Signing Into the Office 365 Portal

Step 1) Visit the UTS website at http://www.mcmaster.ca/uts/office365/ or go to www.portal.office.com If you visit the UTS website, click on the “Office 365 Login” button at the top right hand of the page.

Step 2) There are two possible login screens that you might see as Microsoft is currently changing how their screens look. At either page, you will be asked to enter your work or school account. See examples below:
Or you may see a blank page with a text box in the center like this:

Your Login experience may vary depending on the Operating System and the Browser you are using.

**Step 3)** To sign in, you will need to use your MacID with a slight variation. For your username, use **MacID@ads.mcmaster.ca** and enter your Mac ID password. After typing in your MacID and **@ads.mcmaster.ca**, the page should change slightly to show a picture of Hamilton Hall. See examples below:
If you are having trouble signing into the Microsoft Office 365 Portal, first check to make sure you are using @ads.mcmaster.ca and not @mcmaster.ca. If you are unable to sign in, please contact us for assistance through one of the following options:

**Self-Service Portal:** [https://macservicedesk.mcmaster.ca/splash/](https://macservicedesk.mcmaster.ca/splash/)

**Email:** uts@mcmaster.ca

For assistance with any of the Office 365 applications or have any other questions, please check to see if your question has been answered by the FAQs at [http://www.mcmaster.ca/uts/office365/](http://www.mcmaster.ca/uts/office365/).