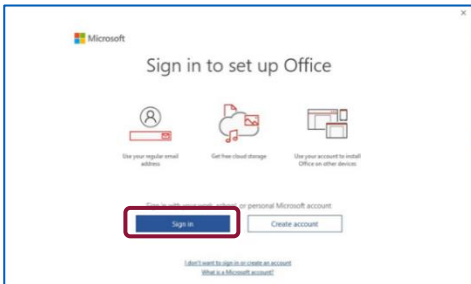


Office 365 – 1st Time Login Guide

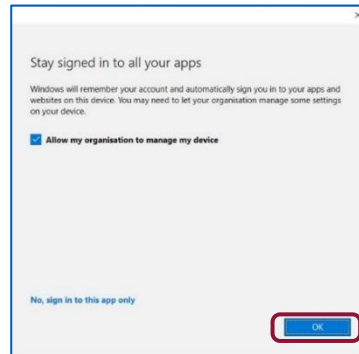
When using Office 365 for the first time, a notification requiring sign in to Office may appear. The following steps are a guide through the process of signing in to Office 365. This process will need to be completed once per PC that a user logs in to.

Quick Reference Guide

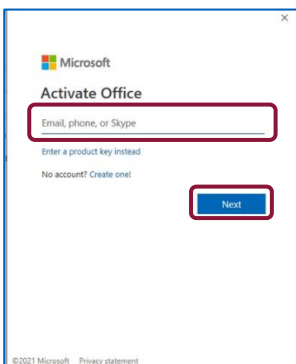
- When the **Sign in to set up Office** prompt appears, click on **Sign in**.



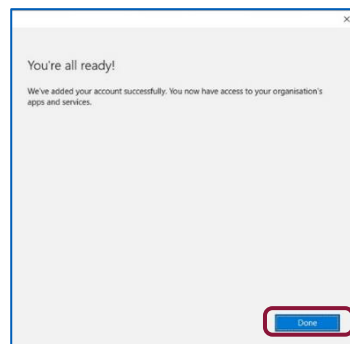
- If the password is correct, you will see the following window. Click **OK**.



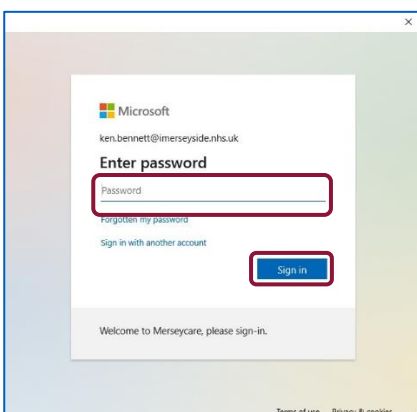
- In the **Activate Office** screen, enter your email address e.g. Joe.Bloggs@merseycare.nhs.uk → click **Next**.



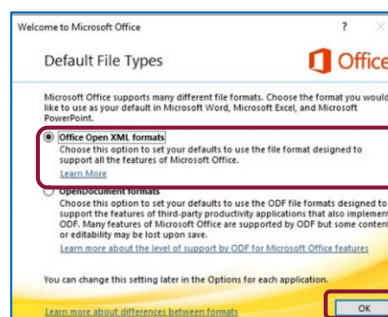
- Once the process is complete click **Done**.



- Enter the **AD password** (the password used to log into the computer) → click **Sign in**.



- Select the default file type as **Office Open XML Formats** → click **OK**.



If there are issues signing in using the above instructions, please contact the IT Service Desk via the [self service portal](#) or on 0151 471 2619.

To book training or speak to a trainer, please get in touch via: training@imerseyside.nhs.uk