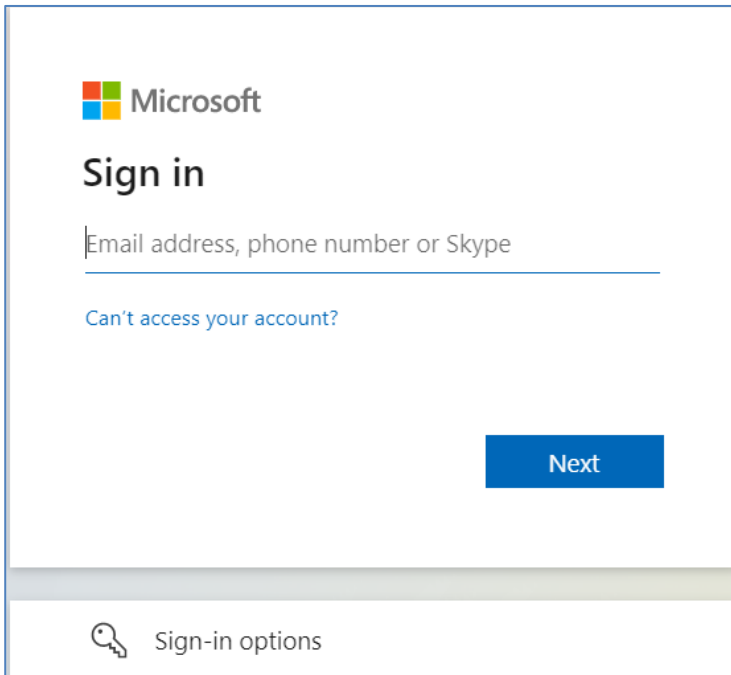


## MICROSOFT 365 ENVIRONMENT

### 1 Sign in

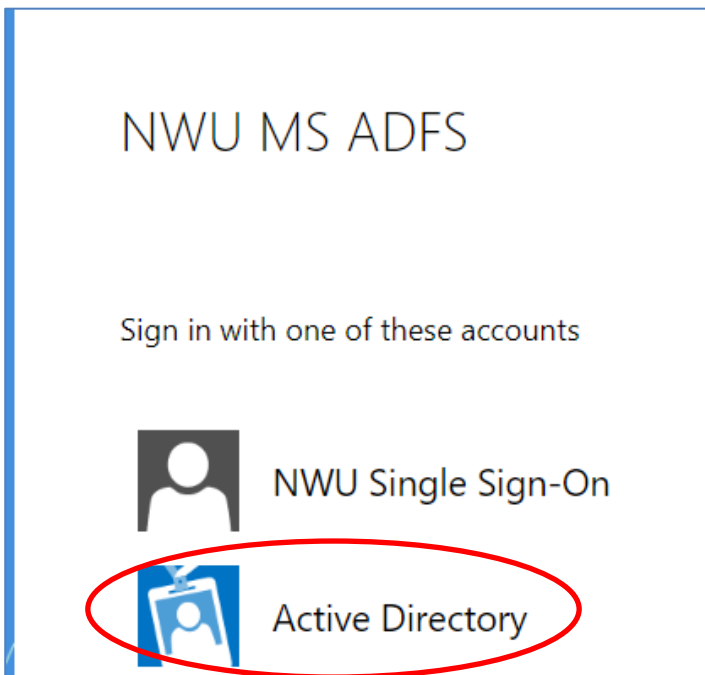
**Staff:** Enter [name.surname@nwu.ac.za](mailto:name.surname@nwu.ac.za) or [universitynumber@nwu.ac.za](mailto:universitynumber@nwu.ac.za)

**Students:** Enter [universitynumber@mynwu.ac.za](mailto:universitynumber@mynwu.ac.za)



The image shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". At the bottom left, there is a key icon and the text "Sign-in options".

### 2 Select Active Directory



The image shows the "NWU MS ADFS" sign-in options screen. The title "NWU MS ADFS" is at the top. Below it is the text "Sign in with one of these accounts". There are two options listed: "NWU Single Sign-On" with a person icon, and "Active Directory" with a person icon. The "Active Directory" option is circled in red.

### 3 Sign in

**Staff:** Enter [name.surname@nwu.ac.za](mailto:name.surname@nwu.ac.za) or [universitynumber@nwu.ac.za](mailto:universitynumber@nwu.ac.za) and University password

**Students:** Enter [universitynumber@mynwu.ac.za](mailto:universitynumber@mynwu.ac.za) and University password

#### 3.1 Staff

# NWU MS ADFS

Sign in

#### 3.2 Students

# NWU MS ADFS

Sign in