

Activating Your Office 365 Licenses

- I. Using the browser of your choice go to <https://adadmin.w2k.vt.edu> and login with your Hokies ID (PID) and your HokiesPassword (what you login to your Windows based computer or use to access weboutlook.vt.edu). Note that this will require 2-Factor Authorization.
- II. Click on the “Messaging / Collaboration” option on the left side of the screen.
- III. Click on the “View / Edit VT Office 365 Licenses” option that appeared.
- IV. Click on the “Activate” button in the “Status” column of the window that appeared.
- V. After reading the agreement terms, check the box that states you agree to the terms and click on the “Accept” button.
- VI. Click on the “Close” button in the upper left corner of the window.
- VII. Either logout of adadmin or close your browser.