1. Launch a Microsoft Office 365 software. For this example, we will use Microsoft Word. Click the

 \times



Microsoft		
Sign ir	n to set up	Office
Use your regular email address	Get free cloud storage	Use your account to install Office on other devices
Sign in with you	r work, school, or personal N	Microsoft account
Sign in	Cre	reate Account
<u>Ido</u>	n't want to sign in or create an acc What is a Microsoft account?	count

3. Enter your Campus Email address and click Next

Microsoft	
Activate Office	
@csulb.edu	×
No account? Create one!	
	Next
2019 Microsoft Privacy statement	

4. The "@csulb.edu" will trigger Single Sign On window.

Connecting to Office 365	×	
	Connecting to 1 Office 365	
	CALIFORNIA STATE UNIVERSITY LONG BEACH	
	Single Sign-On	
	Connecting to Office 365 CALIFORNIA STATE UNIVERSITY LONG BEACH Single Sign-On Campus ID Username Password Password Ned help signing in?	
	1	
	Password	
	Remember me	and and a
	Sign In	
	Need help signing in?	
Powered by	/ Okta	Privacy Policy

5. Enter your Campus ID under Username and enter your Campus ID Password under Password. Click Sign In.

			×
	Connecting to	Ander Control Coud	
	CALIFORNIA STATE UNI Long Beach	VERSITY	
	Single Sign-Or	n	
		•	
	Remember me		
	👆 Sign In		-
	Need help signing in?		
	17 10 10 10 10		8
		W Based I.A.	1111
Powered by Okta		Privacy Policy	

6. Uncheck "Allow my organization to manage my device" and click Yes to use your account for all Microsoft products.



7. Click Done.

NOTE: If you are using a computer in a CSULB computer lab or lecture hall be sure to restart the computer to remove all of your information used during your session.