Office 365 for Faculty and Staff

Setting up your Office 365 account:

To set up your Office 365 account click on CLICK HERE link on UTEP’s Office 365 web page or copy and paste this link to your browser: https://portal.office.com/start?sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e

Enter your UTEP email address. You can use your @utep or @miners account but you will not be able to have accounts under both email addresses.

The Microsoft Office 365 Team will send you an email.
Check your Inbox for the email and follow the instructions:

Finish signing up for Office 365 Education

When you click on the link to Finish signing up for Office 365 you will see:

One last thing...

Enter your information. Use your UTEP password.

Click Start, then wait a few moments...

If you get the message below, you may be logged in to Office 365 on another device. Log out there and then proceed with your Office 365 account setup.

⚠️ Sorry, we can't process your request.

We're investigating right now. Please try again later.

Support Information

Session ID: b7be3f8a-6299-4309-89ee-3a8d3c5c9f39

Error code: 0
Then...

One last thing...

Working on it...

Almost there

You're signed in username @miners.utep.edu

By choosing Start, you agree to our terms and conditions

Start

One last thing...

Hang on. This can take up to a minute...

Congratulations! You have now set up your Office 365 account.