

Microsoft 365

Everything about Microsoft 365

- [How to Access Your UCI Microsoft 365 \(AD\) Account](#)
- [Installing Local Microsoft Office Programs](#)

How to Access Your UCI Microsoft 365 (AD) Account

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

<https://applications.oit.uci.edu/PasswordChange/changePasswordAD.htm>

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:

Login with your UCInetID

[Forgot your password?](#)

Login

[Activate my UCInetID](#) • [Need help logging in?](#)

[View recent account activity](#)

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2. Enter your new password twice and click submit.

New AD Password:

Re-type New AD Password:

1

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://applications.oit.uci.edu/PasswordChange/changePasswordAD.htm>.
- 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