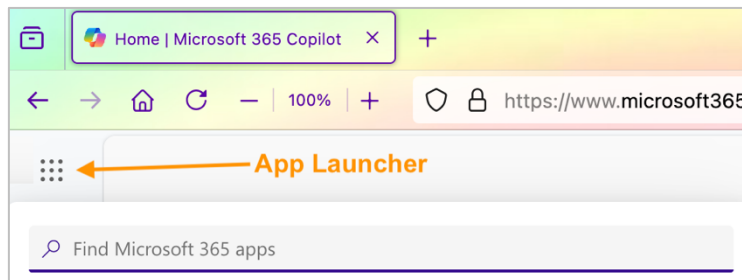




Getting Started with Excel online

Log into Excel online

1. Using your browser, visit <https://microsoft365.com> and select the **Sign in** button located in the upper right corner
2. Enter your full UTK email address and select the **Next** button:
 - Faculty and Staff use NetID@utk.edu
 - Students use NetID@vols.utk.edu
3. If prompted, select the option for **Work or school account**
4. Enter your NetID password and select **Sign in**
5. Authenticate using Duo when prompted
6. On the *Stay signed in?* display, select **Yes**
7. After logging in, select the *App Launcher* icon in the top left corner



8. From the list of apps, locate and select the Excel icon
9. A new browser tab will open to Excel online, where you can create a new workbook

Start a New Workbook

1. After selecting the Excel app, locate the **Create New** zone at the top of the page
2. Choose from Blank Workbook or the Templates shown
3. Select the **See more templates** link to see available templates
4. Begin adding content to your workbook

For additional guidance, visit our [Microsoft Excel training page](#).