Create a Lehigh Office 365 Account

For Lehigh users, Microsoft Office 365 accounts are created separately, as needed. Follow the steps below to activate one for yourself.

1. In your Web browser, navigate to the LTS Special Computing Accounts page (https://idmweb.cc.lehigh.edu/accounts). Read the policies then click the blue “Start Special Account Request Process” button. Enter your Lehigh credentials when prompted.

2. Click the radio button for “Microsoft Office 365 Account.” Then click the blue “Continue” button.

3. Click the radio button for “Create Office 365 Account/Reset Password”. Then click the blue “Submit Account Request Now” button.

4. You will receive a confirmation that your request is being processed with instructions to check your email for a message from LTS containing a temporary username and password.

5. Look for an email in your inbox from security@lehigh.edu with the subject “Lehigh Office 365 Account Creation.” It will contain your temporary 365 password along with instructions for accessing your new account. Next, proceed to the Required Office 365 Account Configuration steps in order to both finalize and optimize your account.