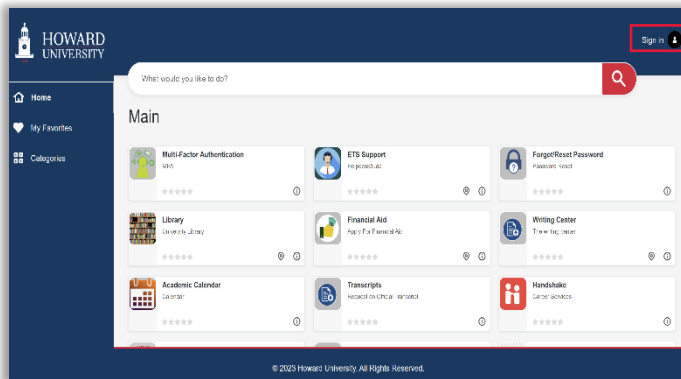


# Sign-In

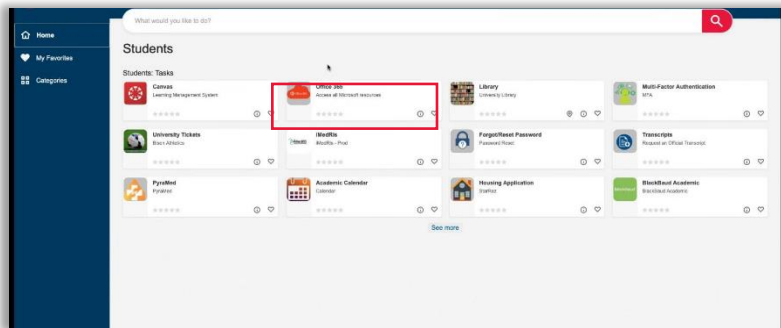
This provides step-by-step instructions on signing into Microsoft 365.

## DESKTOP SIGN-IN

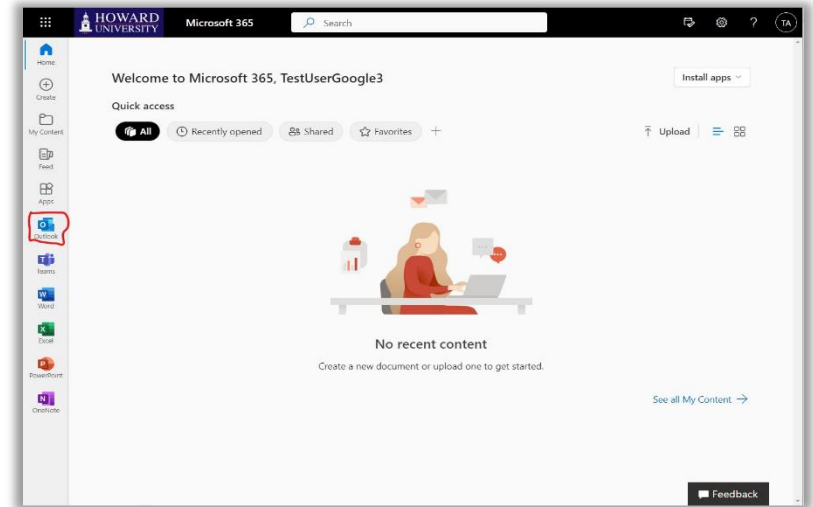
1. Sign into **Microsoft 365** via [Access HU](#).



2. The Access HU Home page will display. Select the **Office365** icon.



3. You will be directed to the Office365 portal. Note that the Outlook icon is now present.



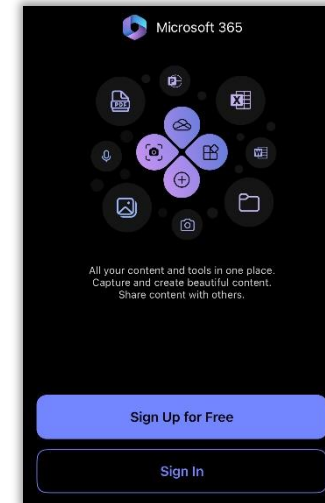
4. You can now access and use Microsoft 365!

## MOBILE APPLICATION SIGN-IN FOR APPLE USERS

1. Navigate to your device's app store.
2. Search for and select **Microsoft 365 (Office)**. The Office365 download page will display.
3. If you downloaded the mobile app in the past, you will see the cloud icon. If this is your first time downloading the mobile app, select **Get**. You will then be prompted to enter your Apple credentials.



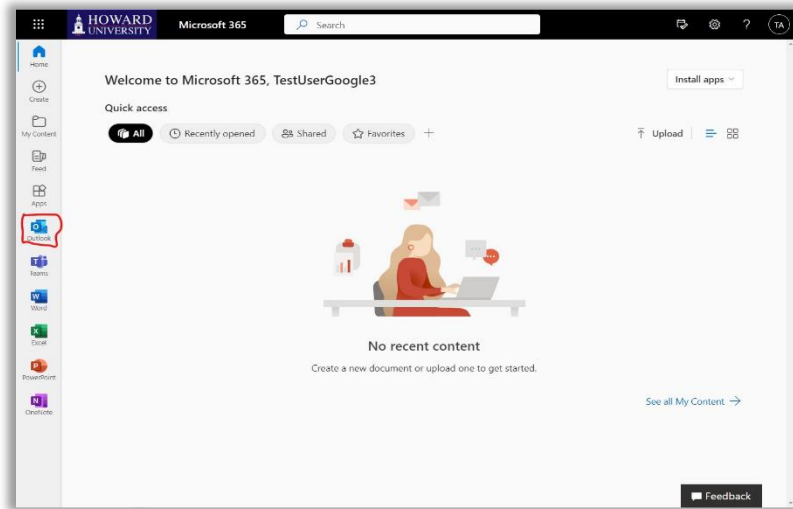
4. Once successfully downloaded, open the app. The following screen will display.



5. Select **Sign In** and enter your Howard University email address and password.
6. You should be prompted to open your Authenticator app. Select **Open Authenticator** and follow the prompts.



7. You will be routed to the Microsoft 365 portal Home page.



8. You have now signed in to Microsoft 365 using the mobile application! From here, you can access Outlook, Teams, and more!