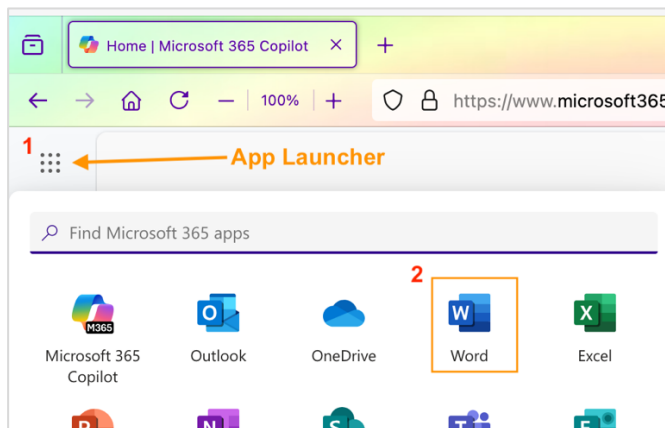


Getting Started with Word online

Log into Word 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 [1] in the top left corner and select Word [2] from the list of apps



8. A new browser tab will open to Word online, where you can create a new document

Start a New Document

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

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