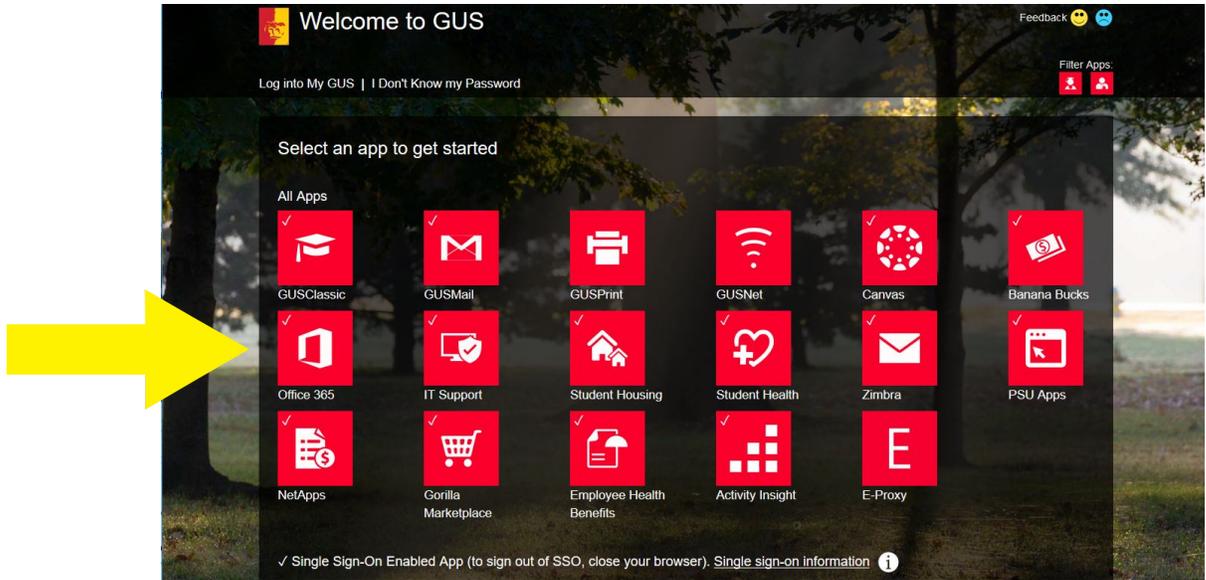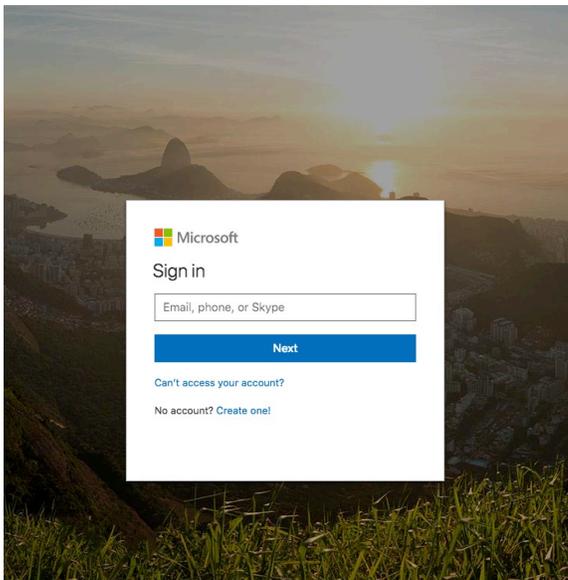# Login Screen for MS Office

1. Go to gus.pittstate.edu and click on Office 365

You will see the below login screen

2. Sign in with your PSU email address.

- ID: Your PSU email address:

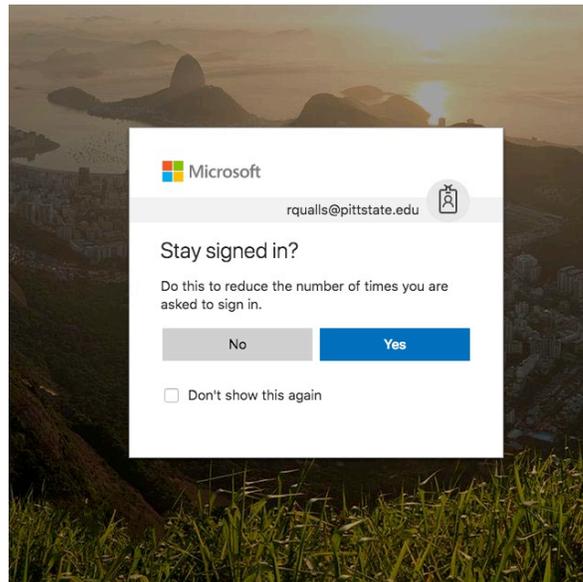 -Employees: ggorilla@pittstate.edu
  -Students: ggorilla@gus.pittstate.edu

The Pitt State login screen will open. Enter your password:

Password: Your Active Directory password:
**Employees: This is the password that you use to login to your computer/the P Drive/ GusNET.
**Students: This is the password that you use to login to GUS/GusNet .

Periodically the above screen will appear. Selecting Yes will limit the times the complete login process is required once you have logged into the portal. ***Never do this on any devices other than your personal devices.

NOTE: There is NO NEED to download Office to a University owned machine. Save these licenses for home machines (yay!). Feel free to begin using Office 365 and 'play' with its features by selecting any of the programs under Apps. You can download Office to your personal devices by selecting Install Office apps on the right side.

To Logout simply click your avatar on the top right and select Sign out.