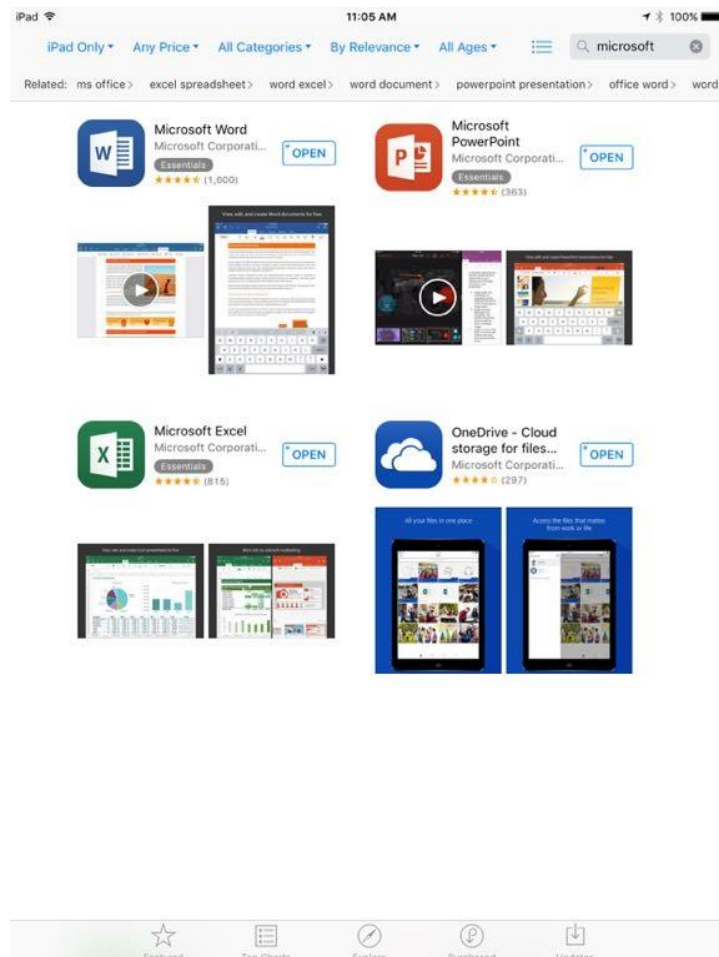


Microsoft Office Productivity Apps Available for iPad

1. Microsoft Word
2. Microsoft Excel
3. Microsoft PowerPoint
4. Microsoft OneDrive
5. Microsoft OneNote

These Apps are available without cost through SBMIT to anybody with a UHMC account. Please note that a license needs to be associated with your UHMC account in order for this to work; however this process should be taken care of behind the scenes. The reason we mention the license is just in case you are not able to log in to the Apps, it is possible there was a small oversight with your UHMC account.

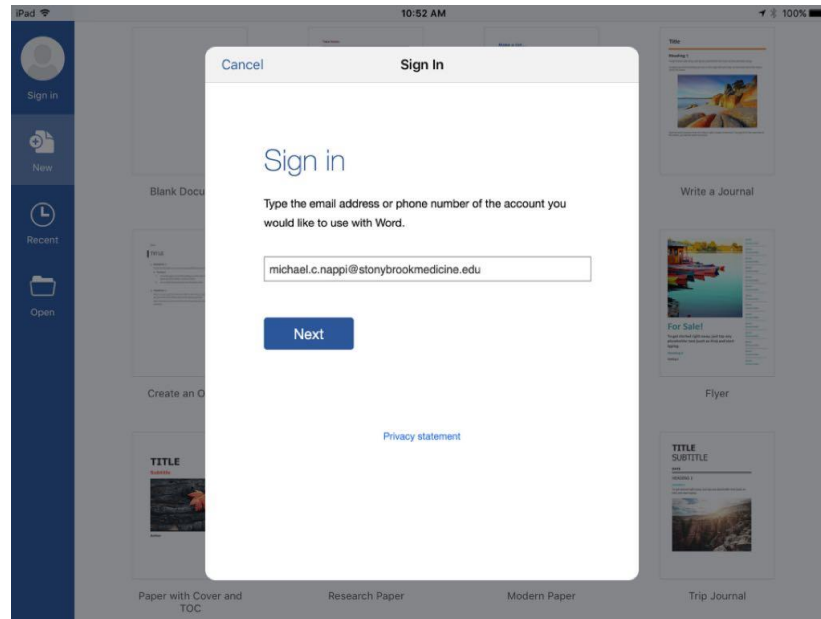
Step 1) Download Apps: Download the necessary Apps by going to your App Store on the iPad and searching “Microsoft” and tap install. We recommend to do this over WiFi only as these apps are over 500MB.



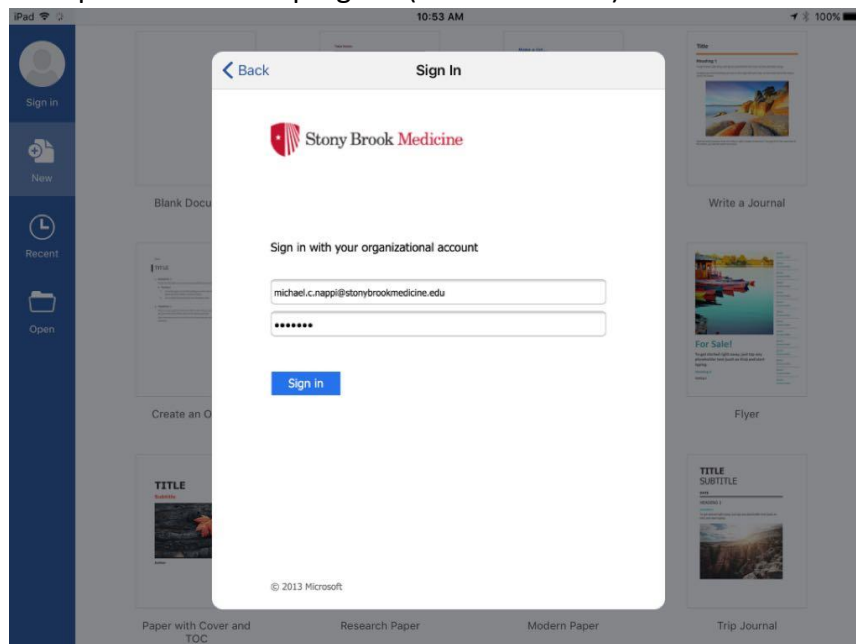
Step 2) Authenticate in Apps: Start by opening Microsoft Word. You will be asked to sign in. To clarify how to do so; it is important to understand the two different ways to sign in, depending on your accounts situation.

Option A: You have a UHMC Account AND a StonyBrookMedicine.edu Email address.

1. If this is the case you will simply log in with your full email address (see screenshot).

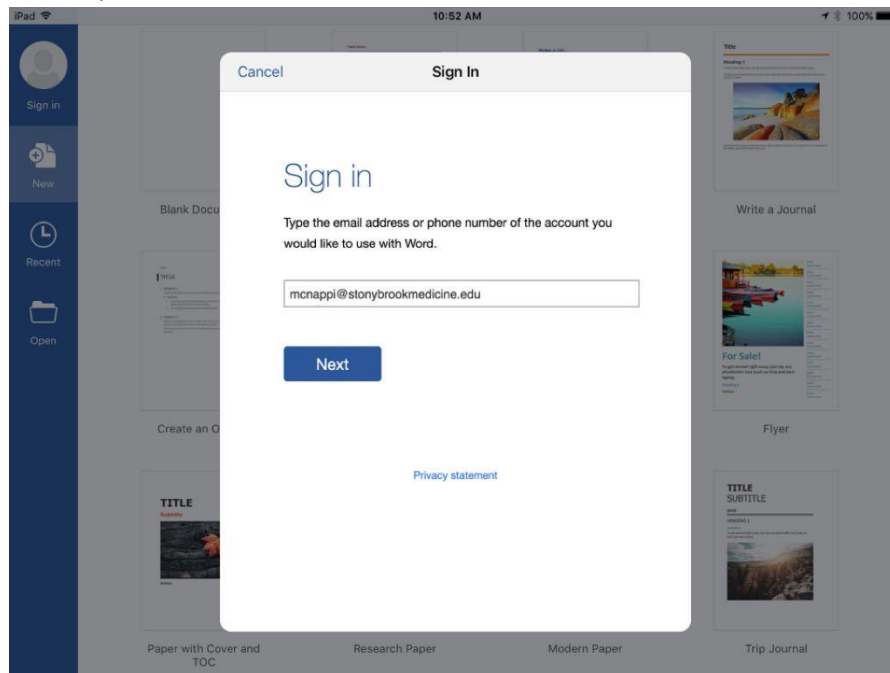


2. The next screen will redirect you to our internal environment and you will see the Stony Brook logo. You will be presented with a new box asking for your 'organizational account.' Here you will again type in your full emailaddress@stonybrookmedicine.edu and your UHMC password and tap sign in (see screenshot).

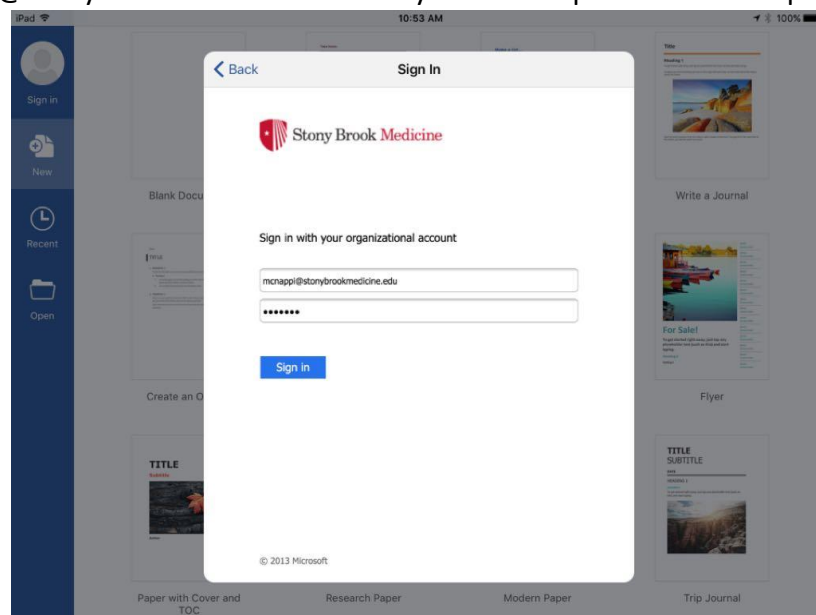


Option B: You only have a UHMC account and NO stonybrookmedicine.edu email address associated with your UHMC account.

1. If this is the case, you will sign in using your UHMC username with the ending of @stonybrookmedicine.edu and tap next (IE. mcnappi@stonybrookmedicine.edu – see screenshot). *This is not an actual email address*



2. The next screen will redirect you to our internal environment and you will see the Stony Brook logo. You will be presented with a new box asking for your 'organizational account.' Here you will again type in your username@stonybrookmedicine.edu and your UHMC password and tap sign in.



Still unable to sign in? – Always feel free to call the Help Desk (4-HELP) as a starting point.

1. You may be using your UHMC username when you actually have a stonybrookmedicine.edu email address.
2. You may not have a Microsoft Office Pro Plus License associated with your account.
3. You may have the wrong password and need you UHMC password reset by calling 4-HELP (4-4357).

If you're working with scenario 3, you will need to reset your temporary password (given from Help Desk) before moving forward with signing in to your MS Office Apps.

To do so, please visit on any web browser or on Safari (iPad) the following URL:

<https://passwordreset.uhmc.sunysb.edu/>

Here you will have the option to type in your temporary password from the Help Desk in the 'Old Password' field and simply create a new permanent UHMC password (see screenshot)

The screenshot shows a web browser interface on an iPad. The address bar displays the URL passwordreset.uhmc.sunysb.edu. The page features the Stony Brook Medicine logo at the top. Below the logo, there is a form with the following fields and values:

Domain	UHMC
User name	mchnappi
Old Password
New Password
Confirm New Password

At the bottom of the form is an "OK" button.