How to sign up for and login to your UVic Microsoft 365 account

Follow these steps to sign up for and login to your UVic Microsoft 365 account.

Sign up for your UVic Microsoft 365 account:

1. Login with your NetLink ID and passphrase to onlineservices.uvic.ca
2. Under “Your services”, click into Microsoft 365

3. Review the Microsoft 365 Terms of Service
4. If you agree to the terms, select “Sign up for service”

*Please allow up to 48 hours for your account to be fully provisioned.

See oac.uvic.caO365 for more Microsoft 365 resources.
Once you have signed up for your UVic Microsoft 365 account, you can login to Microsoft 365 with your UVic account:

1. Navigate to portal.office.com
2. Enter your NetLinkID@uvic.ca then click Next

See oac.uvic.caO365 for more Microsoft 365 resources.
3. Enter your passphrase and then click **Sign in**

4. Click Yes or No if you want to stay signed in or not

See [oac.uvic.caO365](http://oac.uvic.caO365) for more Microsoft 365 resources.
NOTE: If you have an existing Microsoft 365 account with your @UVic.ca email, make sure to select the “Work or school account” when logging in:

![Microsoft login screen showing options for Work or school account and Personal account]

Tired of seeing this? Rename your personal Microsoft account.

See oac.uvic.caO365 for more Microsoft 365 resources.
5. You have now logged into your UVic Microsoft 365 account

See [oac.uvic.caO365](https://oac.uvic.caO365) for more Microsoft 365 resources.