

## Signing Into the Office 365 Portal

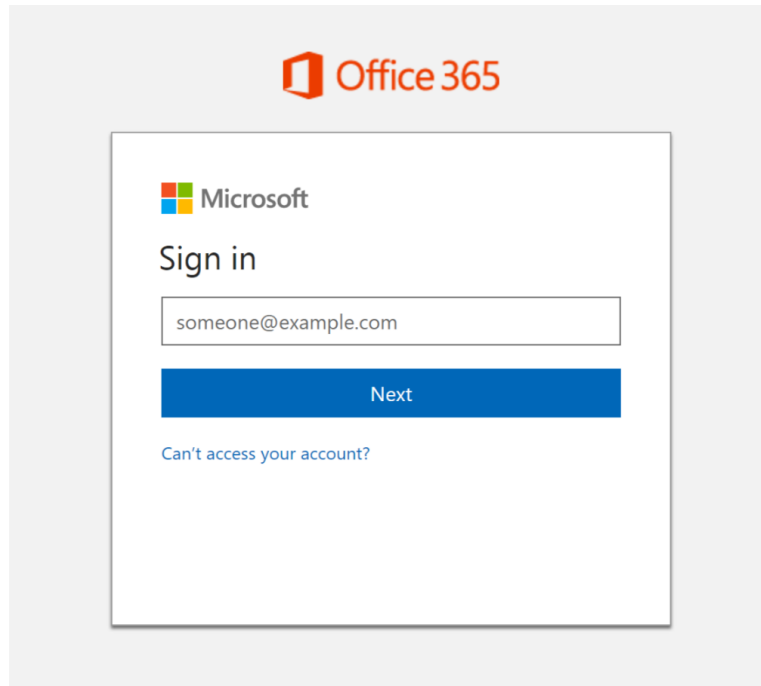
**Step 1)** Visit the UTS website at <http://www.mcmaster.ca/uts/office365/> or go to [www.portal.office.com](http://www.portal.office.com) If you visit the UTS website, click on the “Office 365 Login” button at the top right hand of the page.

The screenshot shows the McMaster University Office 365 portal. At the top left is the McMaster University logo with the tagline "Inspiring Innovation and Discovery". To the right, there are navigation options: "Mosaic" and "Faculty & Staff Directory", a "Quick Links" dropdown menu, and a search bar with a "GO" button. Below this is a dark red navigation bar with links for "McMaster", "Academics", "Alumni", "Discover McMaster", "Future Students", "Library", "Research", and "Current Students". Underneath, a breadcrumb trail reads "McMaster Home > UTS > Office 365". The main content area features the Office 365 logo, icons for Excel, OneNote, Word, and PowerPoint, and a prominent "Office 365 LOGIN" button. Social media sharing options for Facebook, Twitter, and LinkedIn are also present. At the bottom, a dark red navigation bar contains links for "Overview", "Services Offered", "Getting Started", "Mobile Support", "FAQ", "Microsoft Help", and "Contact Us".

**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:

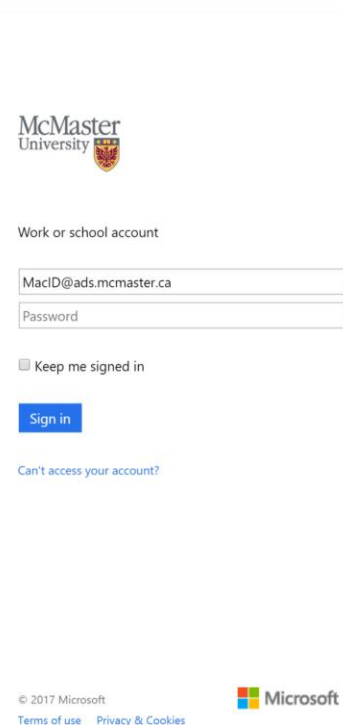
The screenshot displays the Office 365 login interface. The background is a scenic view of a highway with cars, overlaid with a grid of blue squares containing the word "Connect" in various languages: "laczyc", "Connects", "Connect", "Verbinden", "つなぐ", "Yhidata", "povezati", and "تواصل". The Office 365 logo is in the top right. Below it, the text "Work or school account" is followed by two input fields: "someone@example.com" and "Password". A checkbox labeled "Keep me signed in" is present. A blue "Sign in" button is located below the fields. At the bottom, there is a link "Can't access your account?". The footer includes "© 2017 Microsoft" and the Microsoft logo.

Or you may see a blank page with a text box in the center like this:

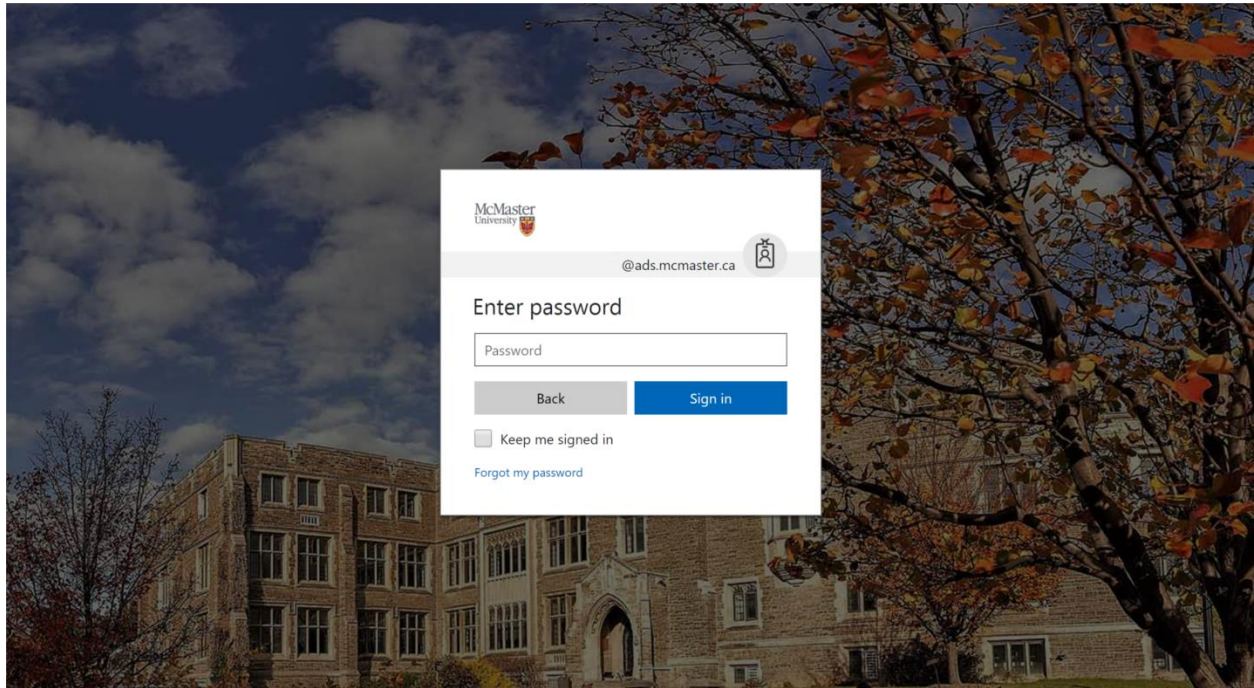


Your Login experience may vary depending on the Operating System and the Browser you are using.

**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:



OR



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/>

**Email:** [uts@mcmaster.ca](mailto: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/>.