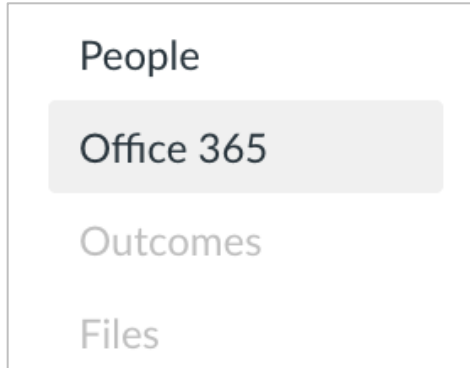
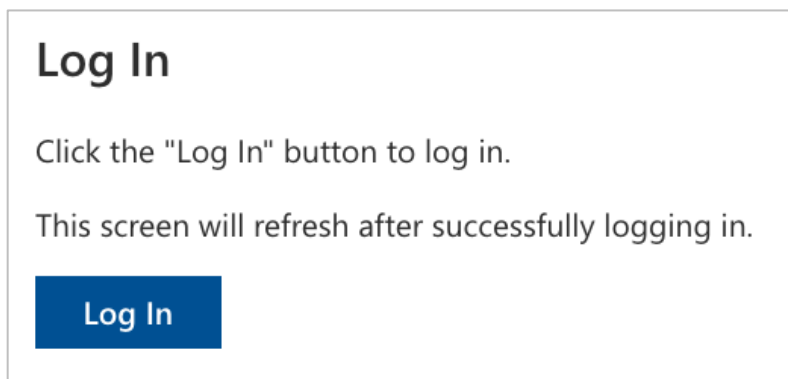


Step 1: Open Office 365

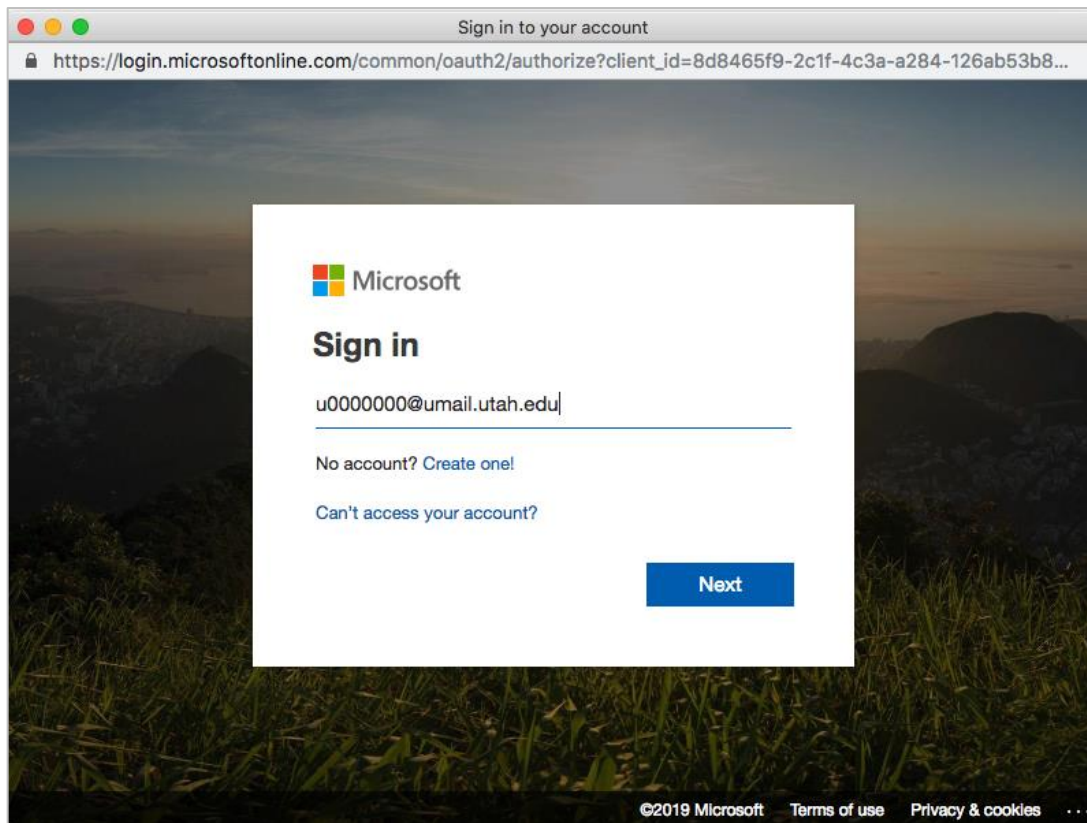


Select **Office 365** from the Course Navigation.

Step 2: Log In

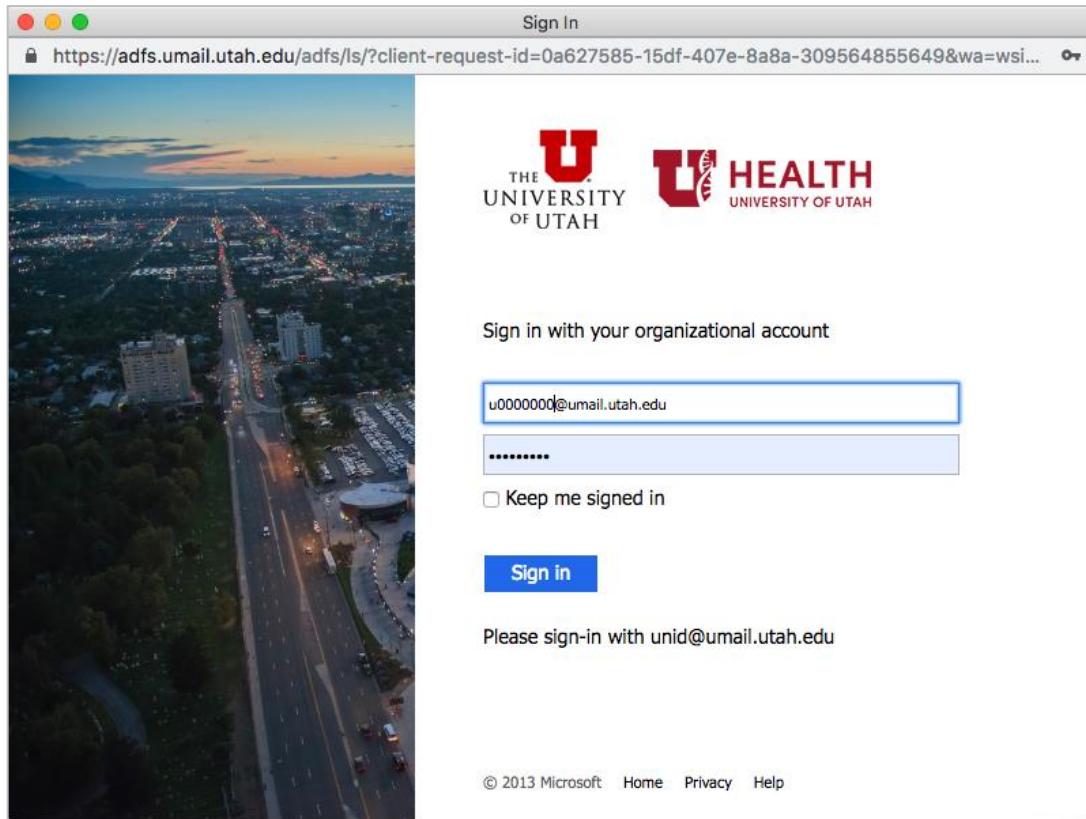


### Step 3: Sign Into Your Account



A new window will appear to sign into Microsoft. Enter your [UNID@umail.utah.edu](mailto:UNID@umail.utah.edu) and click the **Next** button.

## Step 4: Redirected



Sign In

https://adfs.umail.utah.edu/adfs/ls/?client-request-id=0a627585-15df-407e-8a8a-309564855649&wa=ws...

**THE UNIVERSITY OF UTAH** **HEALTH UNIVERSITY OF UTAH**

Sign in with your organizational account

u0000000@umail.utah.edu

\*\*\*\*\*

Keep me signed in

**Sign in**

Please sign-in with unid@umail.utah.edu

© 2013 Microsoft Home Privacy Help

You will be redirected to the university's login page where you will enter your [UNID@umail.utah.edu](mailto:UNID@umail.utah.edu) and your UMail password.

## Step 5: Login Complete

TLT Tutorials > TLT Tutorials

Home  
Syllabus  
Announcements  
Modules  
Assignments  
Discussions  
Quizzes  
Grades  
People  
**Office 365**  
Outcomes  
Files  
Pages  
Conferences

OneDrive Logout

Search

Files

Name	Modified	File Size
Attachments	01 May 11:14	
Canvas	12 Nov 12:43	
Class Notebooks	5 days ago	
Notebooks	10 Oct 08:31	
Checklist Template.xlsx	4 days ago	8.7KB
Classic-Resume-Template-B&W.docx	4 days ago	24.2KB
Document.docx	5 days ago	10.8KB
Final Presentation Example.pptx	5 days ago	295.5KB
Final Presentation Template.pptx	6 days ago	41.2KB

Your OneDrive will load in a window within Canvas to verify you are logged into Office 365.

Teaching & Learning Technologies (TLT)

Contact: [classhelp@utah.edu](mailto:classhelp@utah.edu) | 801-581-6112 | [tlt.utah.edu](http://tlt.utah.edu)

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM