Microsoft Word access for Dell Med Faculty

*All regular faculty at Dell Med, including those employed by our clinical partners, are eligible to access Microsoft (MS) Word through Office 365 with their UT EID and password. For instructions, please see below. If you have any questions, you can reach UT IT at 512-471-5000.*

*Activate UT Email:*

*To activate your UT email address please follow the instructions below:*

1. *Please make sure you have registered for DUO 2-factor authentication:* [*DUO two-factor authentication*](https://utdirect.utexas.edu/apps/duo/register/duo_login/?next=/apps/duo/register/)
2. *Please make sure you have upgraded your UT EID by following this link and choosing the option “Upgrade my UT EID”* [*https://idmanager.its.utexas.edu/eid\_self\_help/*](https://idmanager.its.utexas.edu/eid_self_help/)
3. *Please sign in to :* [*https://www.austin.utexas.edu/Office365Management/*](https://www.austin.utexas.edu/Office365Management/) *with your UT EID and password to create your email address.  If you have any questions, you can reach UT IT at 512-471-5000. If you need assistance with a password reset for your UT EID, you can follow this link:* [*https://idmanager.its.utexas.edu/eid\_self\_help/*](https://idmanager.its.utexas.edu/eid_self_help/)

*To access Microsoft 365 please follow the instructions below:*

1. *Access the online web application version of MS Word by logging in at* [*https://office365.austin.utexas.edu*](https://office365.austin.utexas.edu) *and selecting the "Office 365 Portal".*
2. *Login with your UT EID and EID password and complete Duo authentication when prompted.*
3. *MS Word should be visible in the sidebar menu on the left of the screen after logging in, clicking on it will open the web app version of it.*
4. *There will be a prompt to Install the program on the main page when logged in, for either Windows or MacOS (installing the software is only necessary for offline work). If you do not get a prompt and wish to install the software, you can do so here:* [*https://www.microsoft.com/en-us/microsoft-365/download-office*](https://www.microsoft.com/en-us/microsoft-365/download-office)*.*
5. *If are using a personal device, you could download and run the installer then sign in to the application when prompted to sign in with an account using your UT EID and EID password.*
6. *If you are using an Ascension computer, you will need to work with your IT team to get the desktop Office 365 application suite installed. Once it is installed you can login with your UT EID and password to license the software.*