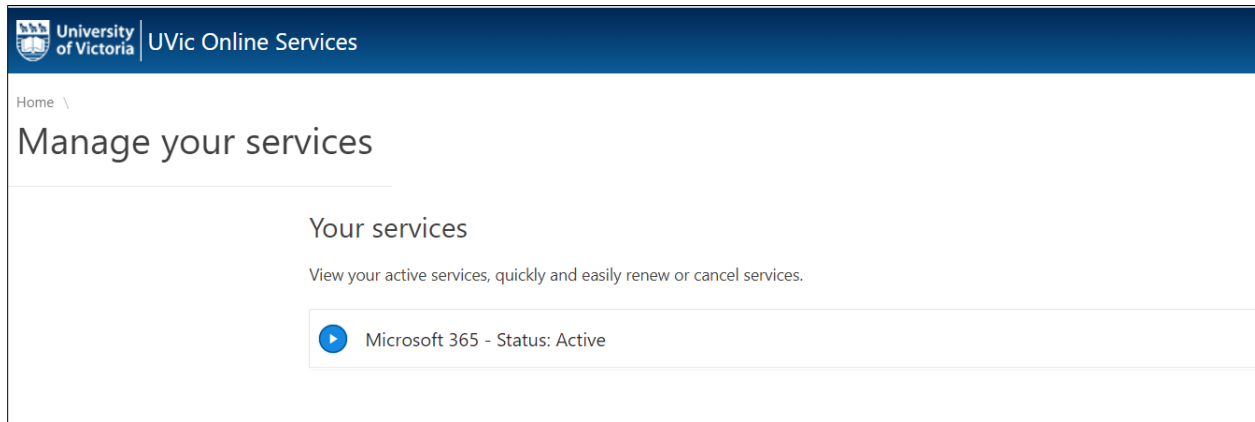


How to sign up for and login to your UVic Microsoft 365 account

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**

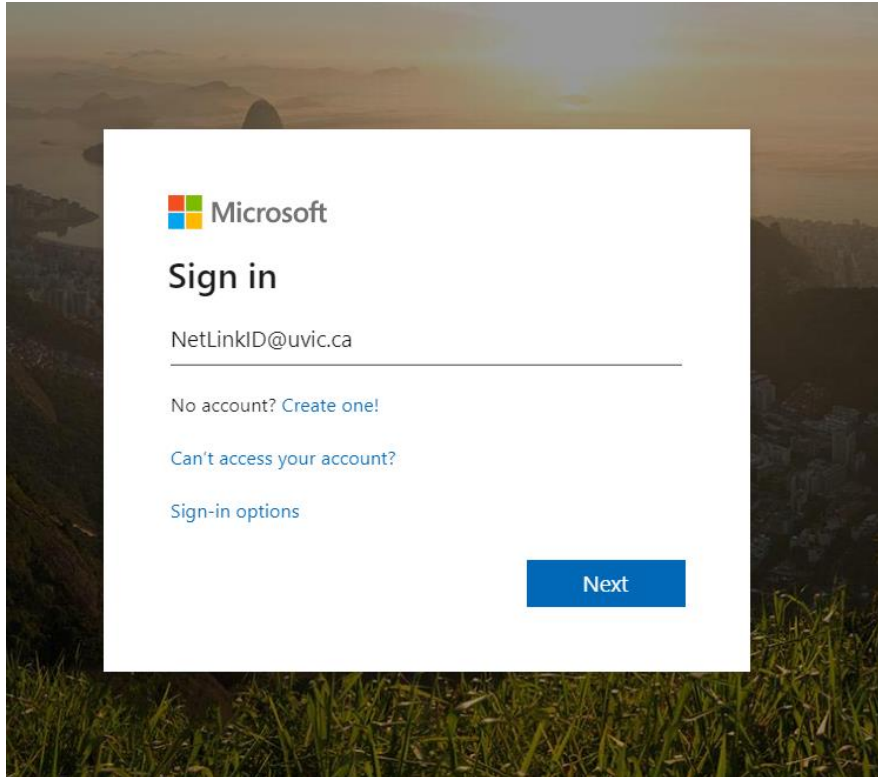


3. Review the [Microsoft 365 Terms of Service](#)
4. If you agree to the terms, select “Sign up for service”

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

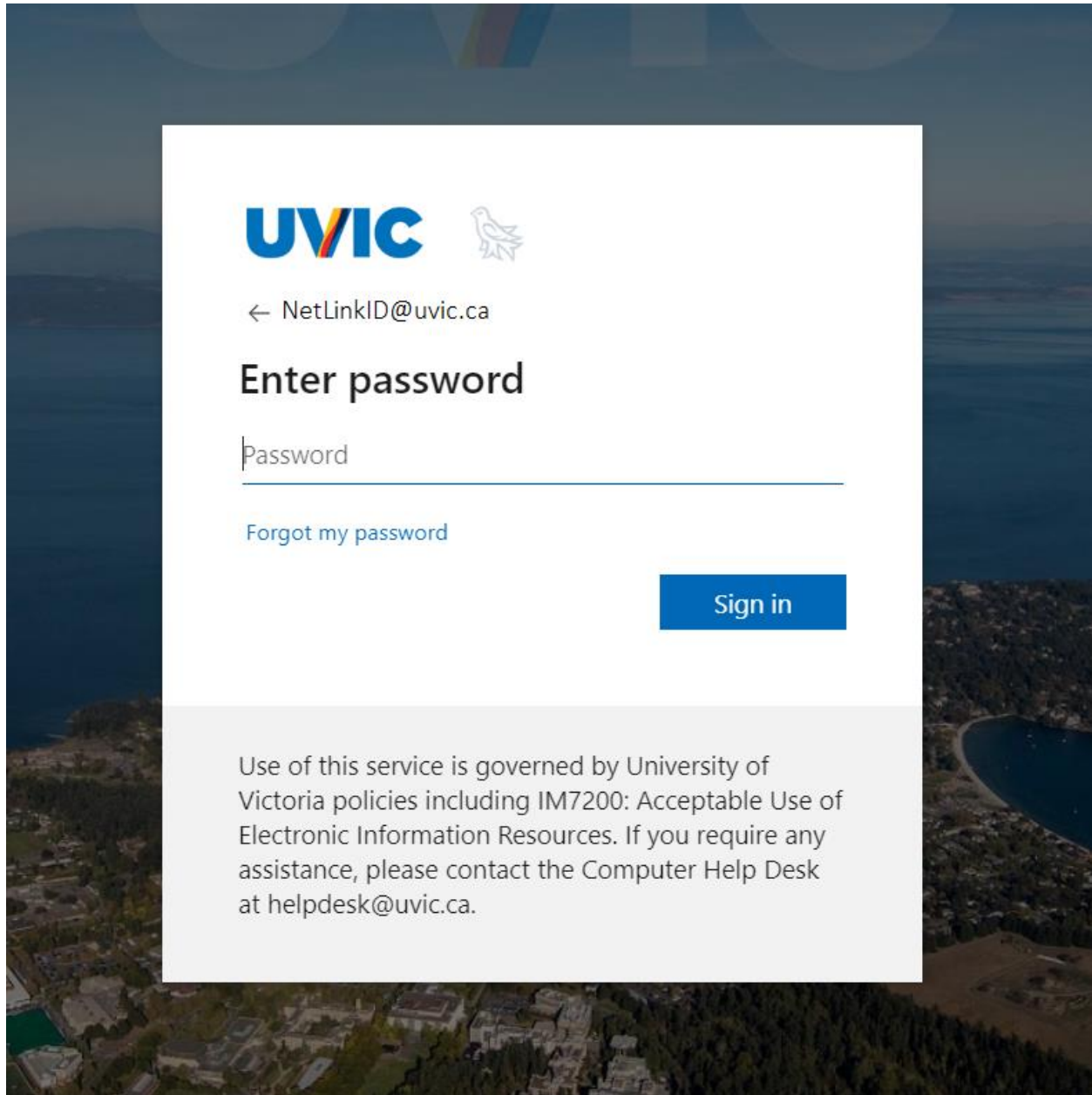
Once you have signed up for your UVic Microsoft 365 account, you can login to Microsoft 365 with your UVic account:

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



See oac.uvic.ca/O365 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.ca/O365 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:



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

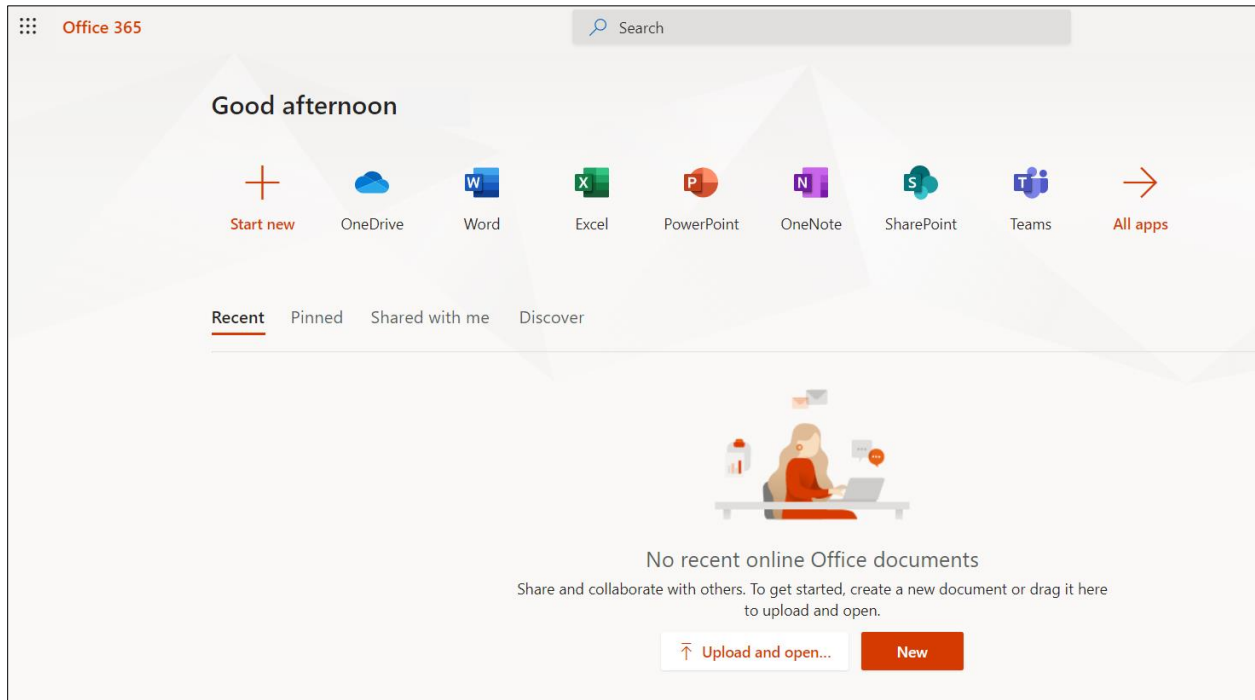
 **Work or school account**
Created by your IT department
NetLinkID@uvic.ca

 **Personal account**
Created by you
NetLinkID@uvic.ca

Tired of seeing this? [Rename your personal Microsoft account.](#)

Back

5. You have now logged into your UVic Microsoft 365 account



See oac.uvic.ca/O365 for more Microsoft 365 resources.