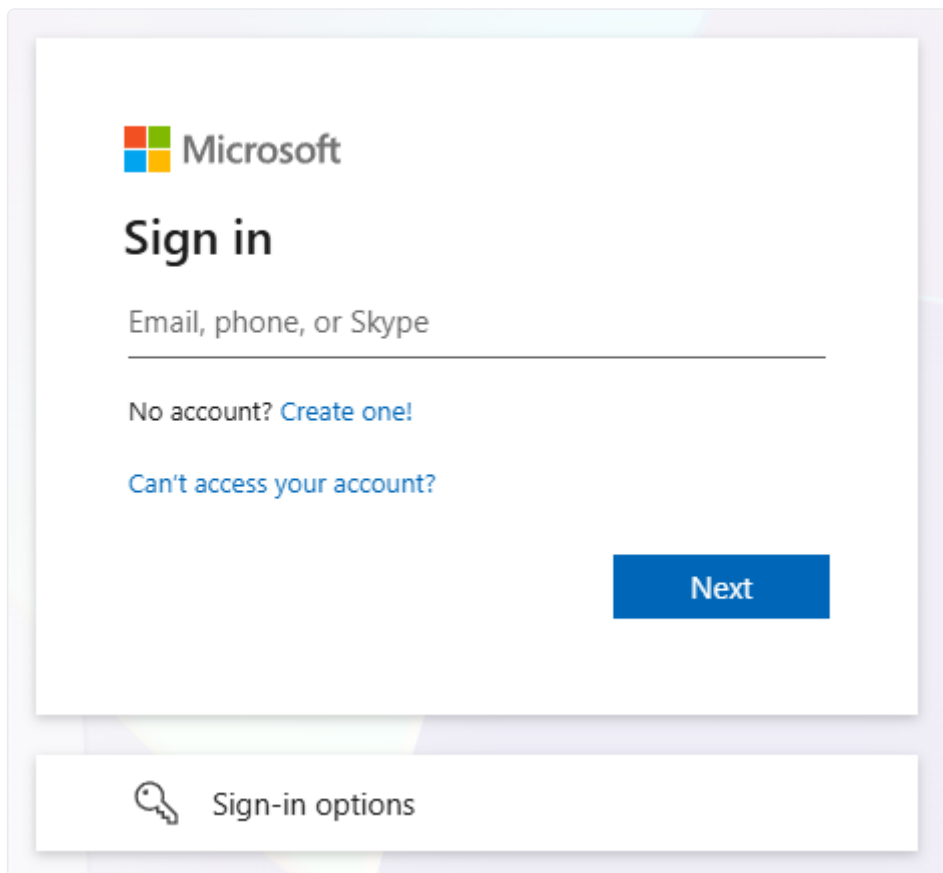


# Logging in with Microsoft 365

Your Microsoft 365 account is used to log in to various services provided by the college. This includes the Microsoft 365 suite of apps (Word, PowerPoint, Excel, Outlook, Teams, etc.), as well as other places like Moodle. All of these will ask you to sign in occasionally. If you come across a sign in window and encounter any errors or other difficulties, follow the instructions below:

1. Ensure that you're in the correct place.
  - The proper window should look like this:

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". At the bottom of the window, there is a white bar with a key icon and the text "Sign-in options".

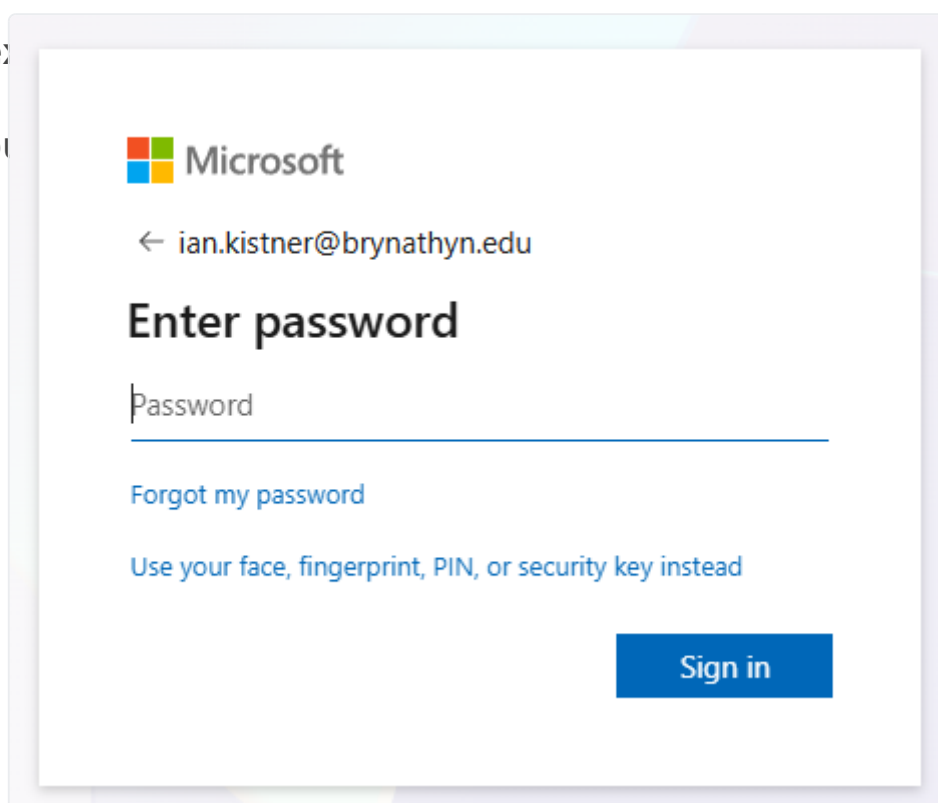
2. Enter your email address where it says **Email, phone, or Skype.**

For more information about what to enter, see [What is my Username and Password?](#)

3. Click **Next**.

4. Enter your

and that



The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the email address 'ian.kistner@brynathyn.edu' with a back arrow. The main heading is 'Enter password'. Below this is a password input field with a blue underline. Underneath the input field are two links: 'Forgot my password' and 'Use your face, fingerprint, PIN, or security key instead'. At the bottom right is a blue 'Sign in' button.

appears.

5. Click **Sign In**.

6. You may receive a prompt to **Approve sign in request**. Follow the provided instructions to complete your sign in.

Congratulations, you've signed in with Microsoft 365!

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