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

![Sign in to activate Office](image)
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.