# Sign-in to Office 365 Apps via Outlook

Outlook, Word, Excel, and PowerPoint are installed on your system. However, before you can begin using these Office 365 applications, you need to sign-in to Outlook. Once you complete the sign-in process, you'll be able to use each of these applications.
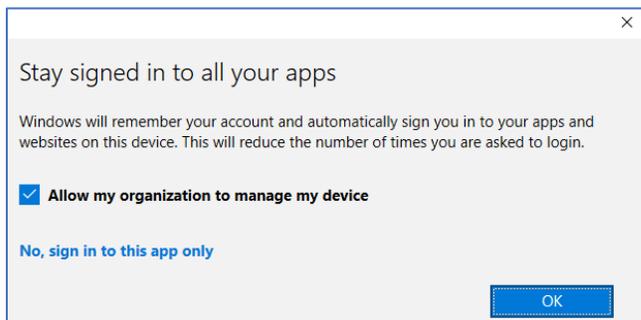
1. Open Outlook (the desktop version).

2. At the "Outlook" window, verify your email address.
   a. Then click the **Connect button**.
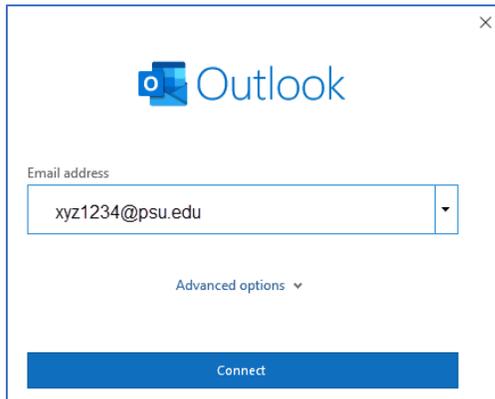
3. At the "Enter Password" window, type your password.
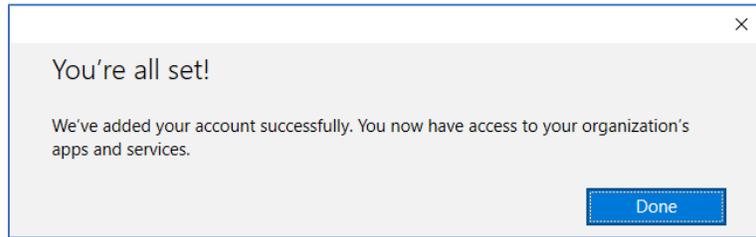   a. Click the **Sign In button**.
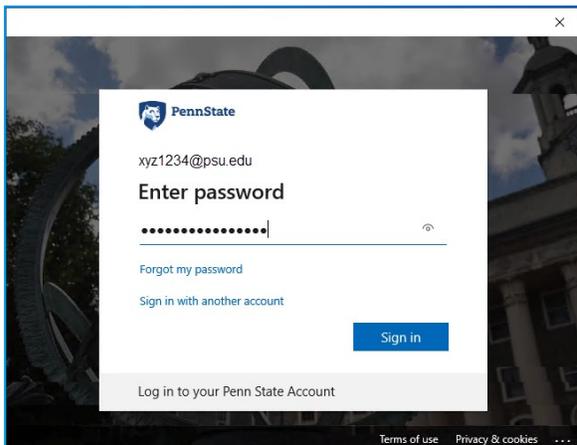
4. At the "Stayed Signed In…" window, it informs you that Windows will remember your account and automatically sign you in to the apps.
   a. Leave the checkmark in the box for "Allow my organization to manage my device".
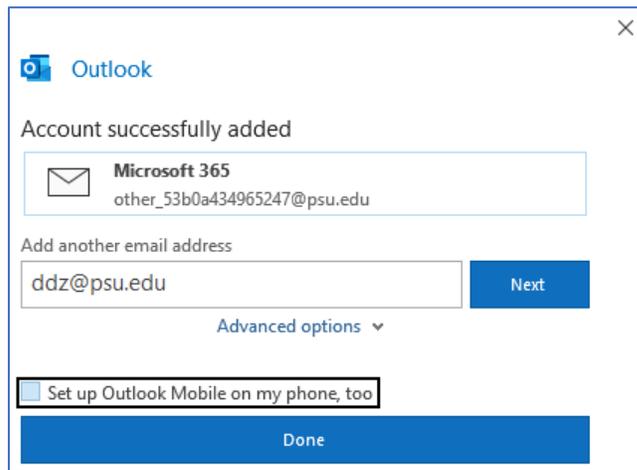   b. Click the **OK button**.

5. At the "You're all set!" window, click the **Done button**.

6. At the "Account Successfully Added" window, remove the checkmark for "Set up Outlook Mobile on my phone, too." (This can be done later.)
    a. Click the **Done button**.

7. Outlook now opens. Now you're ready to sign in to set up office. At the "Sign in to set up Office" window, click the **Sign In** button.

8. At the "Activate Office" window, type your PSU email address and click the **Next** button.
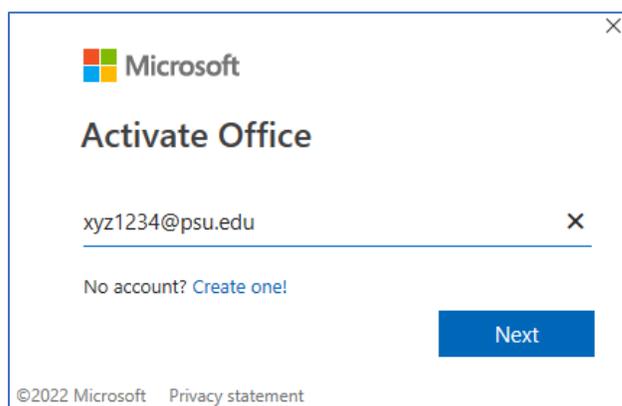
9. Congratulations! You're set to use Outlook, Word, Excel, and PowerPoint.