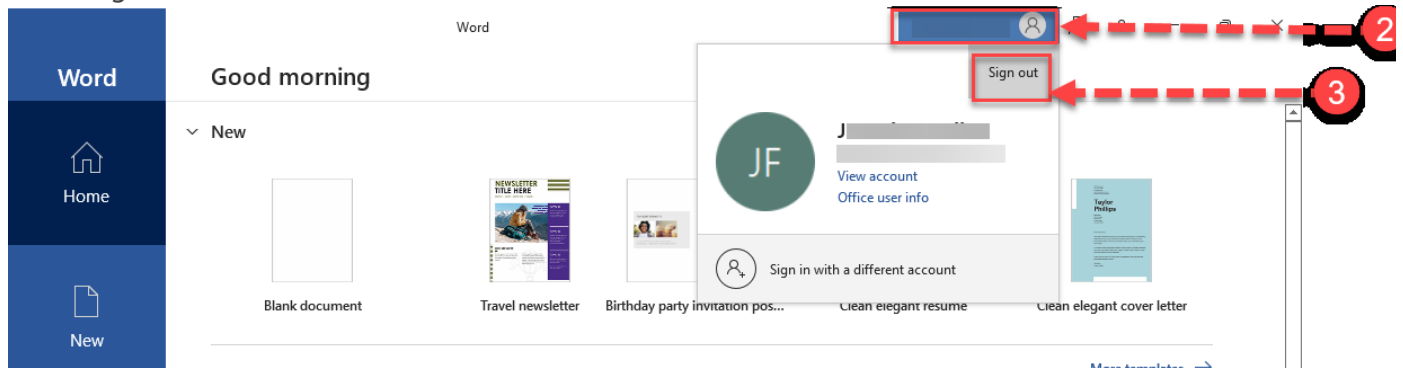


How to Sign Out and Sign back Into Office 365 products

1. Open the Office 365 Product (Word, PowerPoint, Excel).
2. In the upper-right corner, find and click on your user profile.
3. Click Sign out.



4. If you receive the popup window, click Sign out.

Sign out of Office

Signing out will remove your account from this and other Office apps. Save any Office files that sync to the cloud (such as OneDrive) before you sign out. To complete the process, close all Office apps.

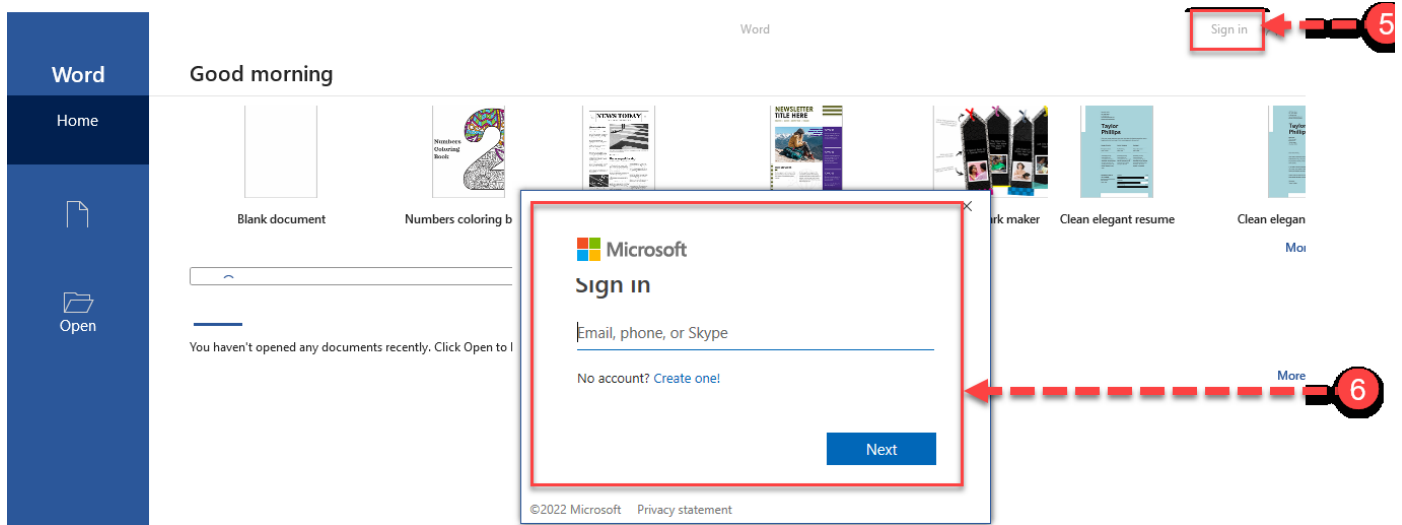
When you're ready to edit files on this device, sign in to Office again.

☐ Don't show this again

[Learn more](#)



5. Now sign back into the product by clicking Sign in in the upper right corner.
6. Follow the instructions in the popup window to sign back in.



Revision #1

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