



## SAS – how to get to your student email and Microsoft 365 apps

You can access your SAS email and other Microsoft 365 applications (like Word, Excel, PowerPoint, ToDo) through the Microsoft 365 portal on your web browser. To do this, please first register your account to use MFA (multi-factor authentication) as detailed previously, and then follow these steps:

### Step 1:

Log in to your account via  
<https://login.microsoftonline.com>

Input your account name, e.g.  
**firstname.lastname@london.ac.uk**

*From **12 December 2024** onwards SAS student accounts and email addresses will be changing from `firstname.lastname@postgrad.sas.ac.uk` to `firstname.lastname@london.ac.uk`.*

*From that date, you will need to use your new account to access many University of London services and resources.*

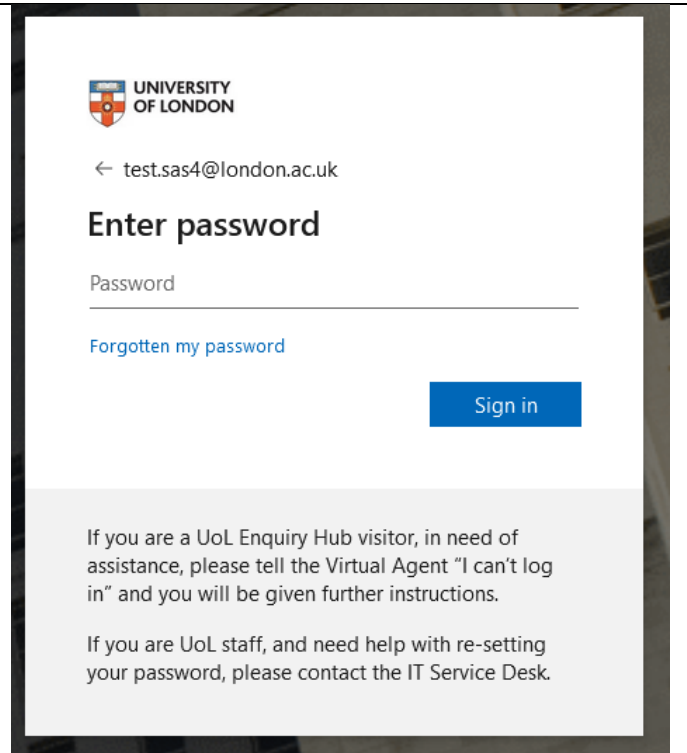
Microsoft  
**Sign in**  
Email, phone, or Skype  
No account? [Create one!](#)  
[Can't access your account?](#)  
Next  
Sign-in options



## Step 2:

You will be redirected to the University of London login page and asked to enter your password.

Once you have entered your password, click on the blue Sign In button.

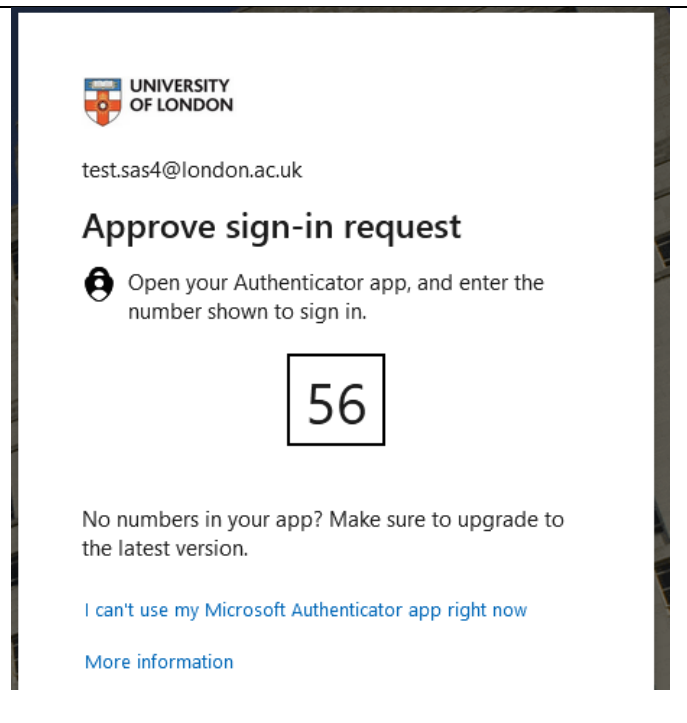


## Step 3:

You will be asked to confirm your login request via MFA protocols using the Microsoft Authenticator app on your smartphone (or SMS or email if you have set up those alternative options)

If you haven't set up MFA yet, you will see the setup screen. Follow the instructions to set up your MFA.

Click **Next** to Start





## Step 5:

On your smartphone, you will see this screen and be asked to confirm the same number that is shown on your computer screen. Do so and hit Yes on your smartphone.

 Are you trying to sign in?

University of London  
test.sas4@london.ac.uk

Enter the number shown to sign in.

Enter number here

56

YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

## Step 6:

You will be asked one more question – whether you want to stay signed in on this browser or not.

If you share your computer with anyone else, you should choose No. Otherwise, it's entirely up to you!

 UNIVERSITY OF LONDON

test.sas4@london.ac.uk

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

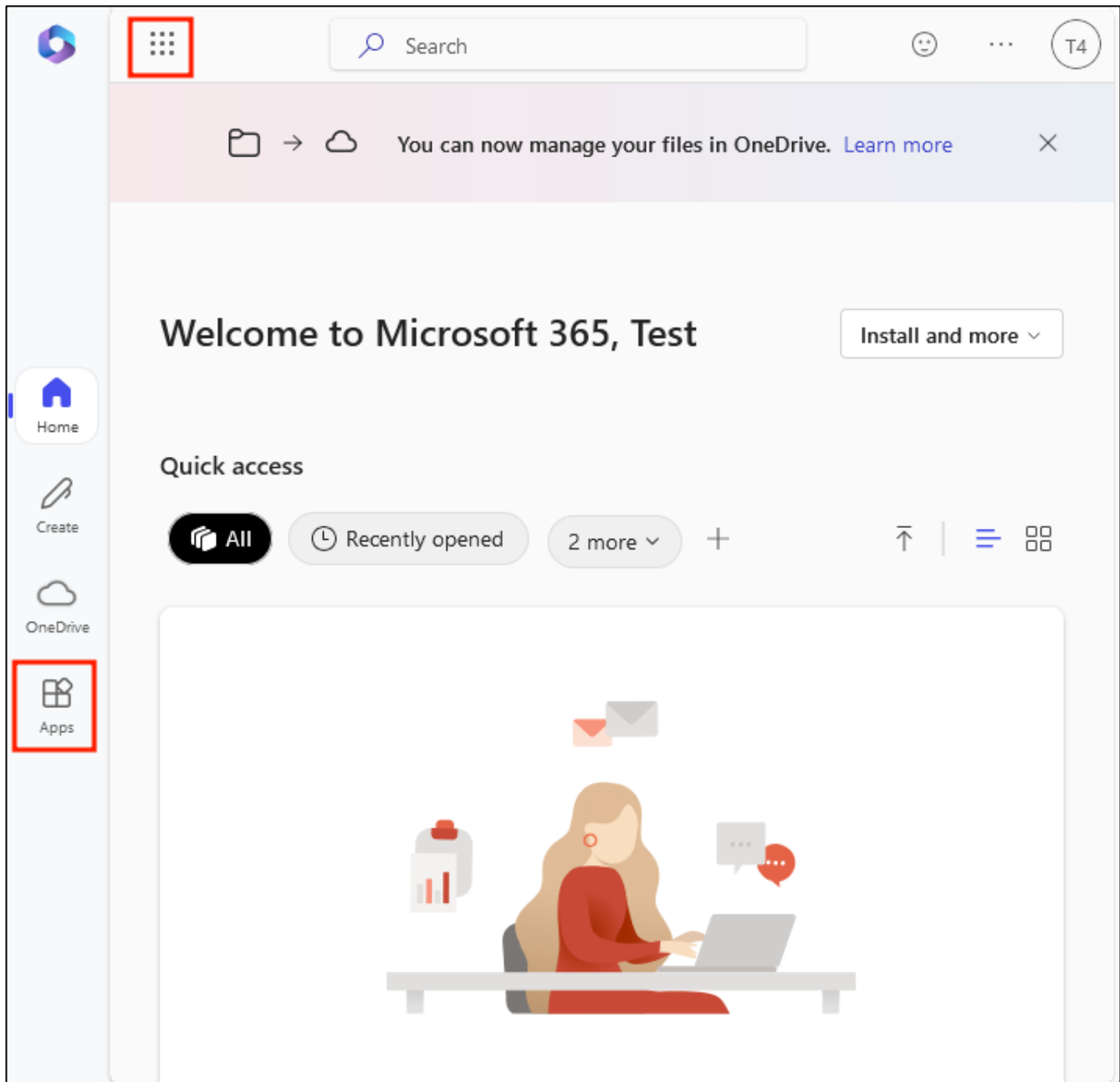
Don't show this again

No Yes



## Microsoft 365 Home screen

This screen will gradually populate with more content as you use it more to create, edit and store documents and emails.

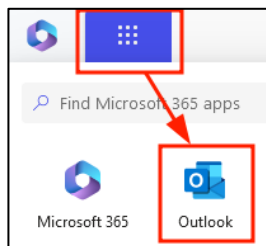




## Checking your emails

Once you're logged into Microsoft 365, you can use Microsoft Outlook Online to check your emails in the following ways:

- Visit <https://outlook.office.com/mail/> OR
- From any Microsoft 365 page, click on the 3x3 black dots on the top left, and choose Outlook.

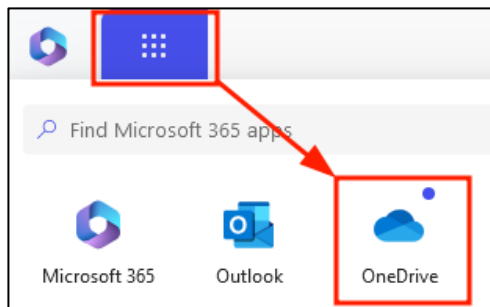


Microsoft have guidance on how to use Outlook at <https://support.microsoft.com/en-us/office/get-to-know-outlook-on-the-web-3f1a229b-0d60-438f-b515-dd7a28026bc1>

## Storing files

You can use Microsoft OneDrive to store documents and files online. Once you're logged into Microsoft 365, check what you have stored or upload new documents/files by either:

- Going to <https://uolonline-my.sharepoint.com/> OR
- From any Microsoft 365 page, click on the 3x3 black dots on the top left, and choose One Drive.



Microsoft have further guidance at <https://support.microsoft.com/en-us/office/get-started-with-onedrive-work-or-school-b30da4eb-ddd2-44b6-943b-e6fbfc6b8dde>

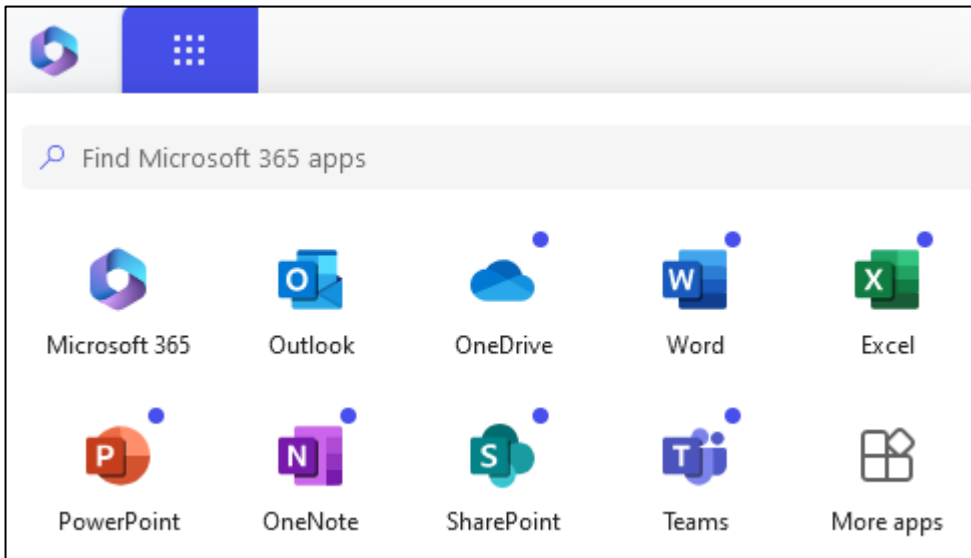


## Using Word, Excel or PowerPoint on Microsoft 365

Of course, you can use Microsoft apps such as Word, Excel or PowerPoint that you may already be familiar with.

Once you're logged into Microsoft 365, you can access them by:

- From any Microsoft 365 page, click on the 3x3 black dots on the top left, and choose the app that you want to use.



Microsoft have further guidance at <https://support.microsoft.com/en-us/office/get-started-at-microsoft365-com-91b69f9c-9410-4eba-8b4f-8dab3efa43d1>