

Office 365 Login and Installation Instructions

Sign In to UAB Office 365



UAB Limited Single Sign On

The site that you are accessing requires you to sign in. Select your organization from the following list.

- In a browser window go to the page <http://office365.ad.uab.edu>.
- Verify that uabads.ad.uab.edu is shown in the list.
- Select Continue to Sign In
- Login with your BlazerID and Password.

Sign In to UAB Office 365



UAB Limited Single Sign On

Type your user name and password.

BlazerID:

Password:



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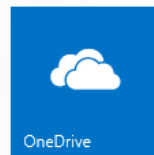
Get schoolwork done across your devices with 1 TB of free online storage.

[Use OneDrive for free](#)

Collaborate with Office Online



Newsfeed



OneDrive



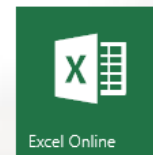
Sites



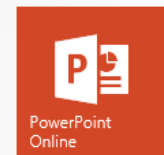
Delve



Word Online



Excel Online



PowerPoint Online



OneNote Online

- These icons take you to the online editors for the corresponding Apps.
- You can also go directly to your OneDrive from this page.

Install Office on more devices

On a PC or Mac: [Install](#)

Smartphone or tablet? [Get Office on your devices](#)

[Learn how to set up email and Office 365 apps on your device](#)

- Click here to go directly to the Office Applications install page. This includes the OneDrive Sync Client.



Software

Office

[OneDrive](#)

Tools & add-ins

Desktop setup

Phone & tablet

OneDrive

OneDrive for Business sync app

Sync your files to your computer. [Learn more](#)**Note:** Make sure you install the bit version that you're using for Office. [Which version of Office do I have on my computer?](#)

Language:

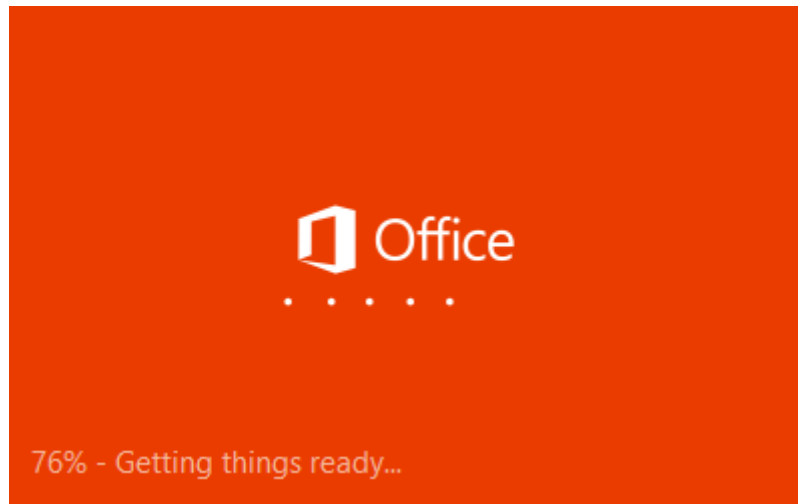
English (United States) ▼

Version:

32-bit (Recommended) [Advanced](#)[Review system requirements](#)

Install

- Once on the Install page you can select any of the Applications you wish to install by selecting the corresponding tab under Software.
- Make sure that you select the correct version of the software to install (32 or 64 bit).
- If you are unsure please select **“Which version of Office do I have on my computer?”**
- Once you have your selection start the install for the Application.
- You know the installation has started once the orange Office box and Logo comes up.
- You may also see this box show up in the bottom right corner of the screen. When the percentage reaches 100 the Office Apps you selected are fully installed.



Office is installing in the background (35%) ✕
You can use your programs now, but please don't go offline or restart your computer.

Instructions

- Please follow the “Office 365 Login and Installation Instructions” for guidance in downloading Office applications including the OneDrive for Business Sync Client.
- Once the client is installed you will notice the OneDrive for Business icon in your system tray.
- Right clicking on that icon will open a context menu that will allow you to make changes to the client. If this is the first time you are using the client on your computer please select “Sync a new Library”.
- Please type in your OneDrive URL which will follow the pattern: `https://uab365-my.sharepoint.com/personal/BLAZERID_uab_edu` (be sure to replace BLAZERID with your BLAZERID).
- Once the sync has started you can select “Open your OneDrive for Business folder” and that will take you to your synced files.
- **One thing to note. As of now there is no way for you to select what folders to sync from your Office 365 OneDrive. Everything that is saved in the cloud will be copied to your computer. Please keep this in mind before using the sync client.**

