

STEP 1: SIGN OUT OF ALL OFFICE APPLICATIONS

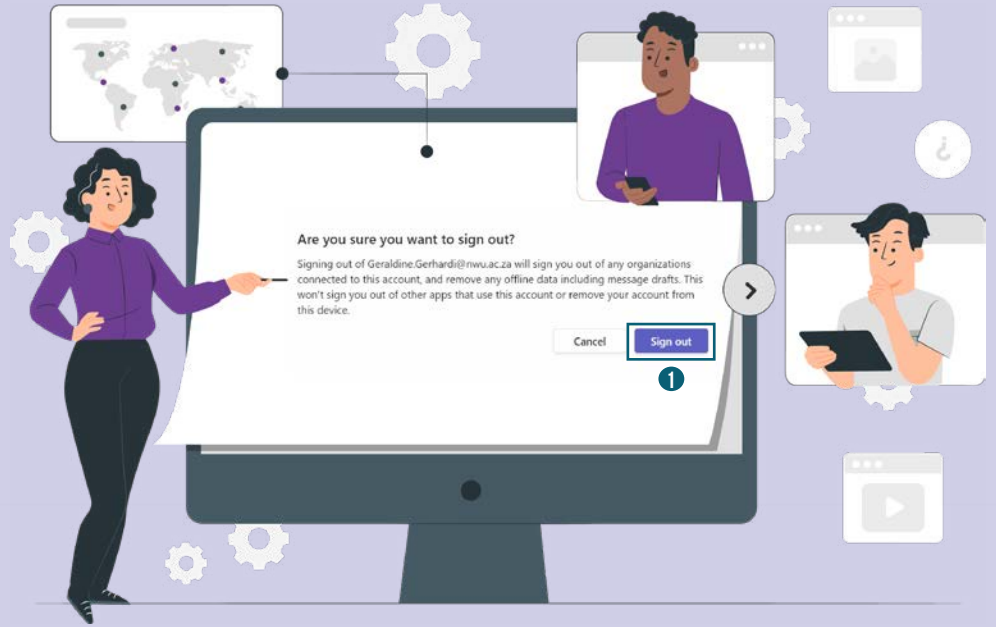


**A**

- 1 CLICK YOUR PROFILE PICTURE, TO OPEN DROP DOWN LIST.
- 2 CLICK THE OPTION SIGN OUT.

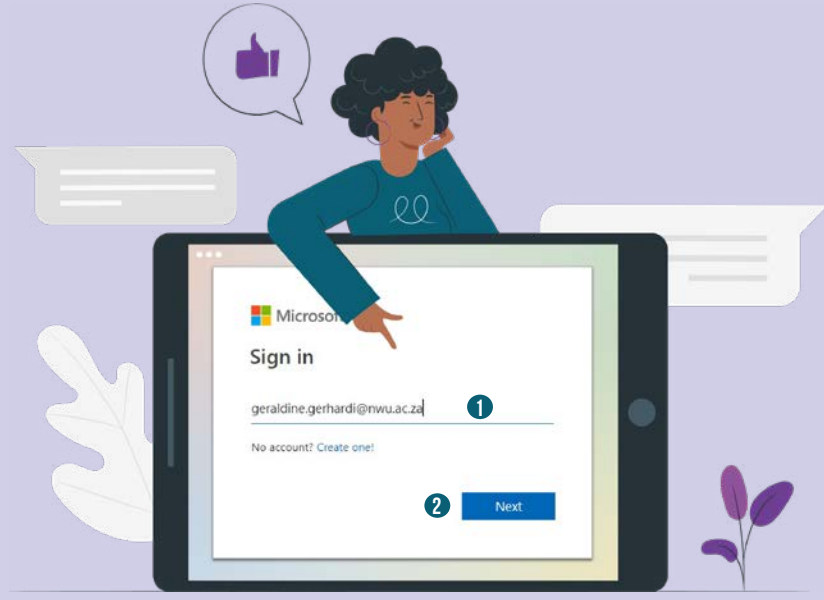
**B**

- 1 CLICK THE OPTION SIGN OUT.



STEPS TO SYNC YOUR PERSONALISED EMAIL ADDRESS

STEP 2: SIGN IN TO ALL OFFICE APPLICATIONS

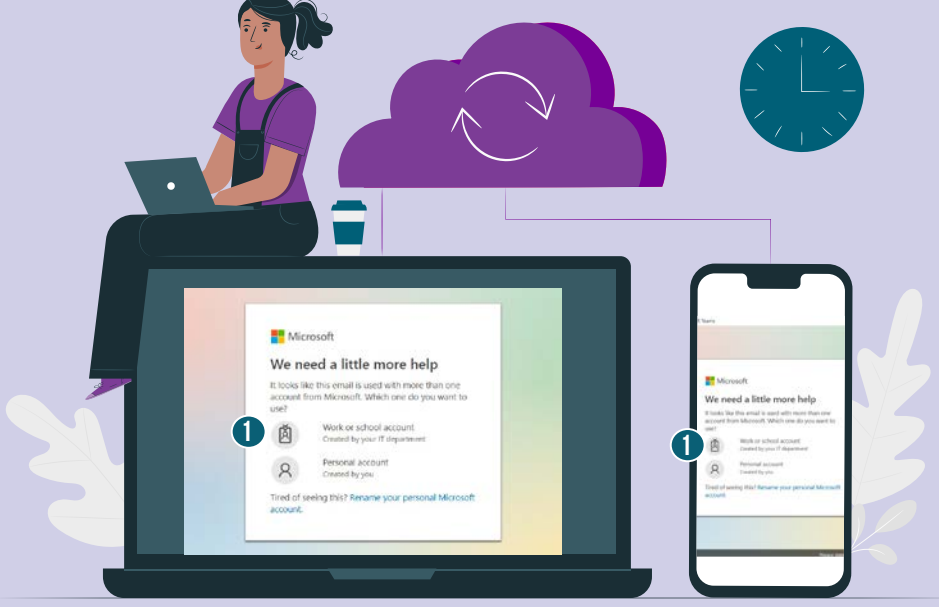


**A**

- 1 AFTER SUCCESSFULLY SIGNING OUT OF YOUR MS TEAMS APP, SIGN IN WITH YOUR PERSONIFIED EMAIL ADDRESS E.G. NAME.SURNAME@NWU.AC.ZA
- 2 CLICK NEXT

**B**

- 1 SELECT "WORK OR SCHOOL ACCOUNT"

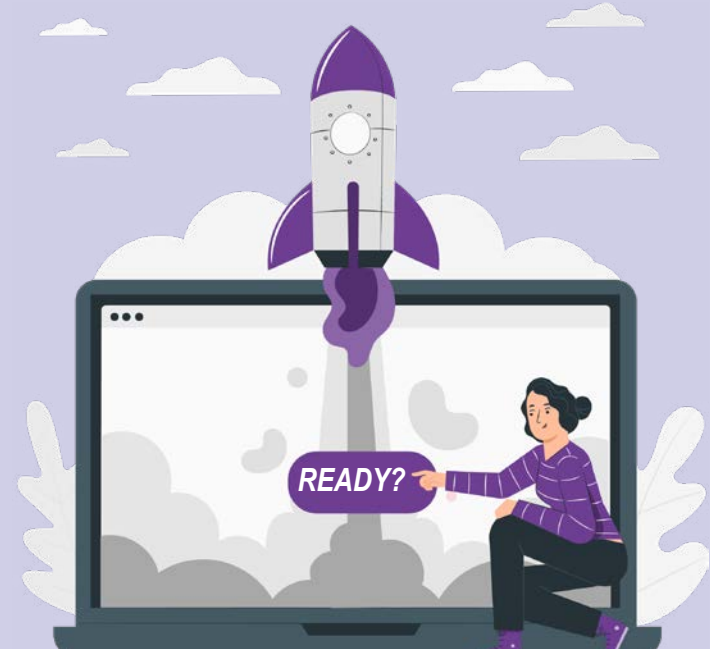


**C**

- 1 PLEASE WAIT A FEW SECONDS UNTIL MS TEAMS COMPLETES ITS' LOADING PROCESS.

**D**

- 1 ONCE YOU HAVE LOGGED IN, PLEASE VERIFY THAT YOUR LOGIN DETAIL IS YOUR OUTLOOK EMAIL ADDRESS.
- 2 TO VERIFY CLICK ON YOUR PROFILE PICTURE TOP RIGHT



**NEED MORE HELP?**

WE HAVE AN IT SERVICE DESK ON EACH CAMPUS. SHOULD YOU EXPERIENCE AN IT-RELATED PROBLEM:

- 1 PLEASE [LOG A FAULT](#) WITHIN THE SERVICE REQUEST MANAGER OR
- 2 [CONTACT](#) YOUR CAMPUS IT SERVICE DESK.