ACTIVATING OFFICE 365
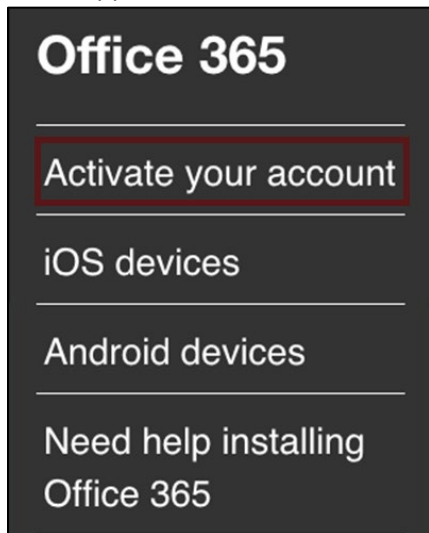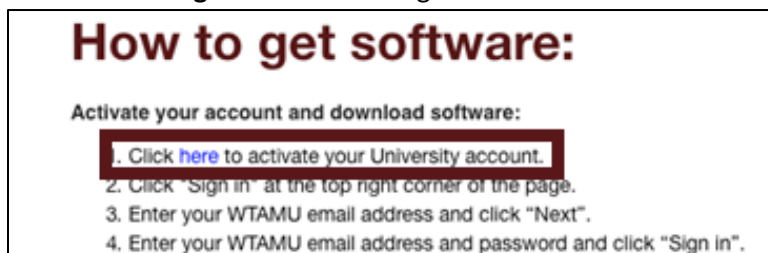
Follow the steps below to activate your Office 365 account on a PC or Mac computer:
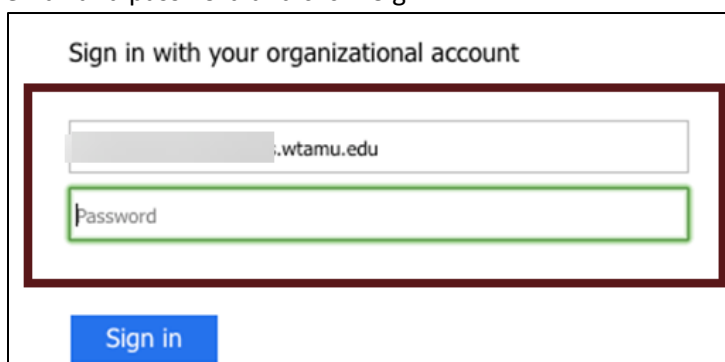
1. Visit http://www.wtamu.edu/it/office365

2. In the upper left – hand corner, click **Activate your account**

3. Under "**How to get software"** navigate to #1 and click on the **here** link.

4. Your screen will be redirected to Microsoft Office's sign in page through WT. Enter your student email and password and click "Sign in"

5. You will be prompted to DUO. If you are not setup for DUO, open up a new tab and type in http://www.wtamu.edu/it/duo.html to setup your DUO account.

6. Once logged in, you will see your Office 365 account. Your account has now been activated.