Office 365 Initial Account Setups

1. Type in http://portal.office.com in any browser’s address.
2. You will be directed to the Office 365 login page.

   a. Provide your na.edu account credentials (Computer Login userid@na.edu)
   b. As soon as you type in your user id, enter or tab entry will take you to next screen.
3. This screen brings up sts.na.edu internal server which authenticates the identity of the user based on Internal Active Directory.

**IMPORTANT:** Provide your na.edu Computer Login credentials (not email, not Campus Vue credentials, only Computer Login Credentials)
4. After your Computer Login credentials are authenticated by internal server, you will be directed to the Office 365 Home page.

   a. You are landed to Office 365 home page
   b. Some of the applications may take some to time for initialization as you see in green boxes, this is only for the first time.
   c. You will have your settings icons on the top right corner
5. At the top left corner, you will see App Launcher Icon.

a. To see all your available applications, please click My apps link as shown above
b. As we develop more applications, they will listed under My apps link, for example Moodle application.
6. In order to utilize the office tools such as Word, Excel, PowerPoint and etc., you need to perform first initialization.

a. Click Word or Excel icon to initialize your account.
7. Click New Blank Document
8. Click Go to OneDrive for Business
9. Click Next
10. Your account is set and you are welcome to use Office 365 at NAU.
1. If you see screen as below, it means your account is good, but we did not assign the license to you yet. Please let IT Department know about this issue and your license will be assigned immediately.
2. At this stage your email is not transferred from Google Apps to Office 365. It will take place in Phase 2. Your email box will be empty until we finish the email transition.