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**.

🚾 Outlook	×
Email address xyz1234@psu.edu	
Advanced options 👻	
Connect	

- 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**.



https://pennstateoffice365-my.sharepoint.com/personal/ddz_psu_edu/Documents/My Documents/Office Documents/Seminars/Howto-Guides/Office365/Outlook - Sign into O365 Apps/SignIntoO365AppsViaOutlook.docx/07.29.21/Updated 02.09.22/Page **1** of **2** 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**.

outlook	×
Account successfully added	
Microsoft 365 other_53b0a434965247@psu.edu	
Add another email address	
ddz@psu.edu Next	
Advanced options 🗸	I
Set up Outlook Mobile on my phone, too	
Done	

- 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.