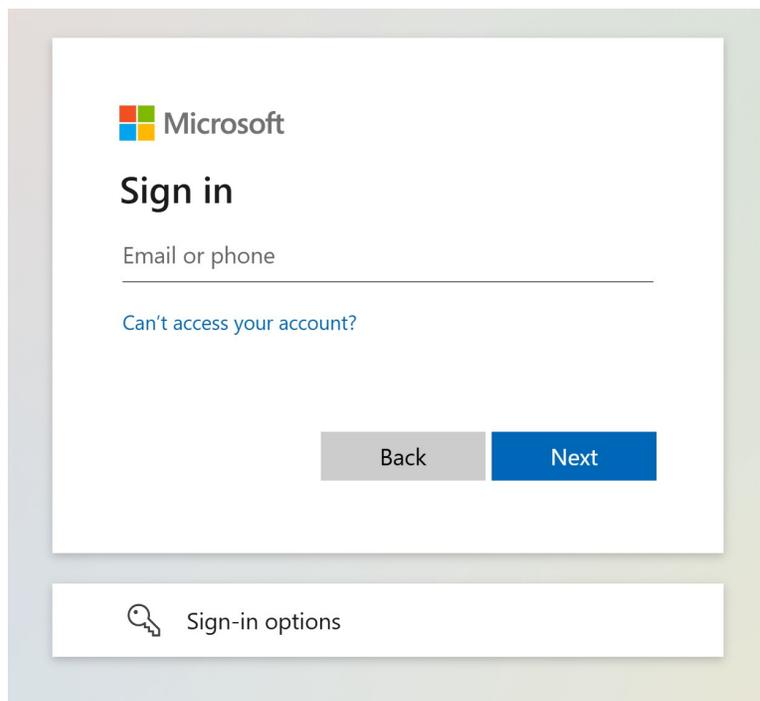


# Signing into Office 365

1. Go to [www.office.com](http://www.office.com) and select **Sign In**

**Note:** For PCs, use any browser of your choice. For Apple computers, Chrome works best with this download.

2. Enter you Citadel email address and password.

The image shows a screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath "Sign in" is a text input field labeled "Email or phone". Below the input field is a link that says "Can't access your account?". At the bottom of the sign-in area are two buttons: a grey "Back" button and a blue "Next" button. Below the main sign-in area is a separate box containing a key icon and the text "Sign-in options".

Microsoft

## Sign in

Email or phone

[Can't access your account?](#)

Back Next

 Sign-in options

If you need any assistance, please stop by the ITS Help Center in Bond 253 or call us at 843-953-HELP.