

Getting started with

Microsoft 365

Microsoft 365 is a collection of programs (including Word, Excel, PowerPoint, Outlook, and OneDrive) that help you as a student at WGU complete assignments, send or receive emails, and store files securely online.

WGU provides Microsoft licenses to all students. Access may be limited until your first term begins.

Sign in to your Microsoft Account

To use Microsoft tools, sign in with your WGU student email and password.

Set Up Your Account

- Follow the steps in your WGU enrollment process to create your account.
- When you create your WGU student account, you'll be given your **Username**, **Email (username@wgu.edu)**, and you will set up your **Password**.

**Write this info down and keep it somewhere safe.*

Are you unsure if you've set up your account?

Access the account creation process [here](#).

Recover Username? Try the [Recover Username link](#).

Reset Password? Try the [Reset Password link](#).

First Time Logging In To Microsoft:

1. Access the Microsoft browser version [here](#).
2. The "Sign In" page appears.
3. Add your WGU email address and sign in.

Switching to Your Student Microsoft Account

1. [Access the Microsoft browser version here](#).

2. To Sign In, the "Pick an Account" page appears.

- If the "Pick an Account" page doesn't appear and you're logged in automatically, you may already be logged in with a personal account email.
- **To Sign Out of your personal account email:** Click on your name in the bottom left corner and choose the "Sign Out" option.
- To change your account from a personal account email to your WGU Student account email, choose the "Use another account" and add your WGU email.

3. **Sign in using your WGU email and password**

- Moving forward, if your account gets signed out, your WGU account should populate on the "Pick an Account" sign-in page. If it doesn't show, you will follow the "Use another account" option and sign-in instructions.

Quick Access Guides

**Click on icons to visit sites.*



Microsoft 365



Word



PowerPoint



Excel



Outlook



OneDrive

Student Resources

**Click on white text to access resources.*

Word

Create, Name, Navigate, and Save Word Documents

APA Formatting

Word Webinar

PowerPoint

PowerPoint Usage and Navigation

PowerPoint Narration

PowerPoint Webinar

Excel

Getting Started with Excel

Spreadsheets Assessment FAQ

Excel Webinar

Outlook

How to Access Student Email

Email Usage

Other

Access, upload a file, recover deleted files in OneDrive

Microsoft 365

Academic Coaching Center