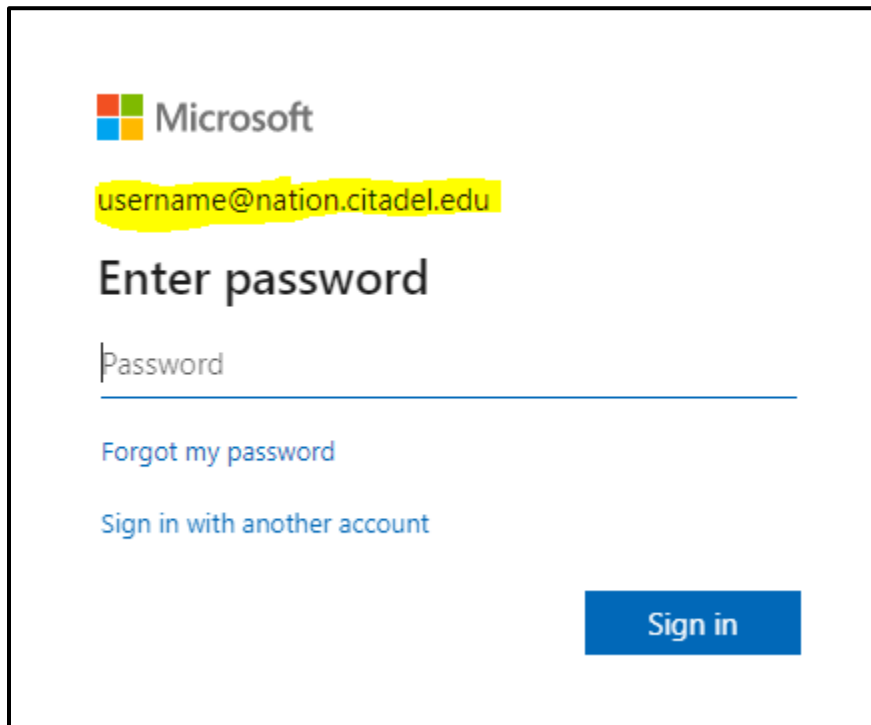


Signing into Office 365

1. Go to 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 username@nation.citadel.edu and **Lesesne Gateway password**:



The screenshot displays the Microsoft Office 365 sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'username@nation.citadel.edu' is entered in a text field. The heading 'Enter password' is followed by a password input field. Below the password field are two links: 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is located at the bottom right of the form.

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