

Microsoft Word access for Dell Med Faculty

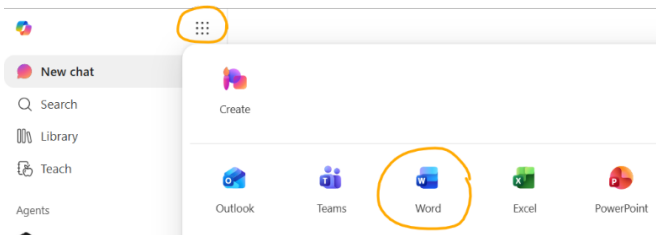
All regular faculty at Dell Med, including those employed by our clinical partners, are eligible to access Microsoft (MS) Word through Office 365 with their UT EID and password. For instructions, please see below. If you have any questions, you can reach UT IT at 512-475-9400.

Activate UT Email:

1. Please make sure you have registered for DUO 2-factor authentication: [DUO two-factor authentication](#)
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/
3. Please sign in to: <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/
4. Going forward you can check your UT email by visiting <https://office365.austin.utexas.edu> and selecting "Outlook Web App" (login with UT EID + password)

To access MS Word on the web:

1. Access the online web application version of MS Word by logging in at <https://office365.austin.utexas.edu> and selecting "Office 365 Portal".
2. Login with your UT EID and EID password and complete Duo authentication when prompted.
3. Click the square of 9 dots in the top left menu to open App Launcher. MS Word should be visible in the menu, clicking on it will open the web app version of it.



To access MS Word desktop app:

1. 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>.
 - If using a personal device, download and run the installer, then proceed to login instructions below.
 - If 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 license using the steps below.
**We recommend specifying in your IT request that you intend to login with your UT license, and only need the applications installed (not for Ascension to purchase a license for you).*

Login Instructions:

2. Launch Microsoft Word
3. If this is the first time, Microsoft will prompt you to enter an email address, enter your @austin.utexas.edu email
4. The screen re-routes to our SSO, enter your UT EID and Password & authenticate with DUO
You will be logged in. This will also log you into all other M365 apps, so only needs to be done once.