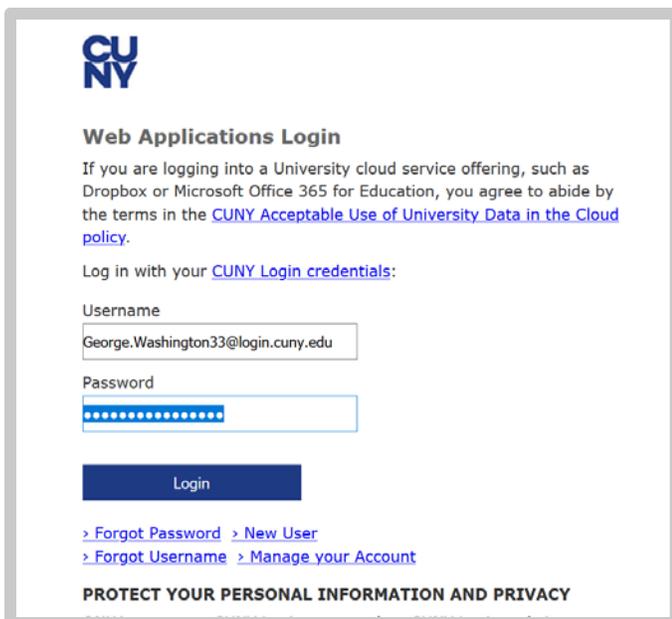
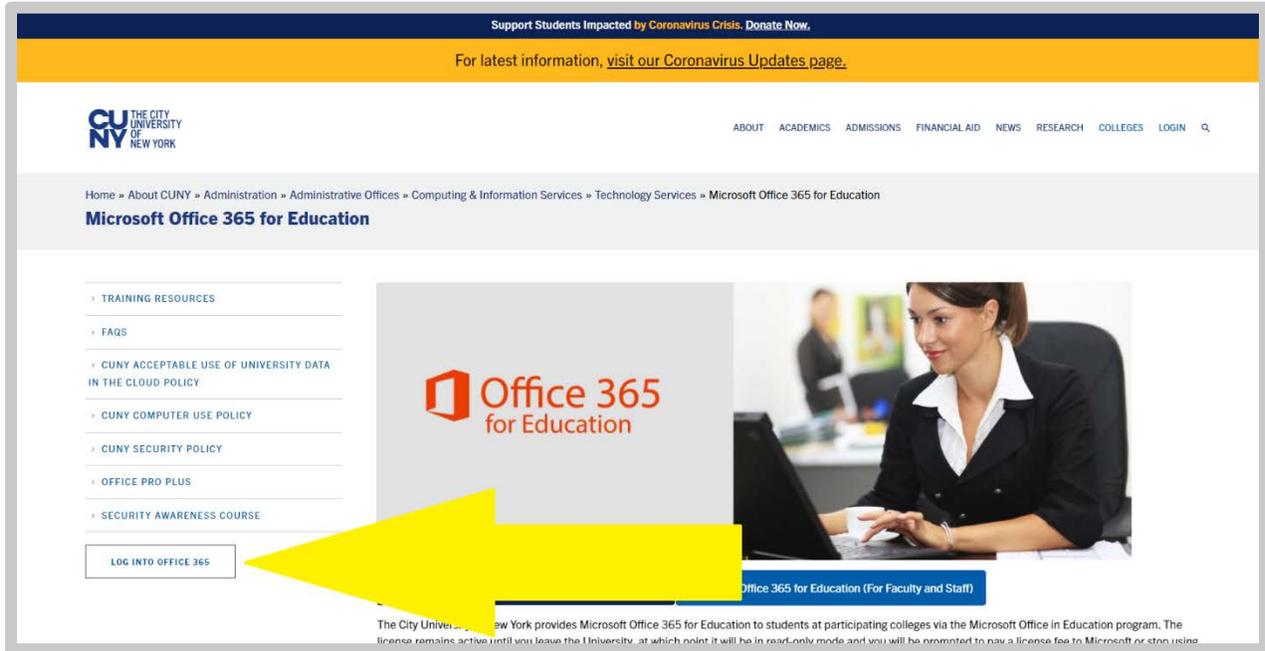


STEP-BY-STEP Instructions

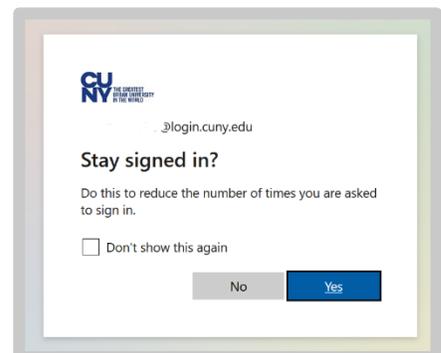
1. Sign in to your **faculty CUNY MS Office 365 Account**:

- a. Go to the for CUNY MS Office 365 Account Education page:
<https://www.cuny.edu/about/administration/offices/cis/technology-services/microsoft-office-365-for-education/>
- b. Click on LOG INTO OFFICE 365, at the bottom of the menu on the left:

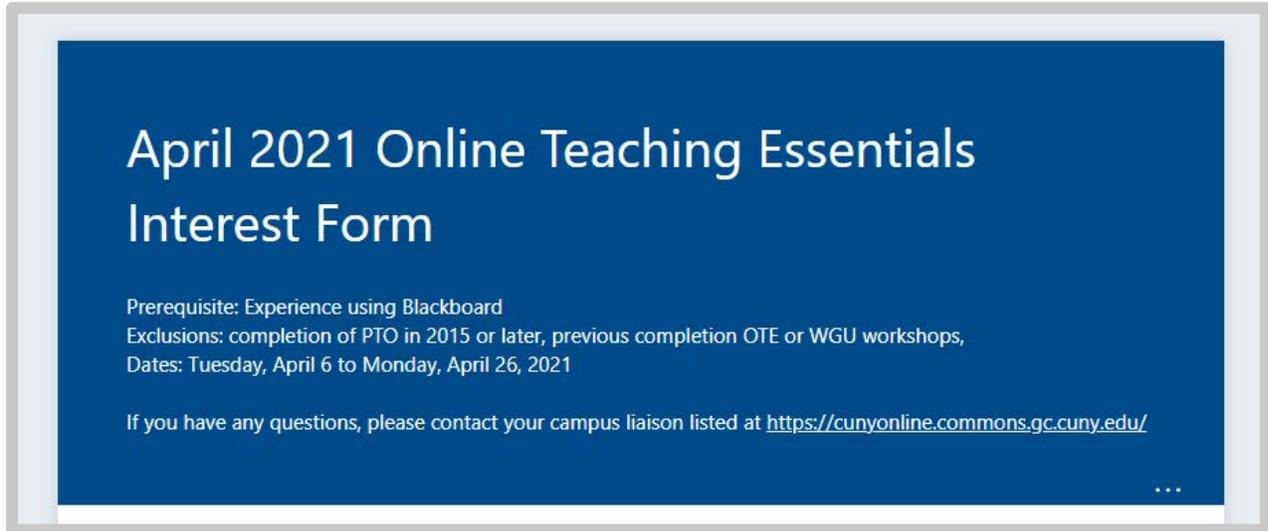


- c. Sign in using your CUNY login (same as for Blackboard and CUNYfirst, the login looks like Firstname.Lastname##@login.cuny.edu, *not* your email address).

- d. You will be asked whether you want to stay signed in:

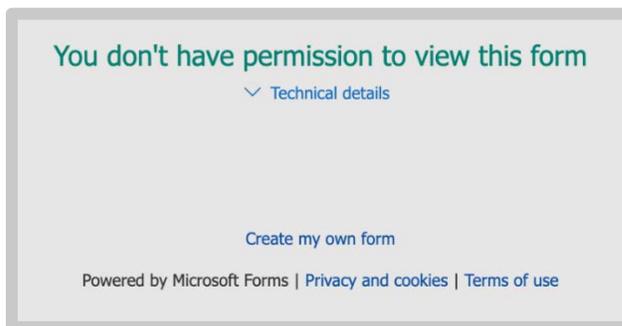


2. Go to the OTE form to indicate interest in participating: <http://bit.ly/OTApr2021>. You should see:



TROUBLESHOOTING

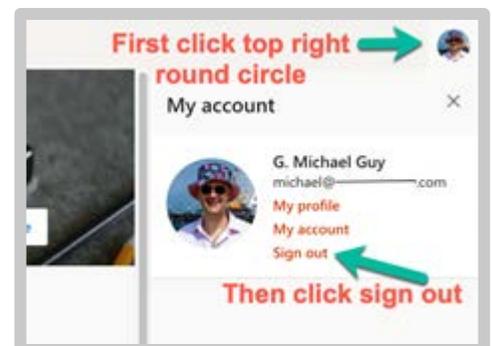
Main Issue 1: You are logged in to another Microsoft account and may not even realize it. This will be the case if you see the following message about permissions:



Here's how to fix this:

- A. Open the form link <http://bit.ly/OTApr2021> in a private or incognito window and then follow the steps in the STEP BY STEP instructions, OR
- B. Log out of the account. Go to <https://www.office.com/>

At the *top right*, you will see a round icon with either your initials or your picture, which you can click. Then click sign out. See picture below. If after you click the round circle you do not see this menu, this first step may not be your issue. Keep reading for the second issue.

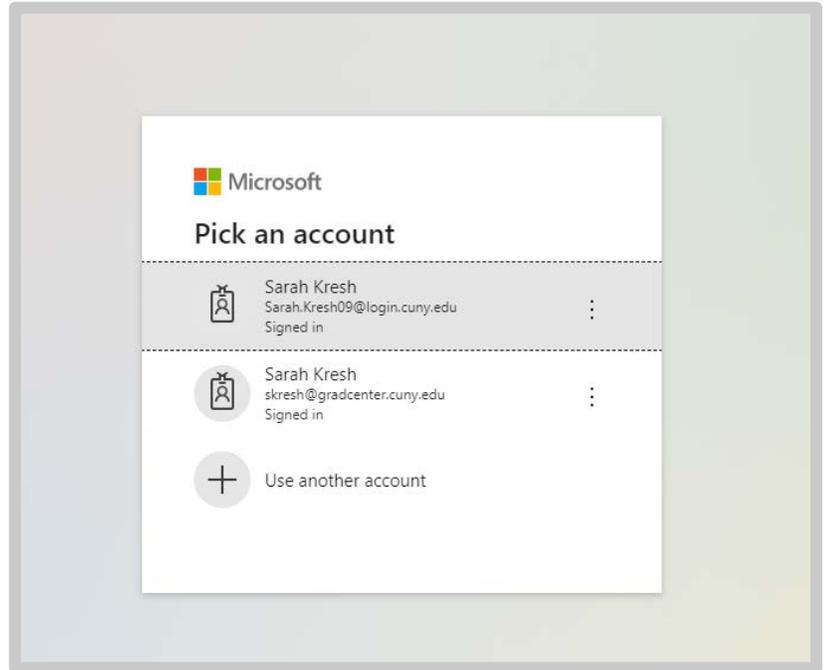


Main Issue 2: You are a **GC Student** logged into your GC Student MS Office Account, instead of your CUNY faculty MS Office Account

Go to <https://www.office.com/>, click sign in, and you will be asked to pick an account. You should see both your faculty and your GC student accounts listed, as in the example in this screenshot:

If you see your **@login.cuny.edu** account listed, select that one. If not, select “Use another account” and add your CUNYfirst account (looks like:

Firstname.Lastname##@login.cuny.edu). That will take you to the CUNY login page that is the same one you use for Blackboard and for CUNYfirst. Login, and follow the instructions from step 2 above.



Still having trouble? Contact your campus help desk and indicate:

Can you log into [CUNY Blackboard](#)? Yes / No

Can you log into [CUNY Office 365](#)? Yes / No