



## Farewell MSFed

GEARING UP FOR THE DIGITAL FUTURE  
OneDrive • PowerApps • Teams • SharePoint • Telephony

## Complete the following to move to the new Microsoft environment

### 1. Sign out and Sign in to Teams

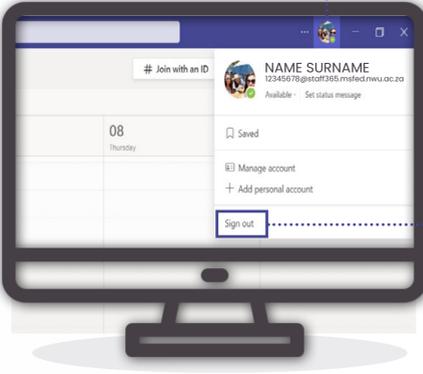
During the Sign in process Teams might ask you to Sign in to **NORTH-WEST UNIVERSITY** or to **North-West University**.

Please select the **North-West University** (mixed case) option.

### 2. Sign out and Sign in to Office applications

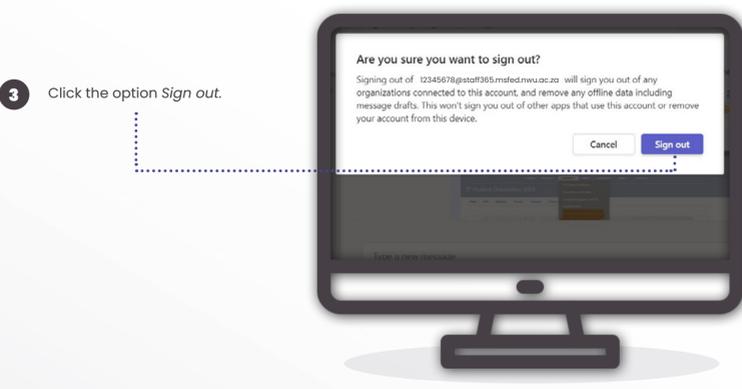
## SIGN OUT

Firstly, sign out of your current logins on MS Teams App; click sign out.

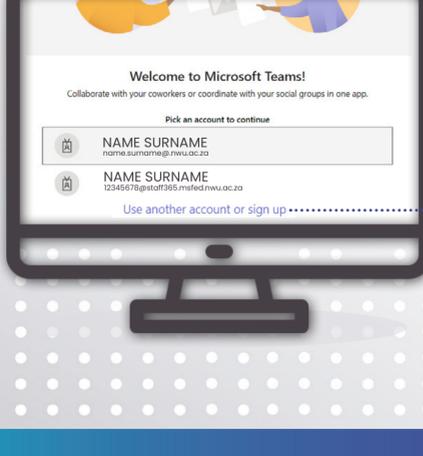


1 Click your profile picture, to open drop down list.

2 Click the option **Sign out**.



3 Click the option **Sign out**.



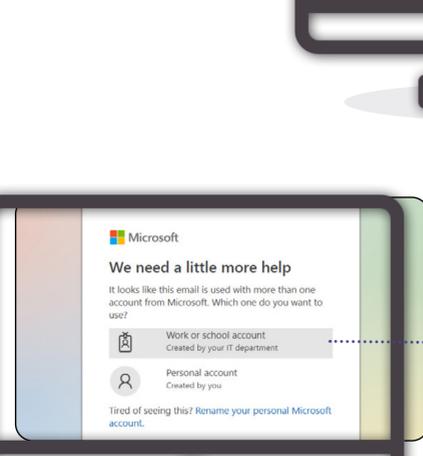
4 After successfully signing out of your MS Teams App, select "Use another account or sign up"

## SIGN IN

Sign in with your outlook login details that have @nwu.ac.za details.



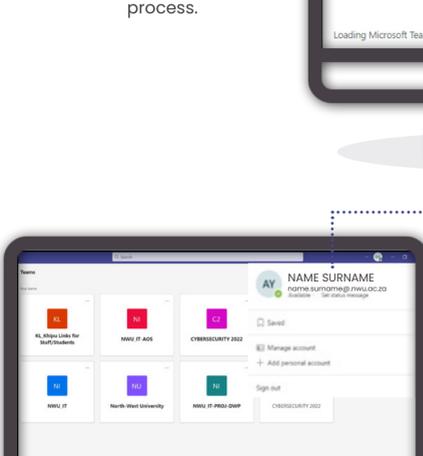
5 (CAS details/email address) e.g. name.surname@nwu.ac.za



6 select "Work or School account"



6 Please wait a few seconds until MS Teams completes its loading process.



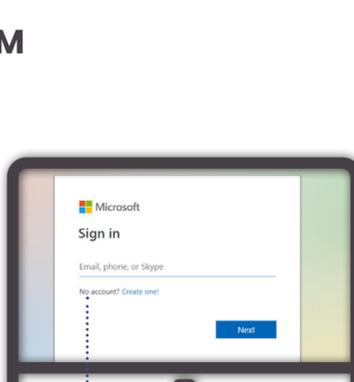
7 Once you have logged in, please verify that your login detail is your outlook email address. You will also see your Teams that have been migrated to the new **NWU.AC.ZA** environment.

## SIGN IN TO OFFICE.COM

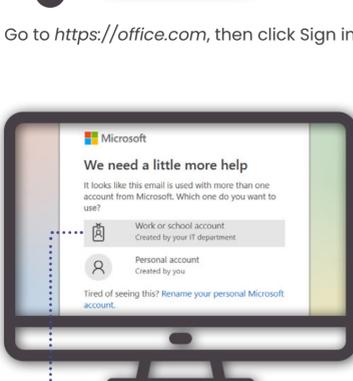
To access Apps (OneDrive, SharePoint etc)



1 Go to <https://office.com>, then click Sign in.



2 Sign in with your outlook login details (CAS details/email address) e.g name.surname@nwu.ac.za



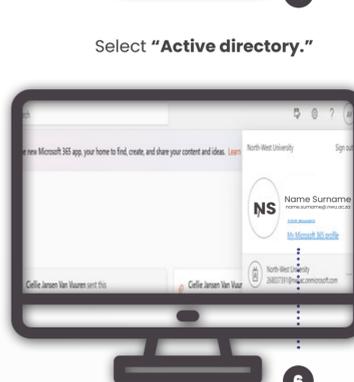
3 Select "Work or School account."



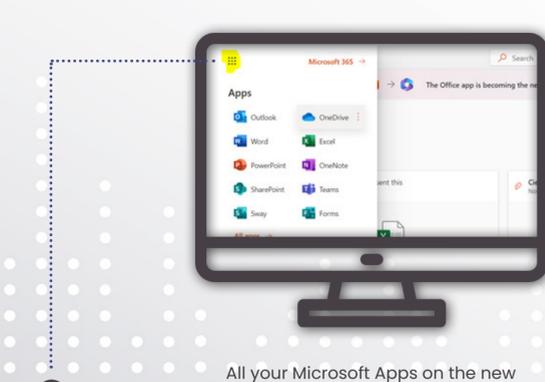
4 Select "Active directory."



5 Confirm outlook email address and password, click "sign in."



6 Once you have logged in, please verify that your login detail is your outlook email address.



7 All your Microsoft Apps on the new **NWU.AC.ZA** environment can be accessed by clicking the Apps icon.

## TROUBLESHOOT WHEN USING THE BROWSER

Be advised if you experience any problem during the login process on the browser where-by you do not see the same screens as displayed above, please refer to the videos by clicking the link. Clearing the browser's cache may alleviate the problem.



Steps to clear Chrome browser cache.



Steps to clear FireFox browser cache.



Steps to clear Edge browser cache.