

Using Office 365 Online

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

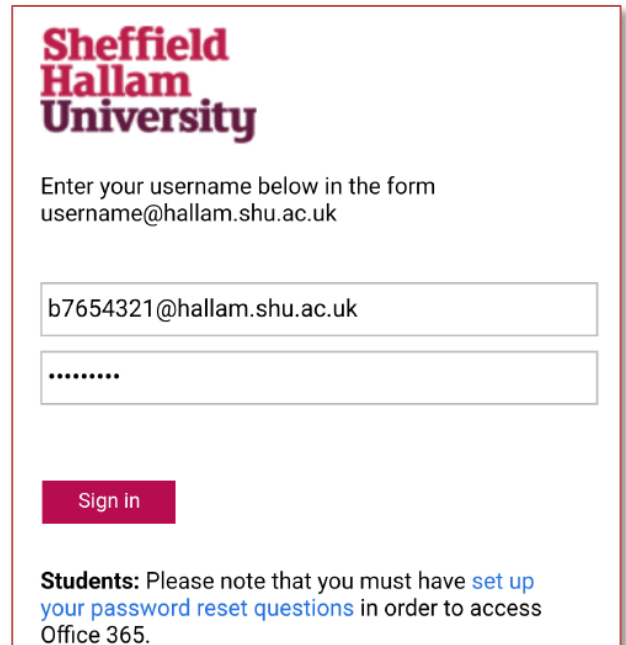
Note: You must have activated your account and set up security questions in order to use this service, you can do so at <https://go.shu.ac.uk/activate>

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)

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



**Sheffield
Hallam
University**

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

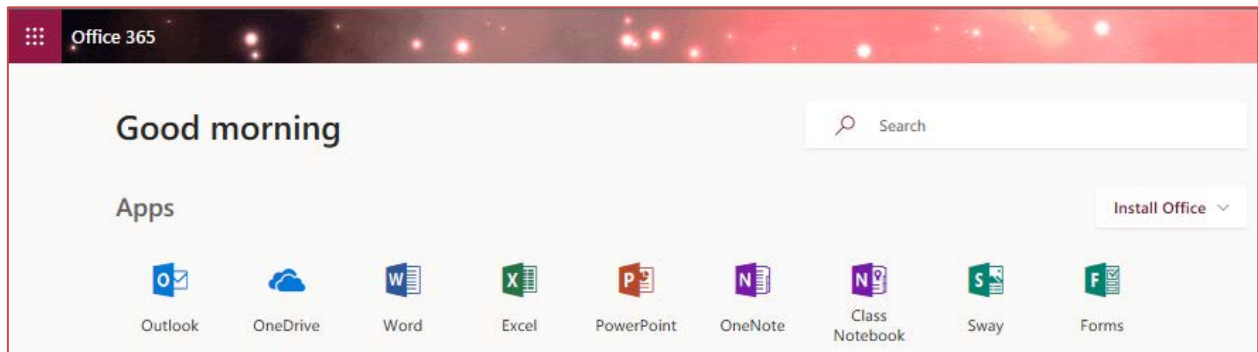
b7654321@hallam.shu.ac.uk

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Sign in

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

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



For More Help



email

ITHelp@shu.ac.uk
Library@shu.ac.uk



phone

0114 225 3333
(IT and Library)



chat

<http://go.shu.ac.uk/chat>



face to face

Library Helpdesk



twitter

@ithelpSHU
@shu_library

Audience:
Students and staff

Version:
v2 GT

Last revised:
04/01/2019

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