

How to change your Microsoft Office account to your Clemson account

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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 on **Sign in**.

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

Click **Sign in with Clemson** Sign in page.

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

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