Complete your Lehigh Office 365 Profile

For Lehigh users, Microsoft Office 365 accounts are created automatically when their Lehigh accounts are created. However, to access and use all Office 365 services, each user needs to complete their account setup online.

1. In a web browser, navigate to https://portal.office.com, and enter your full Lehigh email address, and click 'Next'.

![Sign in page]

2. If asked, specify a 'Work or School account' by clicking on that option.

![Work or School account page]

3. At the password screen, enter your Lehigh password. (The same one you use to log into computers, etc.)

![Password screen]

4. On the main account page, click on the 'OneDrive' icon to provision your space.