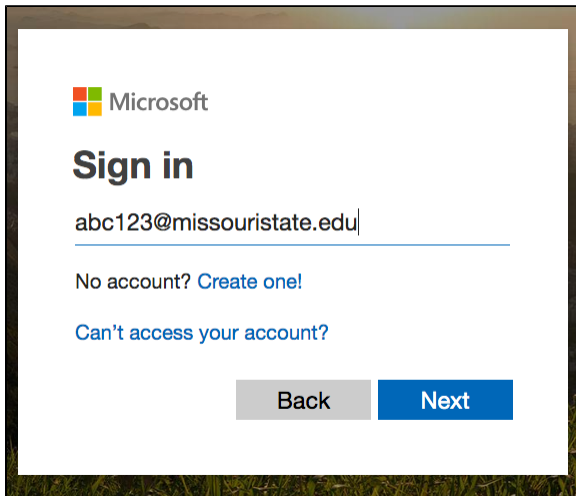


# How to Log into Office 365 Education

This guide is for all faculty, staff, and student users to access their Office 365 Education account from the web portal. The portal gives you access to all of the Microsoft web apps included with our Office 365 Education subscription.

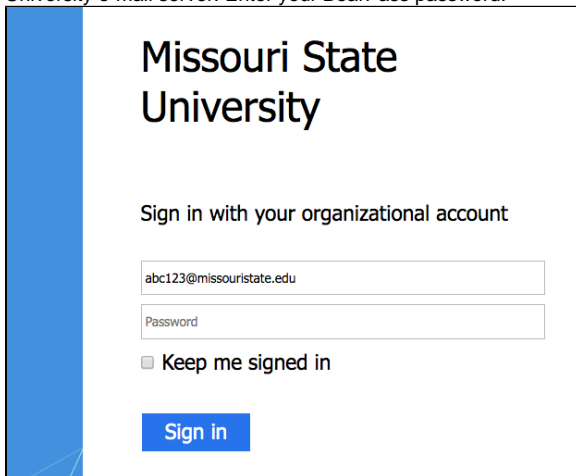
## Step-by-step guide

1. Navigate to <https://Portal.Office.com>.
2. Enter your BearPass Login (abc123) followed by @missouristate.edu (faculty/staff) or @live.missouristate.edu (students). This is your Office 365 username.

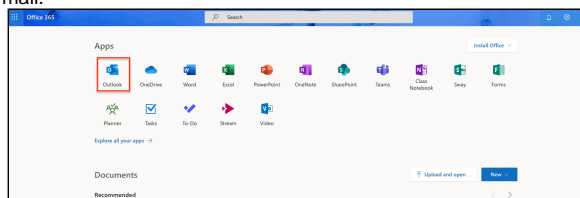


**i** Your username is not your email address. It is your regular Missouri State BearPass username that you use to login to My Missouri State, Blackboard, etc. with @missouristate.edu on the end for faculty staff and @live.missouristate.edu for students.

3. Once you enter your username, the page will automatically re-direct you to the Missouri State University e-mail server. Enter your BearPass password.



4. Click **Sign in**.
5. On the main Office 365 Education home page, you can click the **Outlook** icon to access your e-mail.



### Related articles:

- [How to Set Up the Microsoft Authenticator App](#)
- [How to Install Office 365 Education \(ProPlus\)](#)
- [How to forward Microsoft Outlook to a Personal Email](#)
- [How to Update Stored Credentials in iOS](#)
- [How to Set Up Multi-factor Authentication \(MFA\) for Office 365](#)



All screenshots were taken from a Computer Services full-time staff member's account, so your portal and apps may look different.

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For questions or comments, contact the Computer Services Help Desk  
[HelpDesk@MissouriState.edu](mailto:HelpDesk@MissouriState.edu)  
417-836-5891