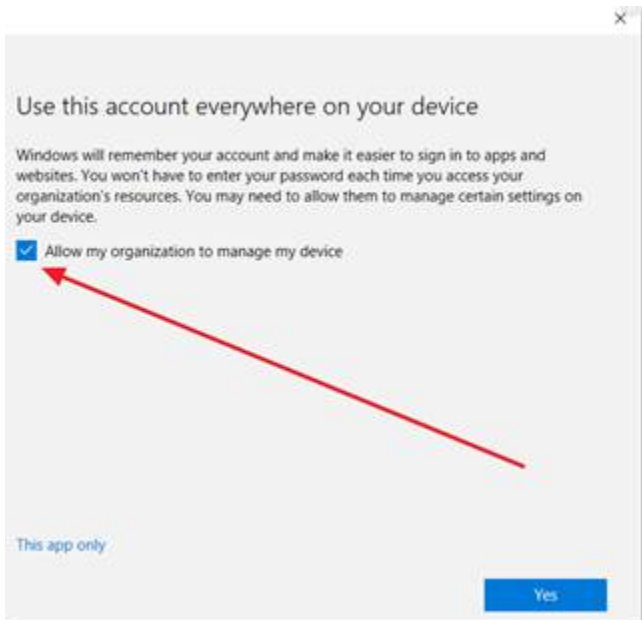
- c. If you see the following popup, choose **"Work or school account"**. You may not see this, and that's ok.



- d. Enter your myBama password. If you have problems logging in here, make sure that in step b above you've entered your **myBamaUsername@ua.edu** .



- e. If you see the following message, check the box next to "Allow my organization to manage my device" and click the "Yes" button



- f. You're done! The Office 365 application you launched should appear and be ready for use.
2. The first time you launch the Microsoft Outlook application, it may take a few minutes for all your email folders and calendars to update. After a few minutes, you should see all the folders, email, and calendars you had before.