**Setting Up Webster Connections/ Office 365**

It is crucial for faculty to setup their Webster University services. When these are set-up faculty will have access to ADP, class lists, WiFi, and Microsoft Office suite. To start the set-up faculty members must have their faculty ID# and their Webster University email address. For best results use either the web browser Chrome or Fire Fox.

**Registering your Office365 account**
- Go to [http://portal.office.com](http://portal.office.com)
- Enter your Webster email address and a temporary password (temporary password is the your first initial capitalized, last initial lowercase, your Webster ID# and a # sign. Example: Kc1234567#)
- Click sign-in
- Follow prompts to set-up account.

For more information on setting up Office 365  
[http://www.webster.edu/technology/o365/account-setup.html](http://www.webster.edu/technology/o365/account-setup.html)

**Accessing your Webster Connections account**
- Go to [http://connections.webster.edu/](http://connections.webster.edu/)
- Username is your Webster email address without the @webster.edu
- Password is the same password you created when logging into Office 365.

For more information on accessing Webster Connections:  
[http://www.webster.edu/technology/services/connections/id-activation.html](http://www.webster.edu/technology/services/connections/id-activation.html)