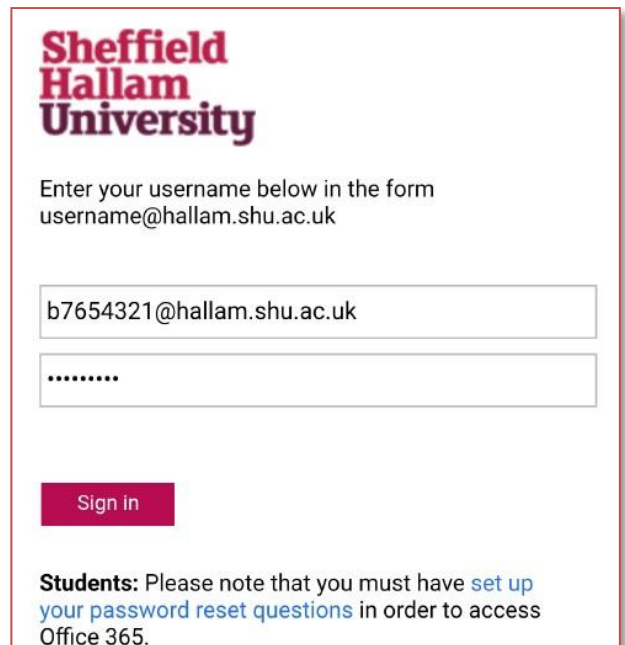# Using Office 365 Online

Using Office 365 in a web browser on any computer or device

Note: You must have activated your account and set up security questions in order to use this service, you can do so at https://go.shu.ac.uk/activate
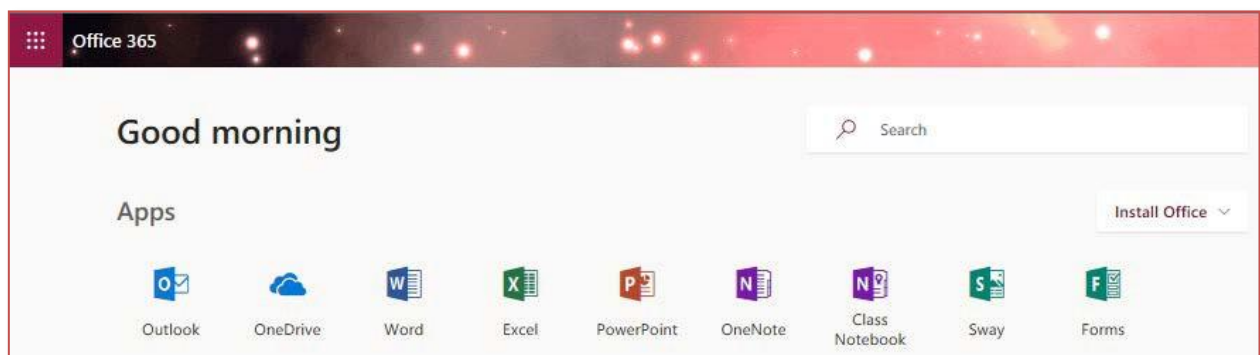
1. Open your preferred web browser

2. Go to http://go.shu.ac.uk/office365

3. Enter your username in the format username@hallam.shu.ac.uk
   (e.g b7654321@hallam.shu.ac.uk)

Sheffield Hallam University

Enter your username below in the form username@hallam.shu.ac.uk

b7654321@hallam.shu.ac.uk

••••••••

Sign in

Students: Please note that you must have set up your password reset questions in order to access Office 365.

4. Enter your University password and sign in
   You will be directed to the Office365 homepage

5. Select the application you wish to use from the list below
   The application will open in your web browser

Office 365

Good morning   Search

Apps   Install Office ∨

Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   Class Notebook   Sway   Forms

For more help
contact IT Help

Audience:
Students and staff