

Microsoft 365

Everything about Microsoft 365

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How to Access Your UCI Microsoft 365 (AD) Account

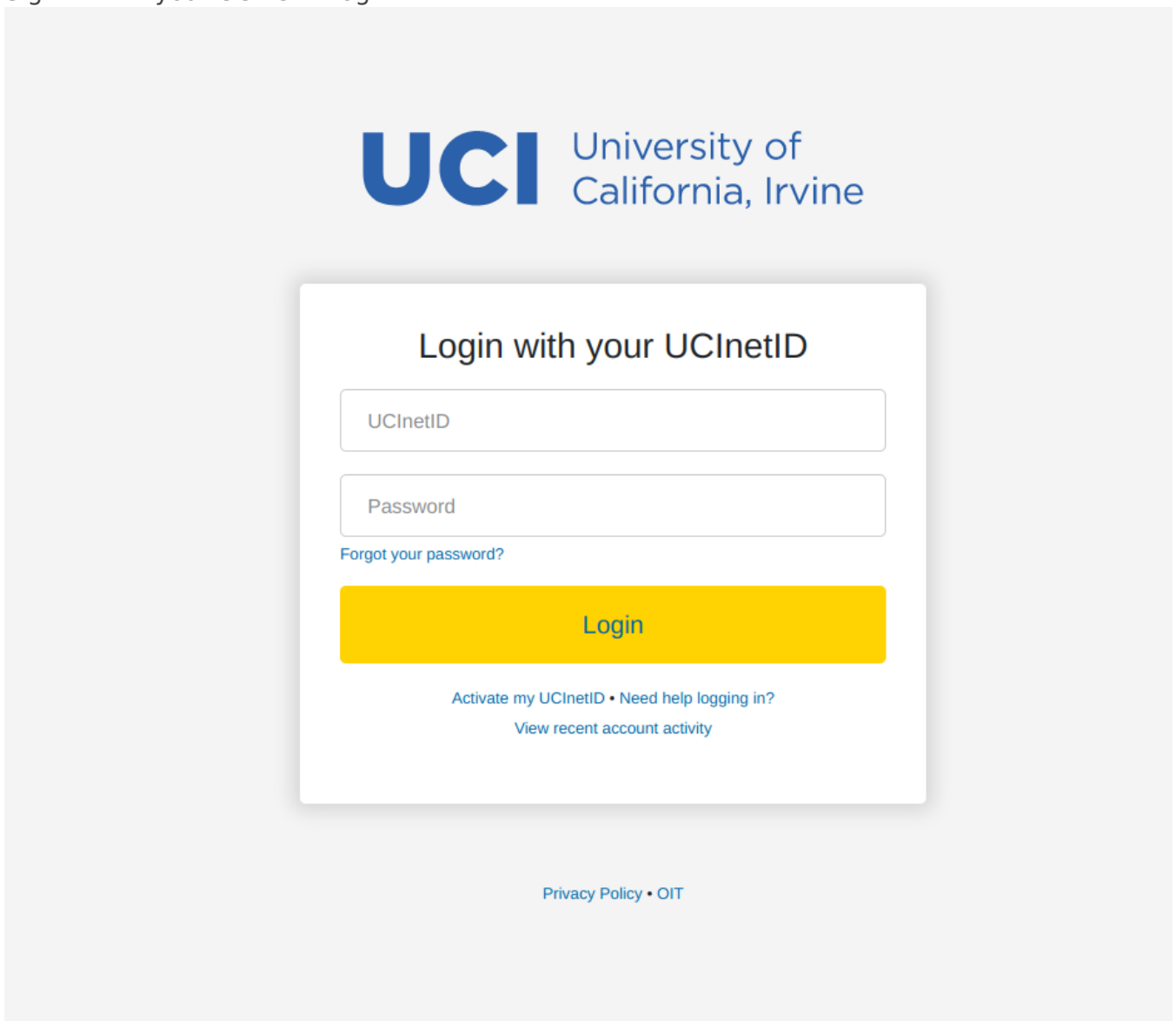
To set your password if you don't know it:

<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.

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" and "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

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) - 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