

Switching from Student Advantage Office 365 to email.kpu.ca O365

STEP ONE:

Login to <http://portal.office.com> with your Microsoft Student Advantage credentials in the format of student#@advantage.kpu.ca



Work or school account

018007793@advantage.kpu.ca X

.....

Keep me signed in

Sign in

Your password will be your Microsoft Student Advantage password. If you do not know this password you will need to contact the IT Servicedesk to have a password reset email sent to you.

Contact the IT Servicedesk:

- **by web:** [IT Self Service Portal](#)
- **by email:** ServiceDesk@kpu.ca
- **by phone:** 604-599-2116
- **In person:** 1st Floor Arbutus Building - Surrey Campus

STEP TWO:

Once you are logged in to the Office Portal, click on the My Account > Install Status link

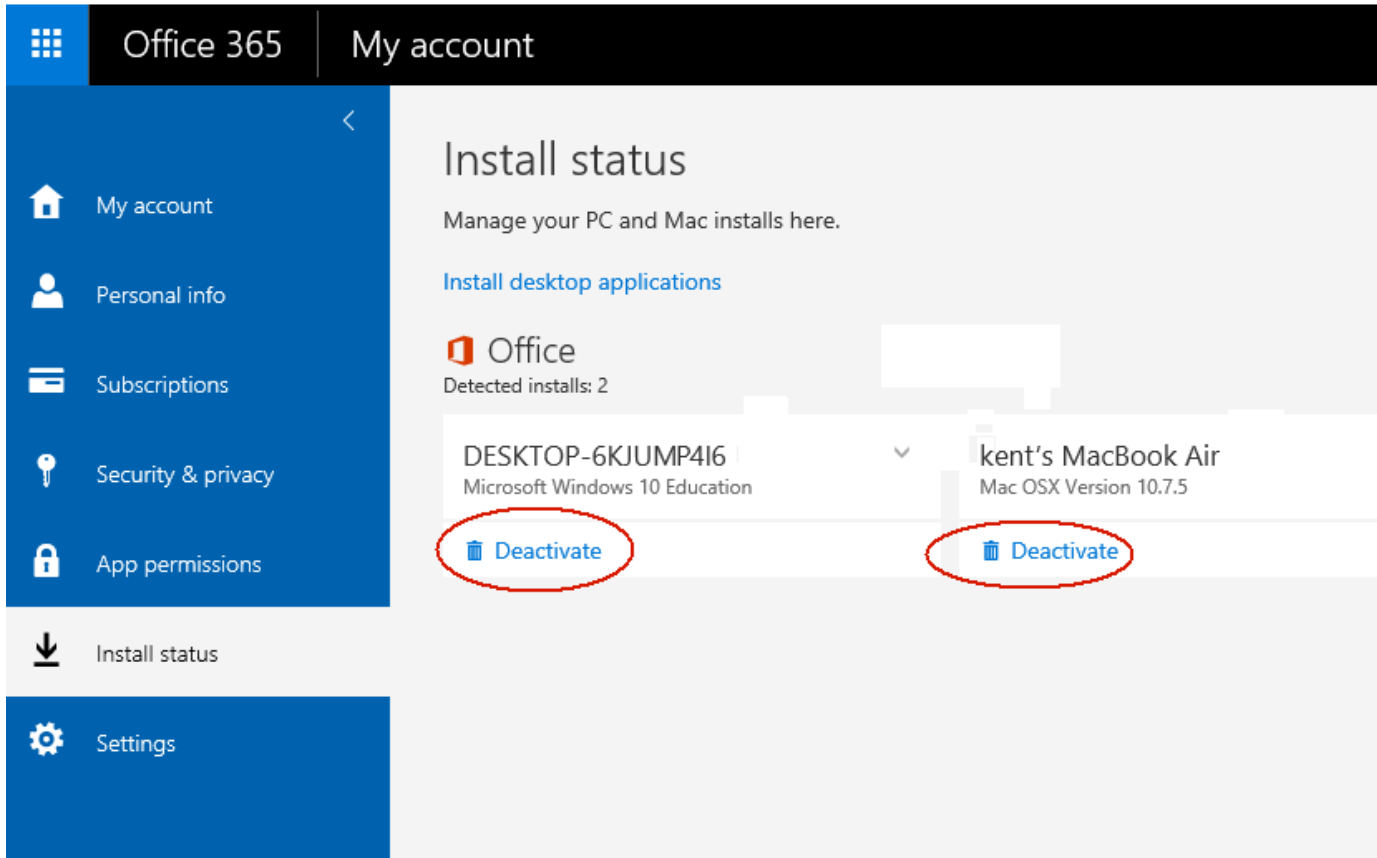
Office

Manage installs

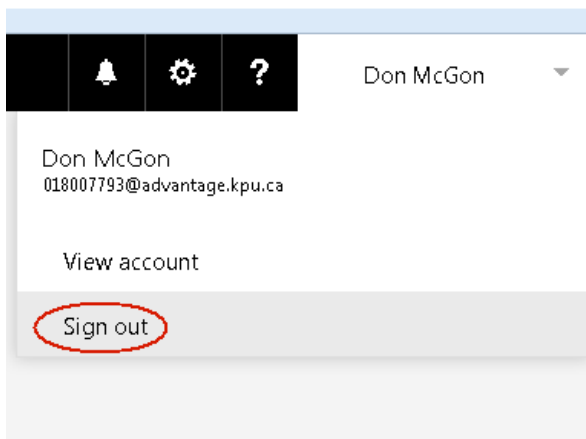
Want to deactivate Office on one computer and install it on another? Go to [My account > Install status.](#)

STEP THREE:

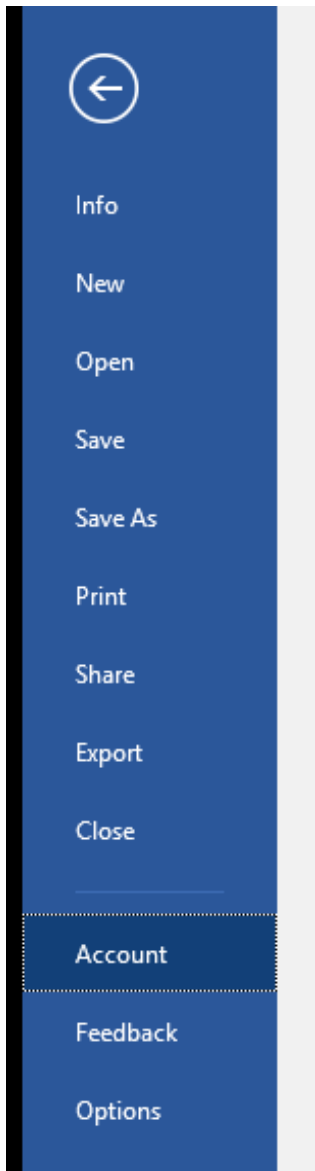
On the Install Status Screen, deactivate all installed copies of Office 365.



Then sign out of the portal by clicking on your name in the top right and choosing **Sign Out**



STEP FOUR: On your PC, go to MS Word and open a blank document. Then click on the **FILE** menu.



Click on **Account** from the left sidebar.

Product Information



Hide additional licensing information

A yellow notification box with a white border. On the left is a white box with a red 'X' and a clock icon, and the word "Resolve" below it. To the right, the text reads "Product Deactivated" in bold, followed by "Microsoft Office 365 ProPlus" and "This product contains". Below this is a row of colorful icons for Word, Excel, PowerPoint, Outlook, OneDrive, and Teams. A button labeled "Manage Account" is circled in red. At the bottom, a warning icon and text state: "To keep using Word without interruption, please reactivate now."


STEP FIVE: Click on Manage Account

You will be prompted to confirm your account. Click **Change** so that you can enter your KPU student email as your credential to activate your Office 365 subscription.

A white dialog box with a close button (X) in the top right corner. It features a circular profile picture of a young man. Below the picture, the text reads "Confirm your account" in a large blue font. Underneath, it says "Choose 'Continue' to set up Office with this account, or 'Change' to sign in with a different account:". The email address "mac_canada@hotmail.ca" is displayed. At the bottom, there are two buttons: a solid blue "Continue" button and a white "Change" button with a blue border, which is circled in red.

STEP SIX:

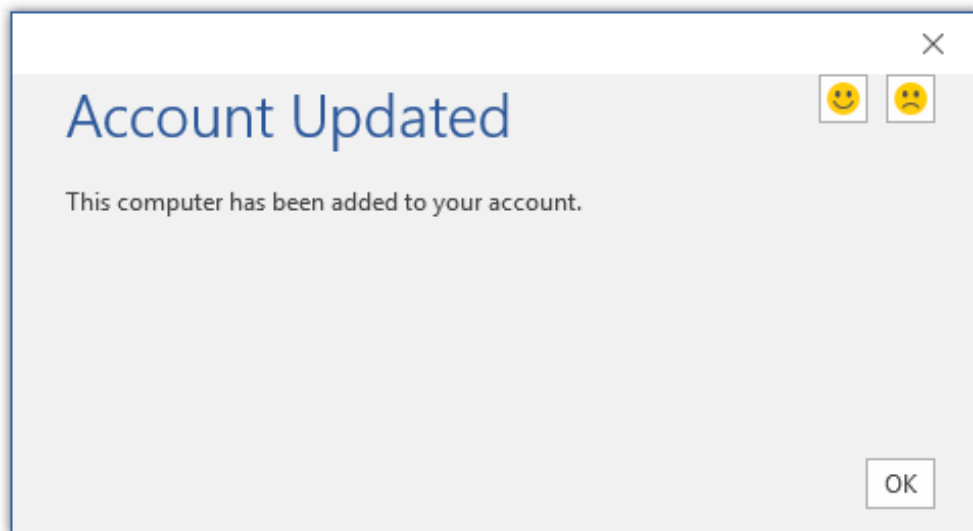
Enter your KPU student email address and password and sign in

✕
 **KPU** | KWANTLEN POLYTECHNIC UNIVERSITY

Please sign in using your **KPU Student Number** and your PIN/Password.

For more information about the new KPU Student e-mail [click here](#).

Having problems logging in? You can reset your PIN/Password at www.kpu.ca/oss.



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