

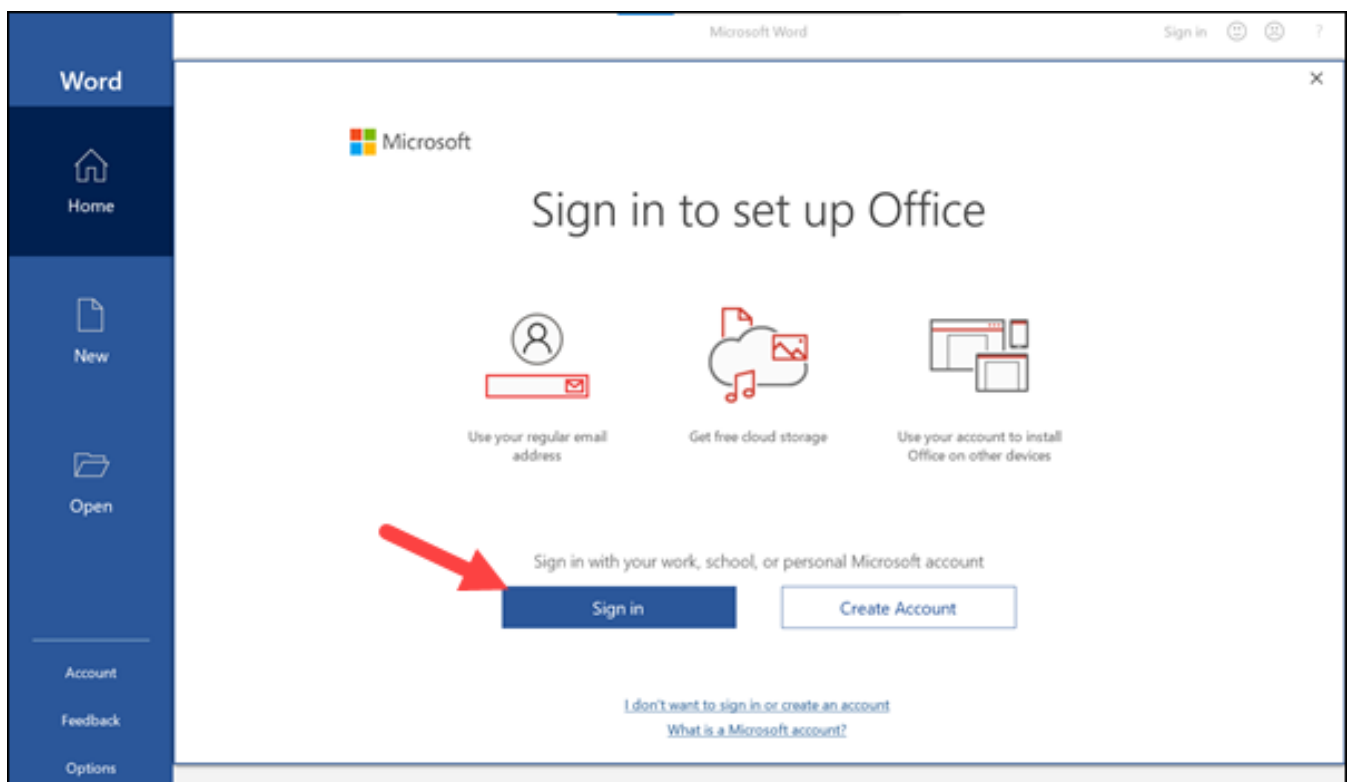
How to sign in to Microsoft Office using a Clemson account

2304 Laurie Sherrod September 20, 2022 [Accounts and Access, Office 365](#)

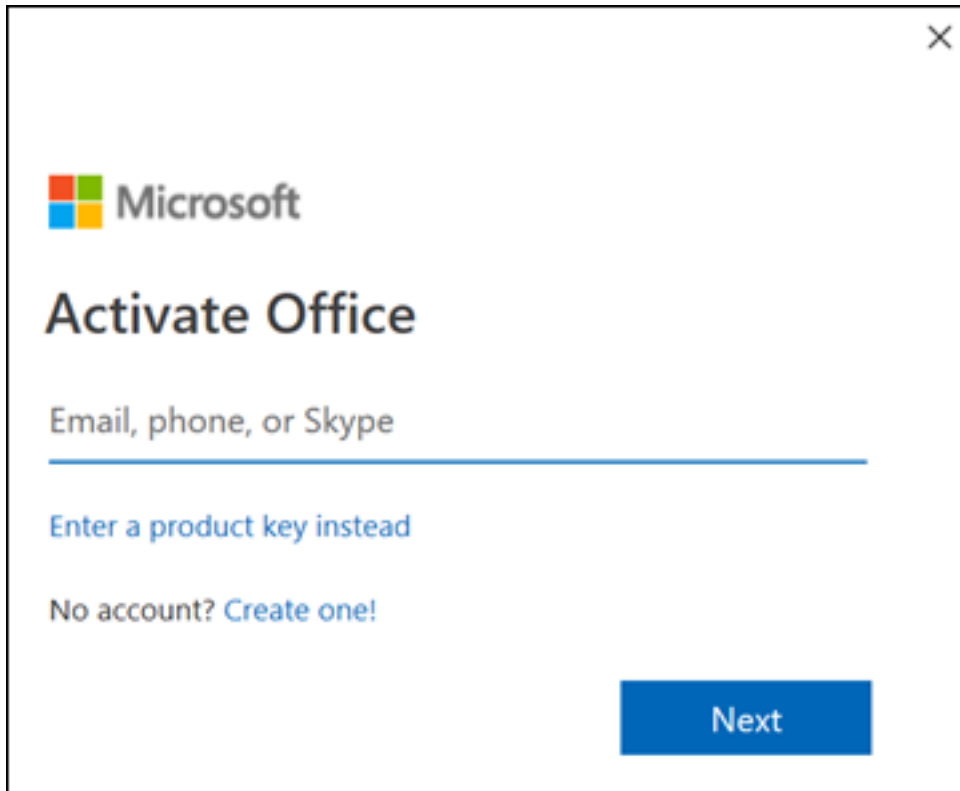
If you have just installed Microsoft Office and have never opened it before, here are the steps to use it with your Clemson account.

[If you have Microsoft Office on your computer and have previously used it with another account, click here for an article on how to sign in to it with your Clemson account.](#)

The first time you open an application in Microsoft Office (in this case we opened Word), you will see a page that looks like this. Click on **Sign in**.



Next you will be asked to Activate Office using an Email. Enter your **Clemson username @clemson.edu** (do not use *g.clemson.edu*). Then click **Next**.



A screenshot of a Microsoft Office activation window. The window has a title bar with a close button (X) in the top right corner. The Microsoft logo is in the top left. The main heading is "Activate Office". Below it is a text input field with the placeholder "Email, phone, or Skype". Underneath the field is a link that says "Enter a product key instead". At the bottom left is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".

Microsoft

Activate Office

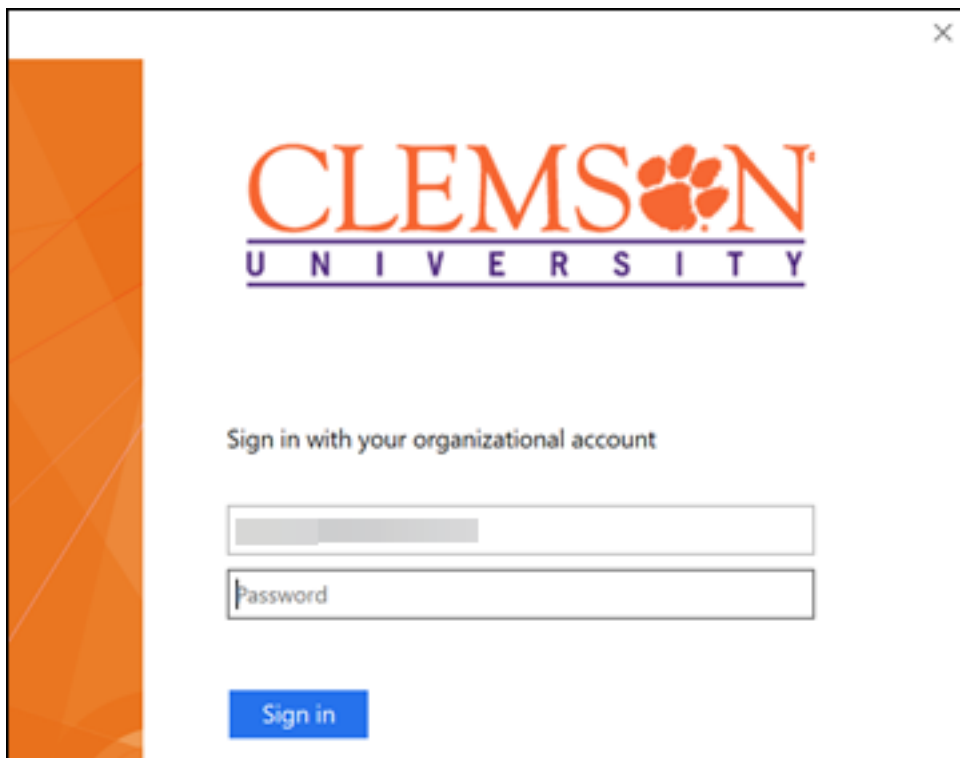
Email, phone, or Skype

[Enter a product key instead](#)

No account? [Create one!](#)

Next

You will see a Clemson Sign-in page. Put in your Clemson username and password and click **Sign in**.



A screenshot of the Clemson University sign-in page. The page has a title bar with a close button (X) in the top right corner. On the left is a vertical orange decorative bar. The Clemson University logo is centered at the top. Below the logo is the text "Sign in with your organizational account". There are two input fields: the first is for the username and the second is for the password, with the label "Password" inside the second field. At the bottom is a blue button labeled "Sign in".

CLEMSON

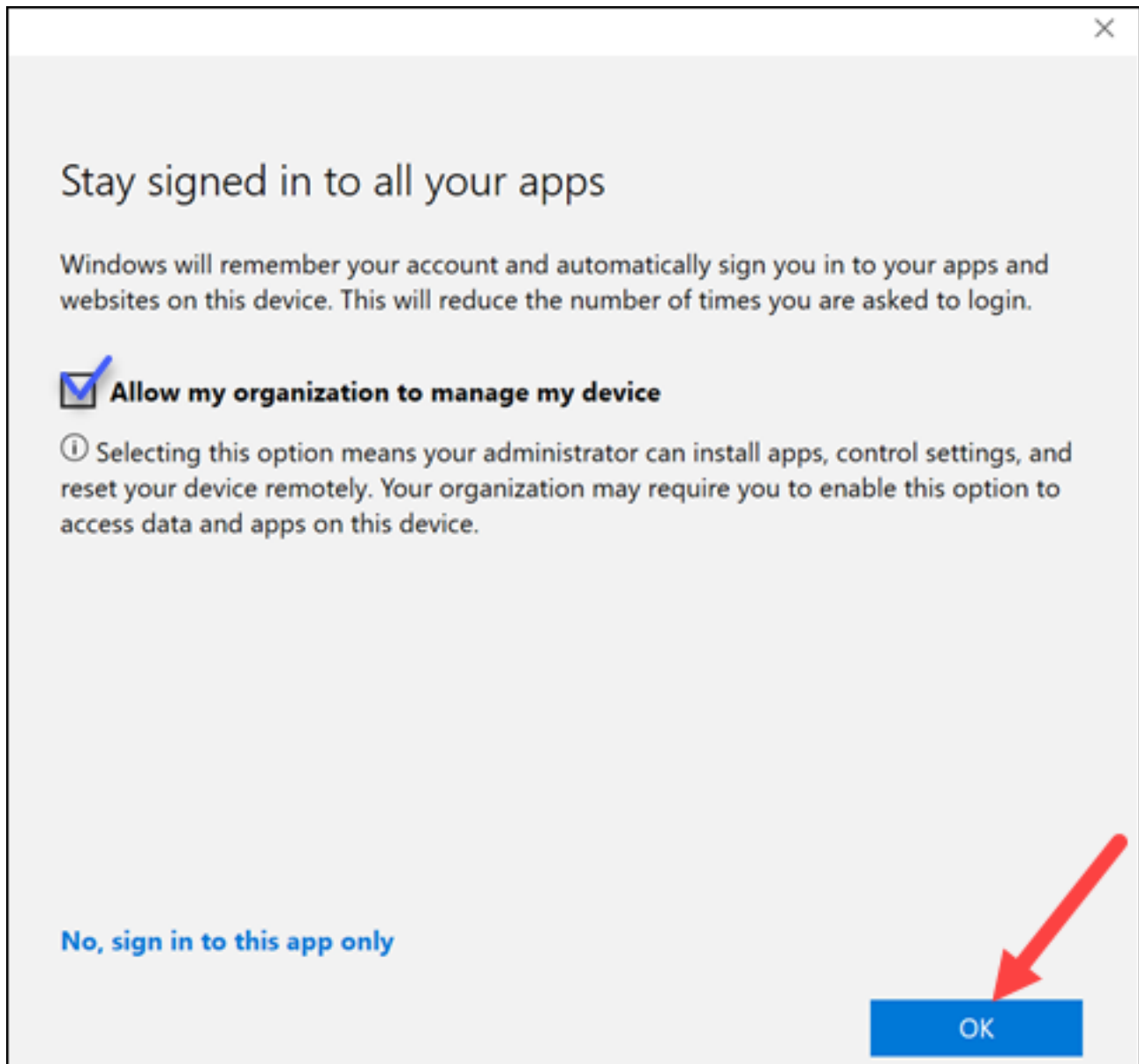
UNIVERSITY

Sign in with your organizational account

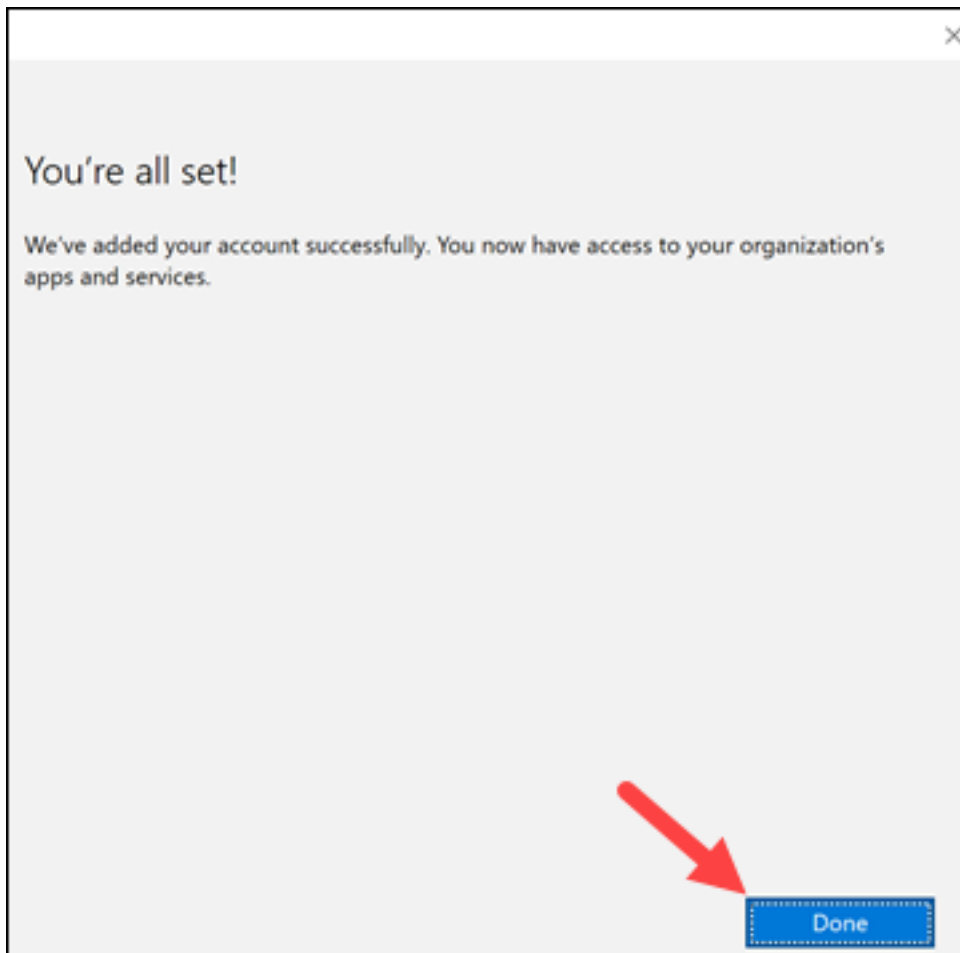
Sign in

You will be asked about staying signed in to all of your apps. Leave **Allow my organization to manage**

my device checked. Click **OK**.



You will see the You're all set screen. Click **Done**.



Now all of your Microsoft Office apps will be set up using your Clemson account.

If you have more questions, email ITHELP@clemson.edu or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=2304>