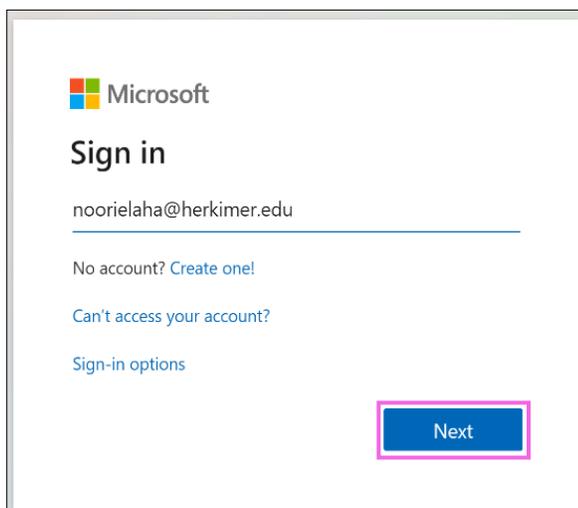
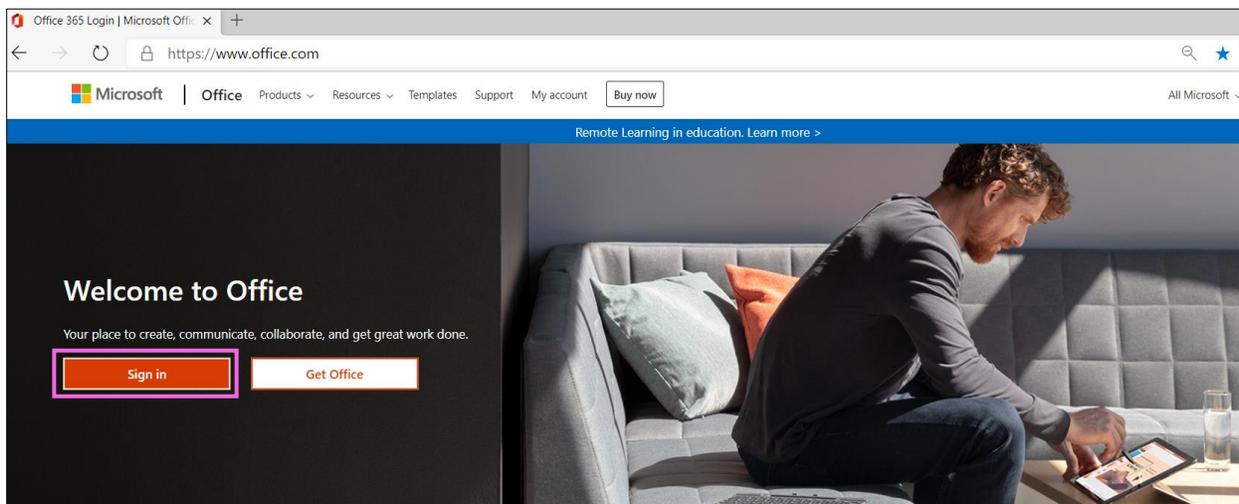


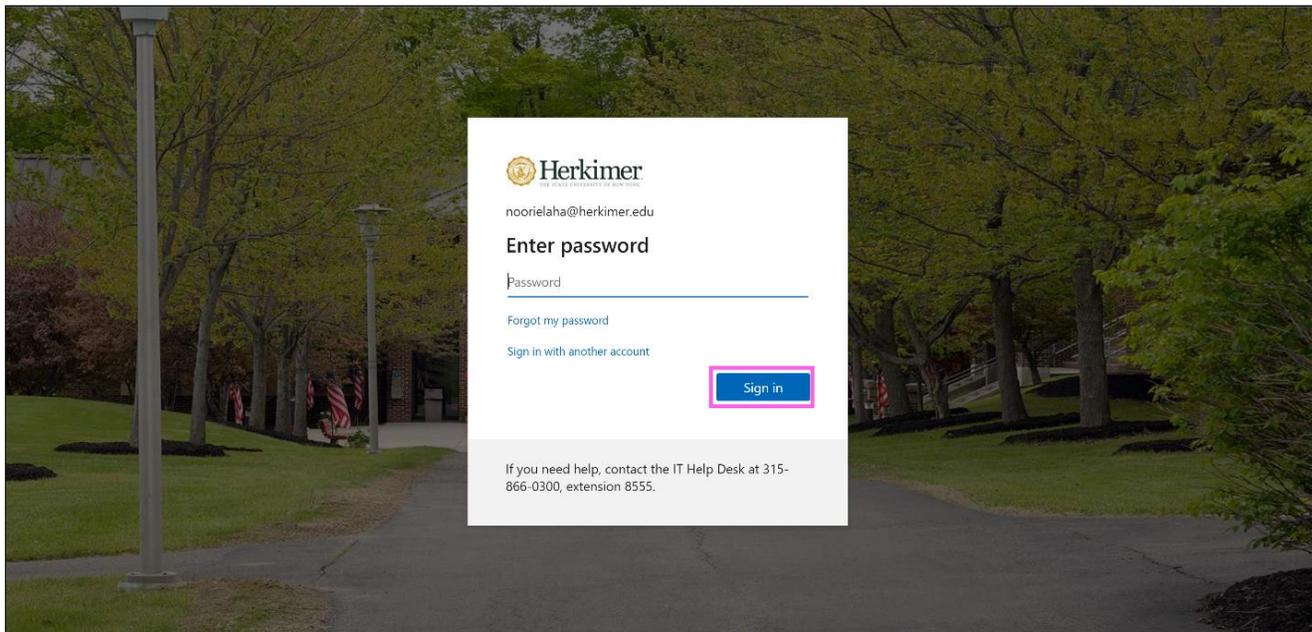
How to Login to Office 365 for the First Time

This document walks you step by step to login to Office 365 for the first time. If you need further assistance with any of the steps below, please contact our Help Desk at 315-866-0300, ext8555 or help@herkimer.edu.

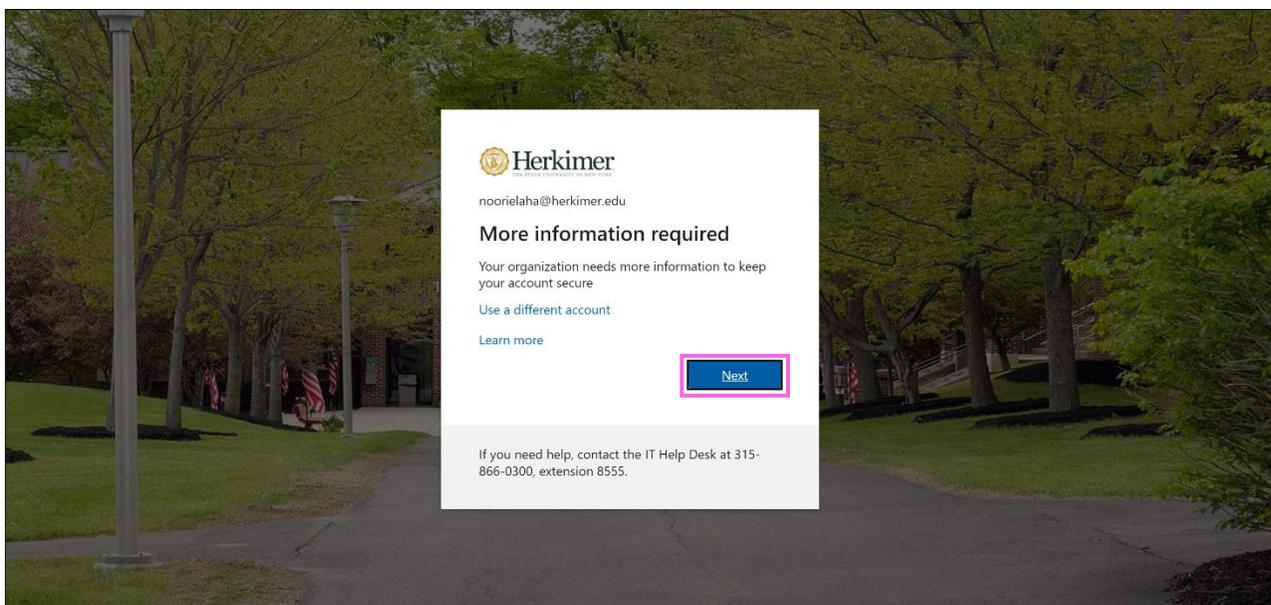
1. Browse to <https://www.office.com> .
2. Click **Sign in** and enter your Herkimer College email address, click **Next**:



3. Enter your Herkimer College account password and click **Sign in**.

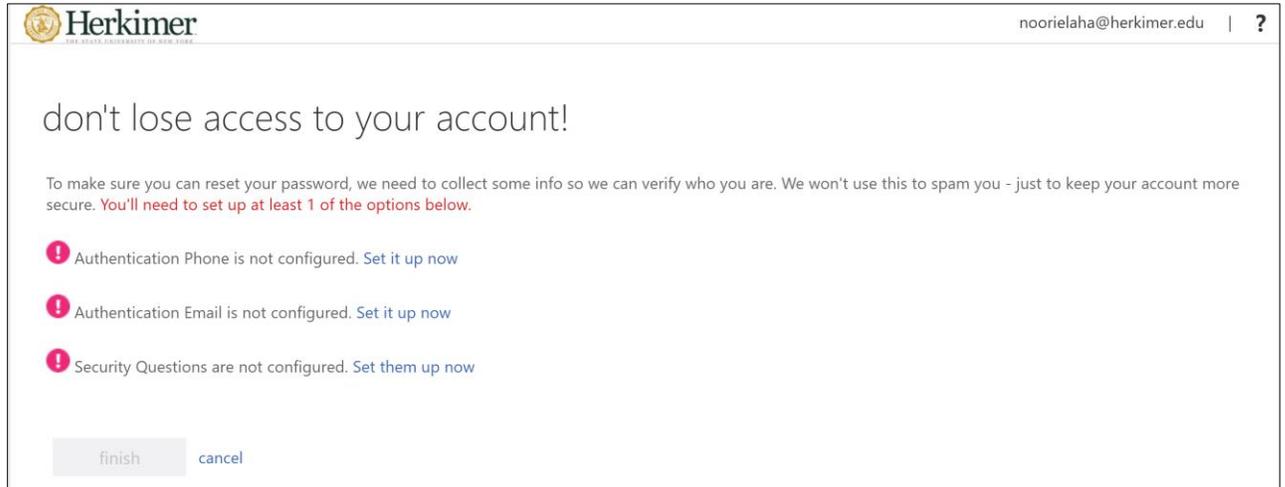


4. To make sure you can reset your password, you will be required to provide some information that can be used during password reset to verify your identity. Click **Next**.



5. You must set up one of the options from the screen below.

Note: For authentication email, you should use an email address that does not end herkimer.edu.



6. After setting up one of the options, click **Finish** and you will be welcomed by Office 365.

Congratulations, you have successfully signed into your Office 365 and you are all set.

