Accessing Office 365 Apps
(Excel, Word, PowerPoint, Teams, Outlook, etc.)

The following instructions explain how to access Office 365 apps:

1. Use the following link to sign-into Microsoft Office: https://www.office.com/ Select **Sign in.** Enter your e-mail address (Lastname.Firstname@doc.sc.gov). Select **Next.**
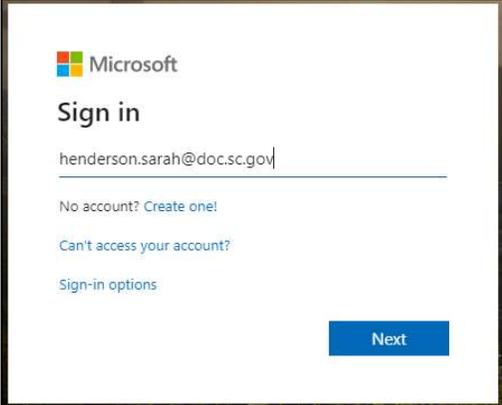
2. Enter your network password and select **Sign in**.

3. When prompted to stay signed in, **select Yes or No.** *Note: Select 'Yes' only if you're using your home computer or device.*

3/23/2020

4. If you're logging into your account from outside the SCDC network, you will need to complete additional security verification. A screen will appear stating that more information is required. Select **Next.**
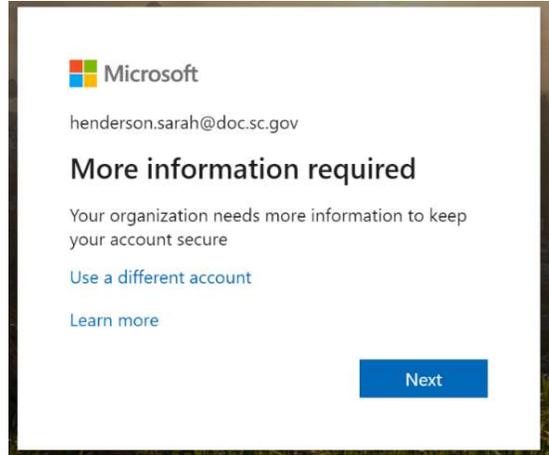
5. To complete the security verification, select how you'd like to complete the verification:
   a. **Authentication Phone** or **Office Phone** will give you the option to receive a code by text or call (in the Method section)
      i. **Select United States** in the "Select your country or region" box.
      ii. If you're using the Authentication Phone or Office Phone, then **enter your phone number with the area code**. Select **Next**.
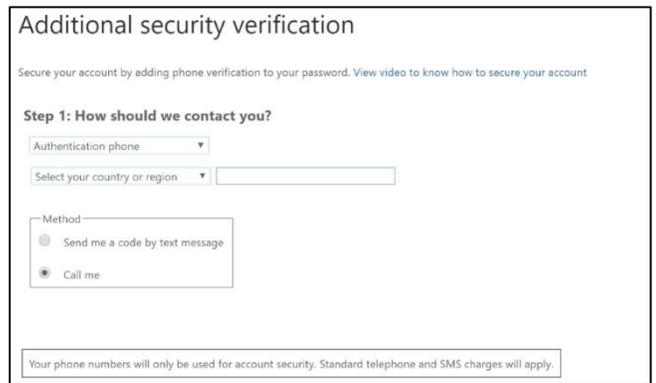
      iii. Once the code is received, enter the code into the box as shown. Select **Verify.**
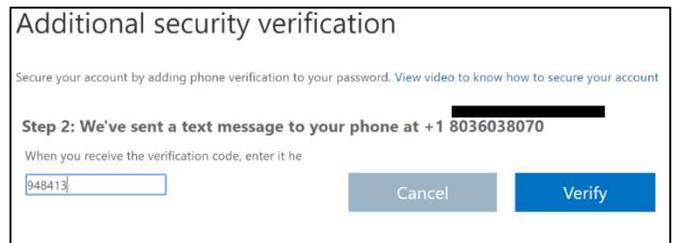
      iv. Once the pass code is verified, "Verification Successful!" will appear, select **Done.**

3/23/2020
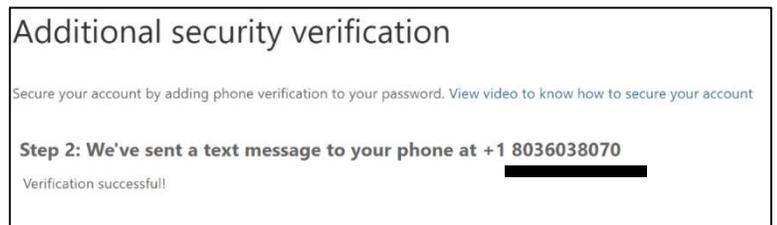
b. Using a **Mobile app** is a third option. *(You'll need to download the free Microsoft Authenticator app on your smart phone.)* Follow these steps to use the app:

i. After you install the app, **select Set Up** and follow the directions to configure the App to receive popup notifications on your phone or use a verification code.
ii. You will see the screen to the right, **scan the QR code** using the App on your phone.
iii. Select **Next.**
iv. Enter the code and cell phone number for additional security verification, select **Done.**
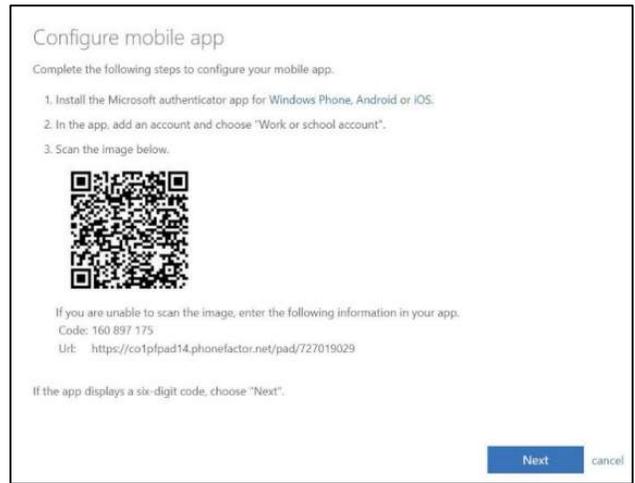
6. You'll now be you're logged into Office 365, and various apps will be displayed for use. Select the appropriate app.