# How to change your Microsoft Office account to your Clemson account

2311 Laurie Sherrod September 14, 2022 [Office 365](#)

If you installed Microsoft Office before coming to Clemson or using a non-Clemson account and would like to change it to use your Clemson account, follow these steps.

Open any Microsoft app. In this example, we are opening Word. Click on **File**, **Account**, **Change License**.
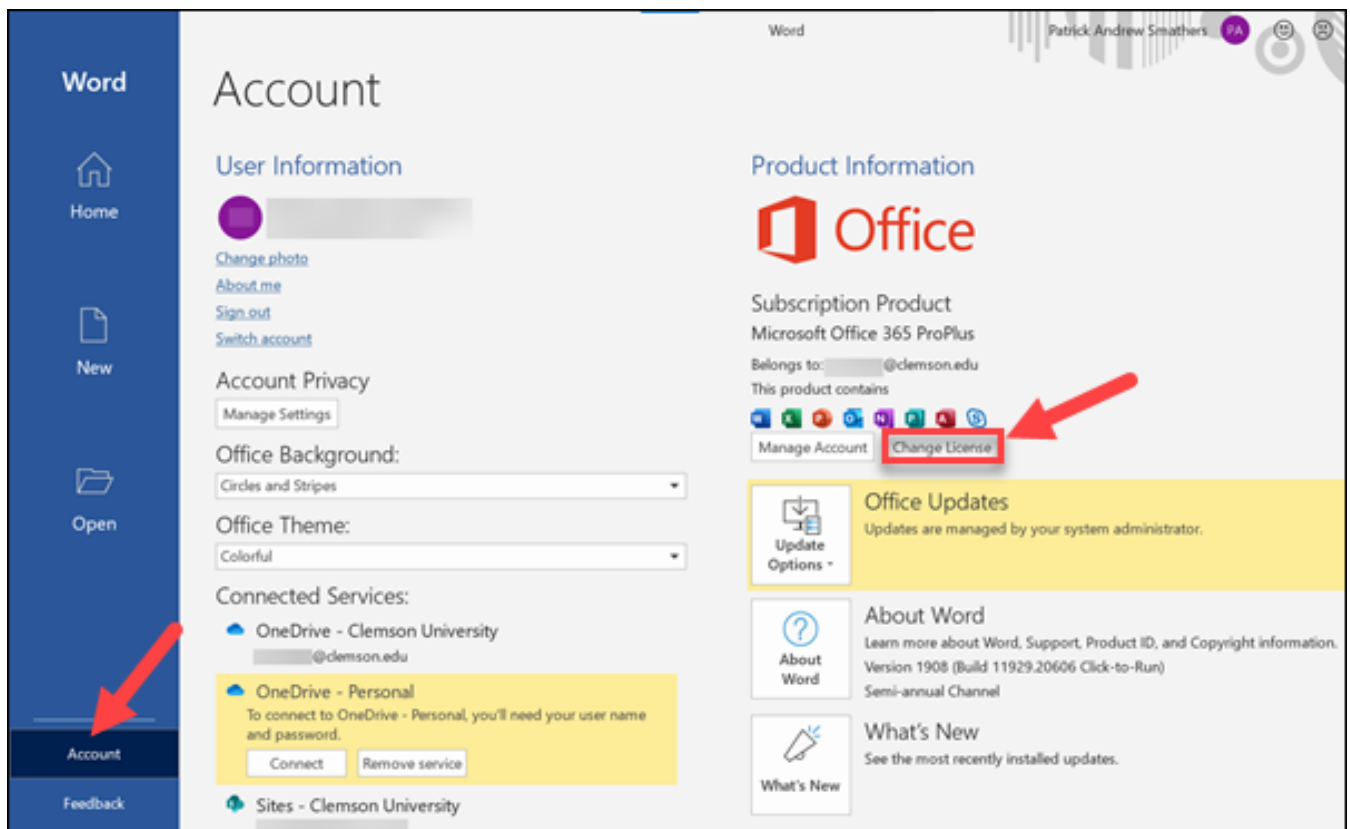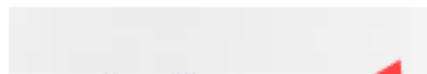

Click on **Use a different account**.

Click **Sign in**.

Enter your Clemson **user name@clemson.edu** (do NOT use @g.clemson.edu). Click **Next**.

Sign in with Clemson Sign in page.

Make sure **Allow my organization to manage my device** is checked. Click **OK**.

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.
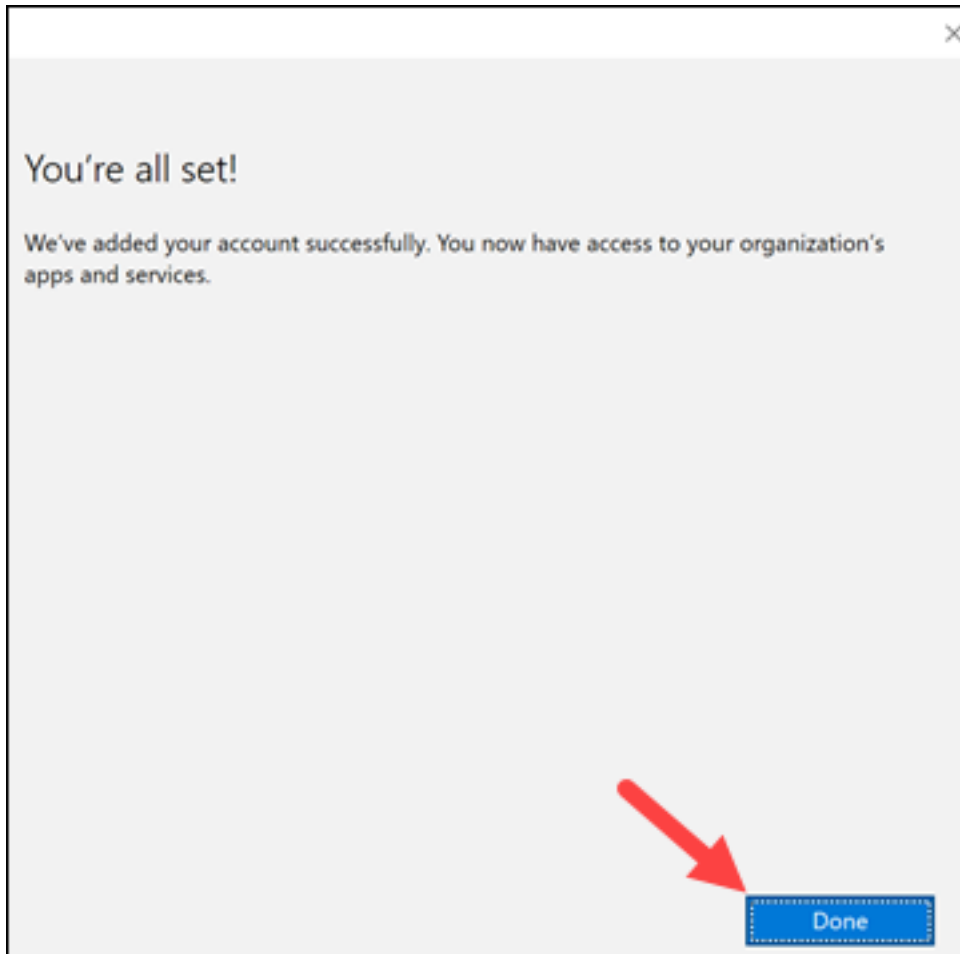
☑ **Allow my organization to manage my device**

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

No, sign in to this app only

OK

On the you're all set page, click **Done**.

Now all of your Microsoft Office applications will be set up with 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=2311