

# Microsoft 365

Everything about Microsoft 365

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# How to Access Your UCI Microsoft 365 (AD) Account

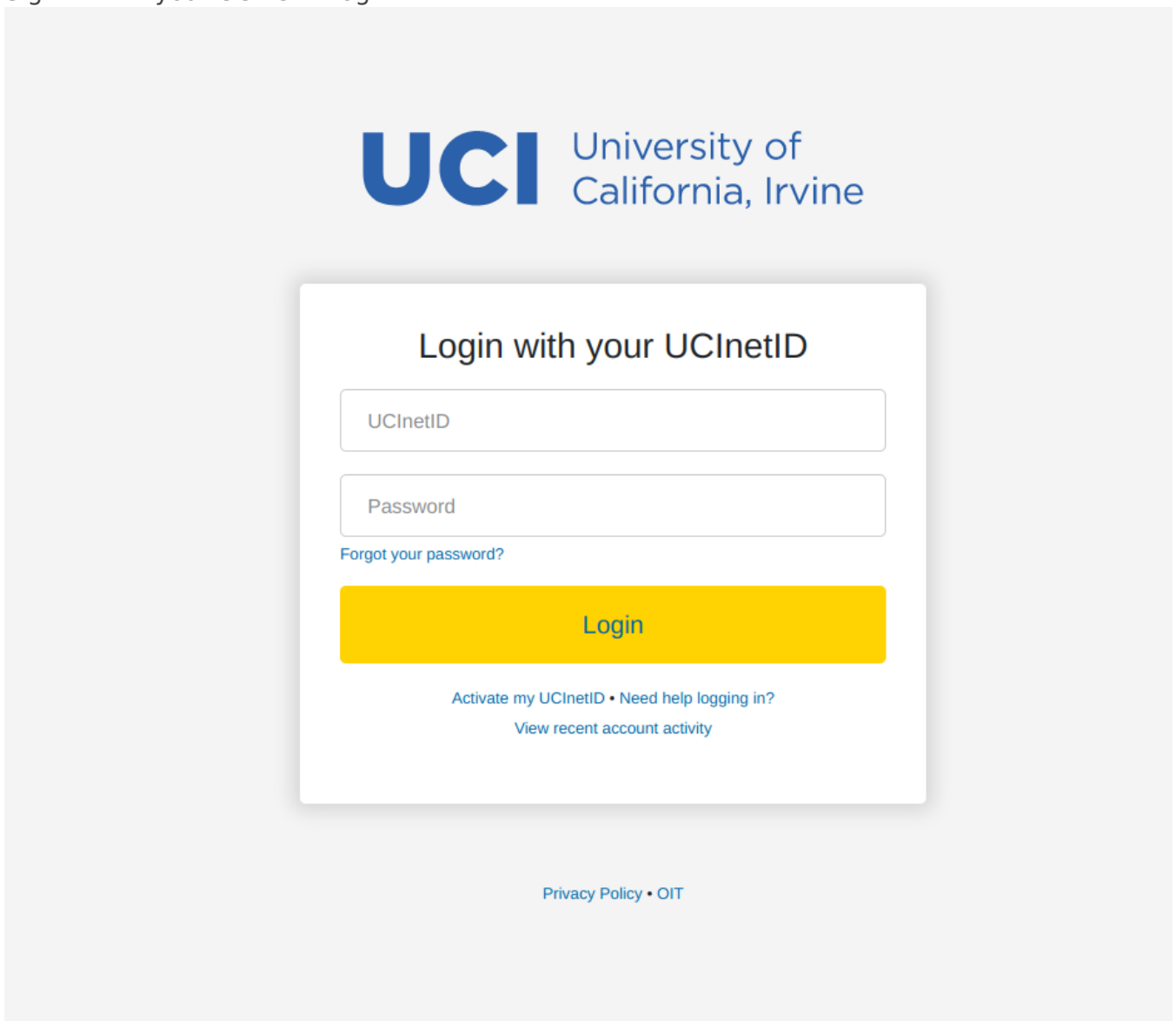
To set your password if you don't know it:

<https://passwordchange.service.uci.edu/>

To get to all Office 365 Resources:

You can go to <https://portal.office.com>, and login with [UCInetID@ad.uci.edu](mailto:UCInetID@ad.uci.edu).

1. Sign in with your UCInetID login:



The screenshot shows the UCI University of California, Irvine login page. At the top, the UCI logo and name are displayed. Below this is a white login box with the heading "Login with your UCInetID". Inside the box, there are two input fields: "UCInetID" and "Password". Below the password field is a link for "Forgot your password?". A prominent yellow "Login" button is centered below the input fields. At the bottom of the login box, there are two links: "Activate my UCInetID • Need help logging in?" and "View recent account activity". At the very bottom of the page, there are links for "Privacy Policy • OIT".

2. Enter your new password twice and click submit.

**New AD Password:**

1

**Re-type New AD Password:**

2

Submit

## OIT's FAQ on Microsoft Office:

[https://uci.service-now.com/sp?id=kb\\_article&sys\\_id=34fffd291bb4e1106bd62f42b24bcb0e](https://uci.service-now.com/sp?id=kb_article&sys_id=34fffd291bb4e1106bd62f42b24bcb0e)

**OneDrive Login Link:** <https://ucirvine-my.sharepoint.com/>

# Installing Local Microsoft Office Programs

## To Install Local Microsoft Office Programs:

- **Log in** to Microsoft 365 via web browser ([outlook.com/uci.edu](https://outlook.com/uci.edu)) - with **UCInetID@ad.uci.edu**. If this is your first time login with **@ad.uci.edu** account, you must reset the password. You can click on "reset/forget password" at the login window or just go directly to <https://passwordchange.service.uci.edu/> .
- Select the **Gear icon** in the upper-right corner of the window.
- Near the bottom of the list, under the heading "Your App Settings," choose **Microsoft 365** .
- On the next page, choose **Software**.
- On the next page, follow Microsoft's instructions to install Office.

## OIT's FAQ on Microsoft Office:

[https://uci.service-now.com/sp?id=kb\\_article&sys\\_id=34fffd291bb4e1106bd62f42b24bcb0e](https://uci.service-now.com/sp?id=kb_article&sys_id=34fffd291bb4e1106bd62f42b24bcb0e)