

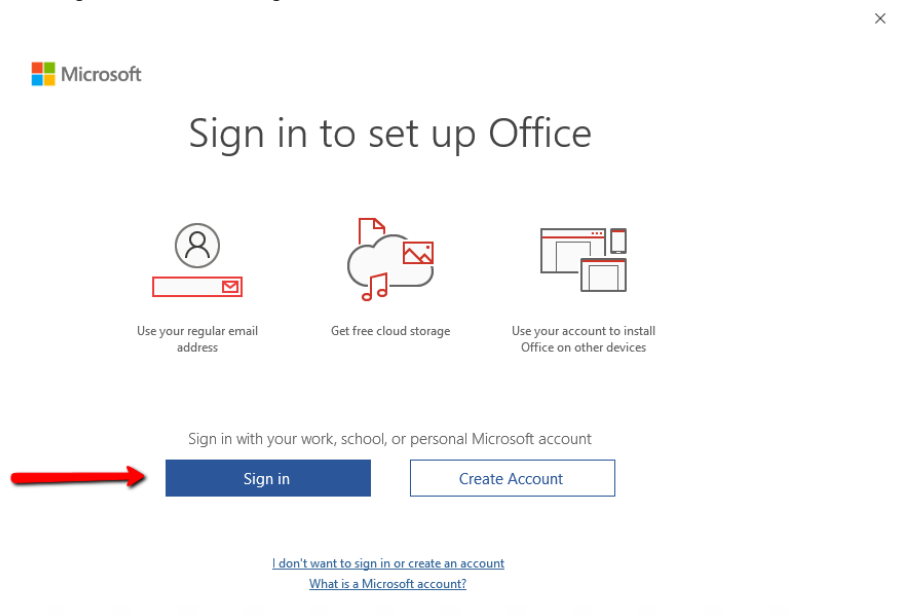


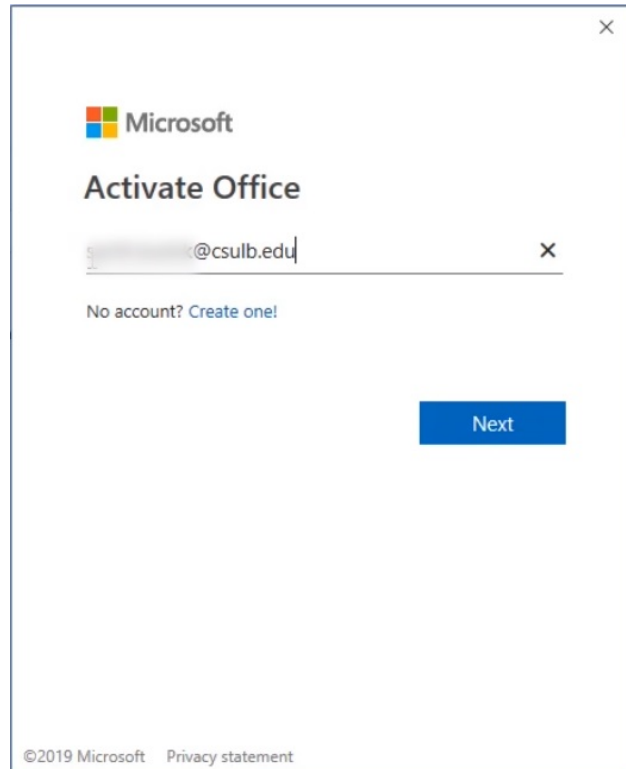
## HOW TO SIGN IN MICROSOFT OFFICE 365

1. Launch a Microsoft Office 365 software. For this example, we will use Microsoft Word. Click the Start Menu  and select the Word application .

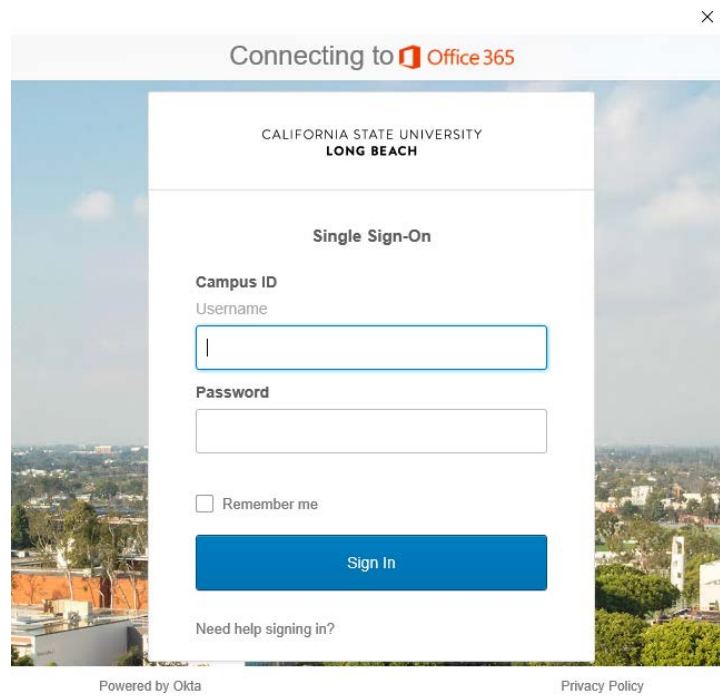
2. When prompted to Sign in, click the Sign in button.



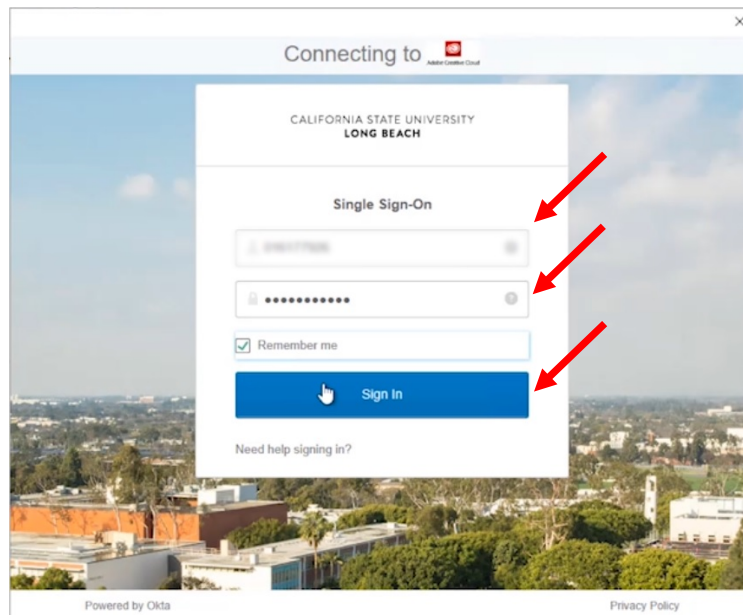
3. Enter your Campus Email address and click Next



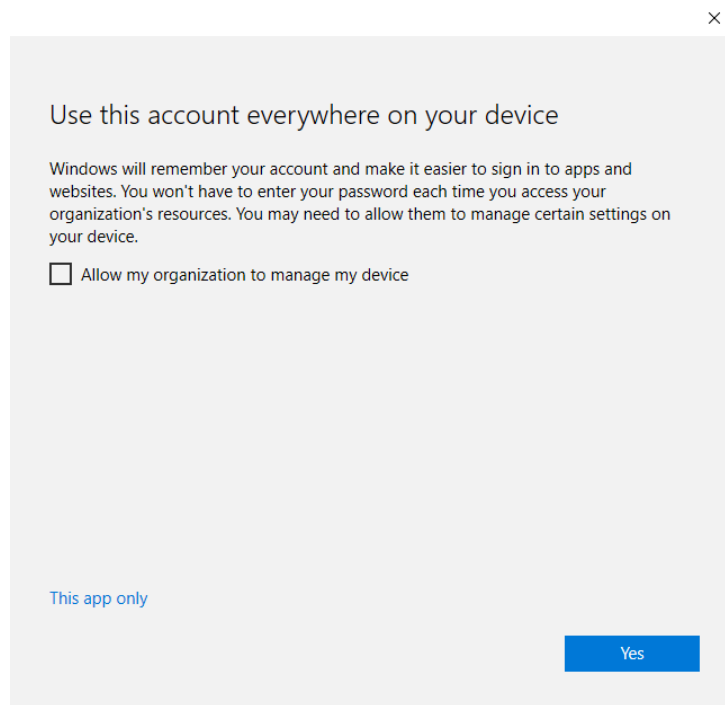
- The "@csulb.edu" will trigger Single Sign On window.



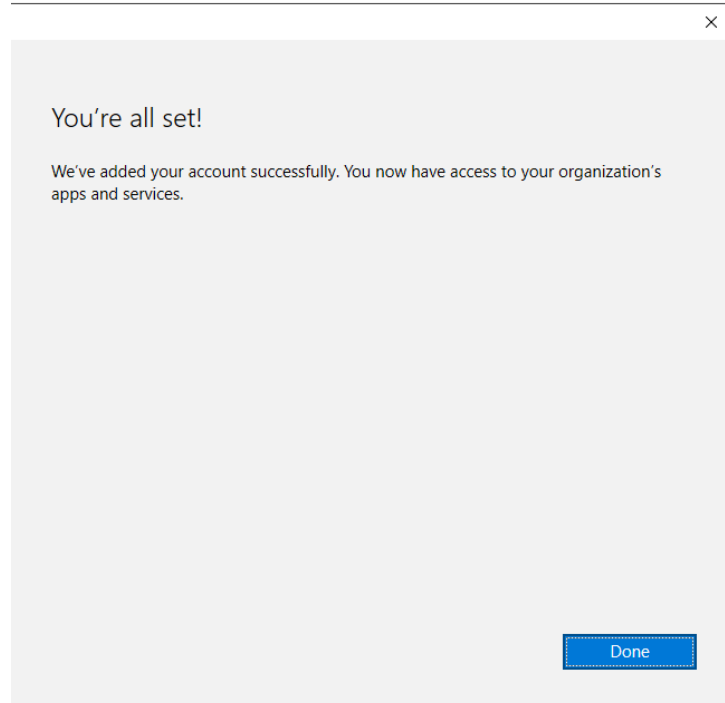
- Enter your Campus ID under Username and enter your Campus ID Password under Password. Click Sign In.



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



- 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.