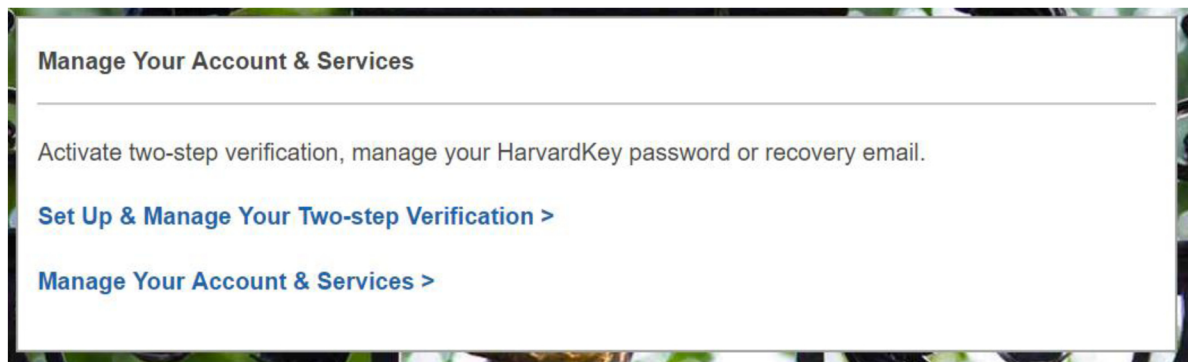


Instructions for activating your HSPH email account, which provides the full suite of Office365 collaboration services. These services include calendaring, personal storage via OneDrive, and more. More information on Harvard's Office365 services is available at <https://mso.harvard.edu>

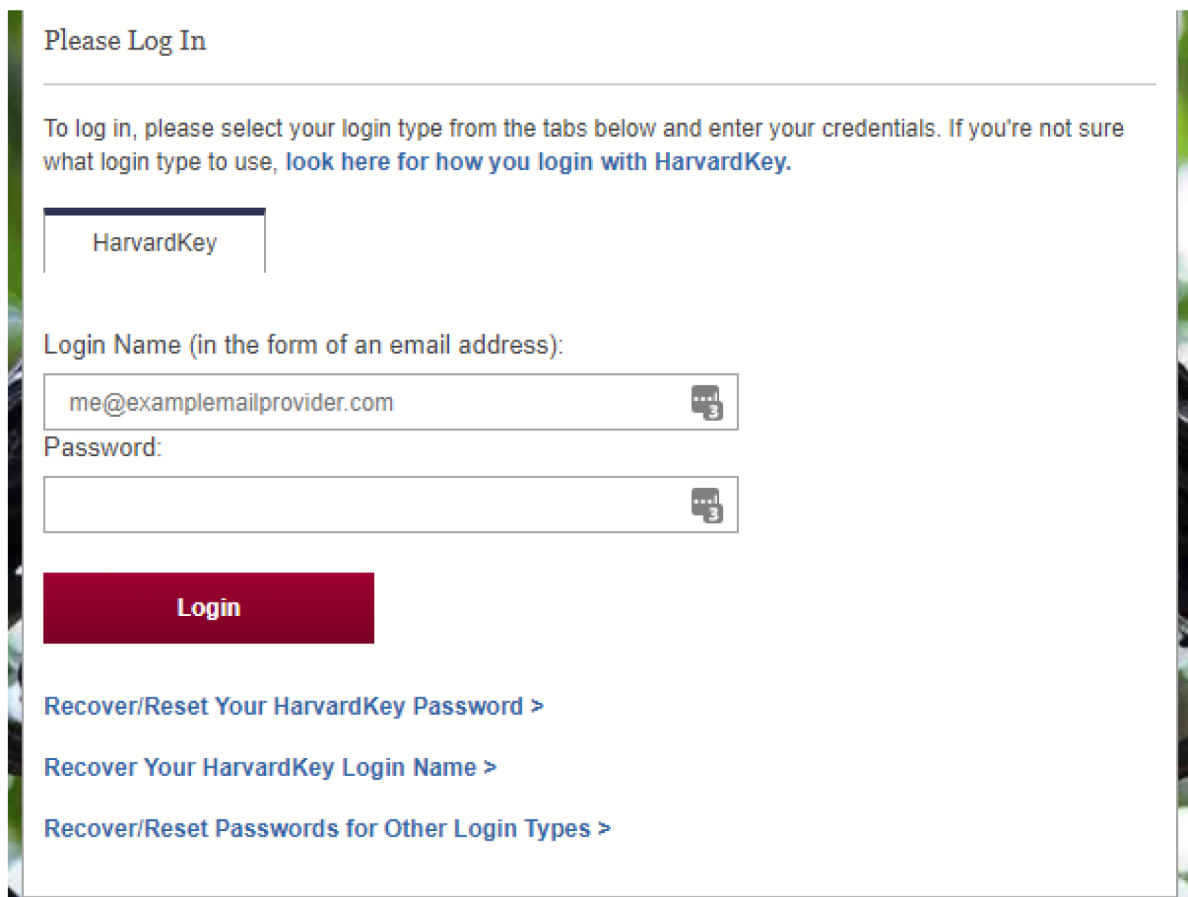
Step 1:

- Go to <https://key.harvard.edu> and click on Manage Your Account & Services



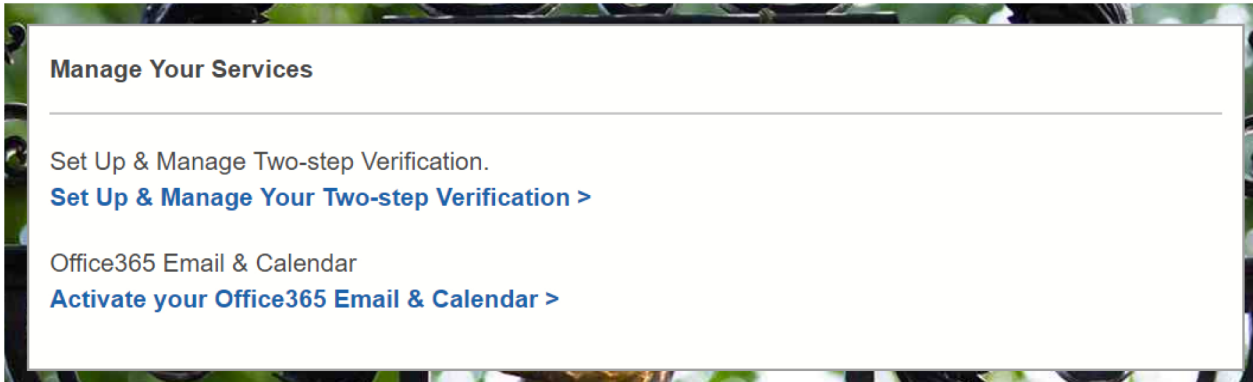
Step 2:

- Log into HarvardKey



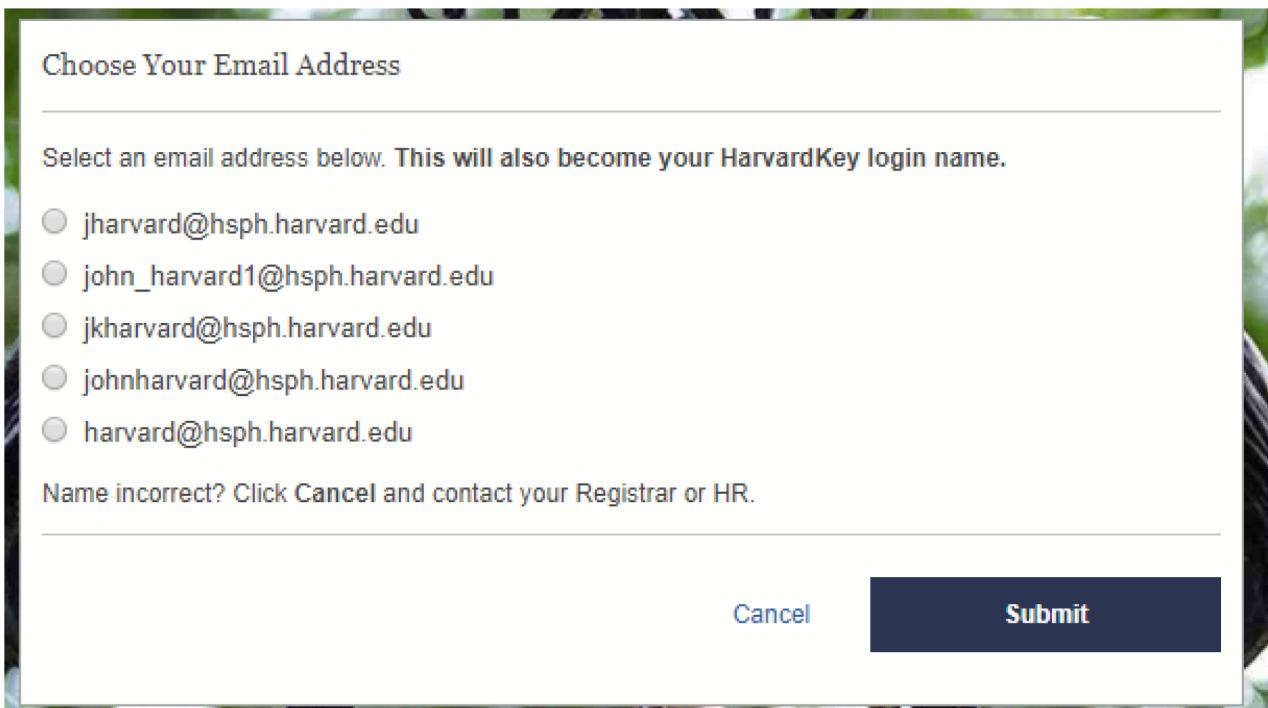
Step 3:

- On the HarvardKey Account Management Page, within the "Manage Your Services" section
- Click on "Activate your Office365 Email & Calendar"



Step 4:

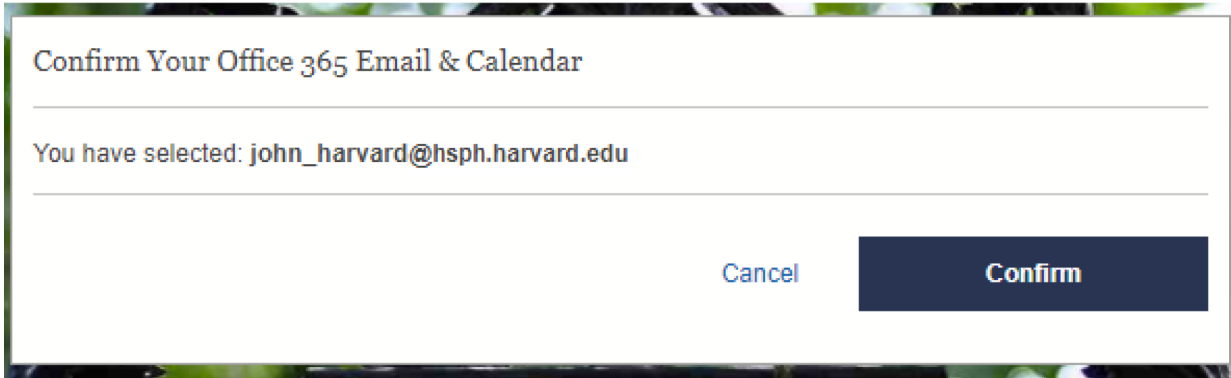
- Choose Your Email Address



- **IMPORTANT – your newly selected @hsph email address will become your new HarvardKey login name.**

Step 5:

- Confirm Your Office 365 Email & Calendar



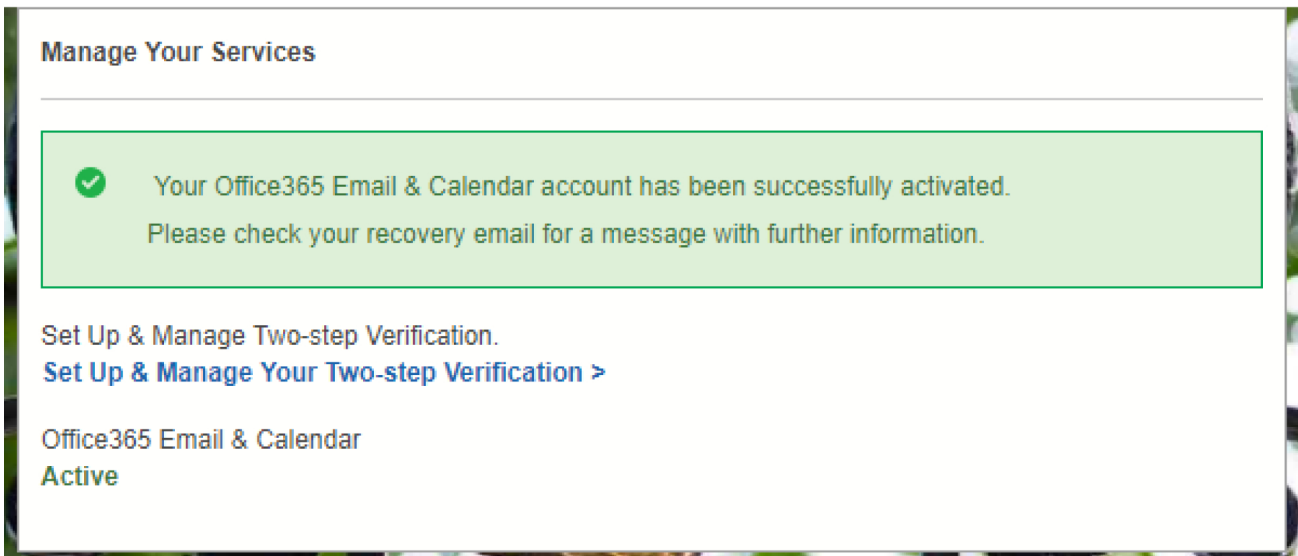
Confirm Your Office 365 Email & Calendar

You have selected: john_harvard@hsph.harvard.edu

Cancel Confirm

Step 6:

- Your Office365 Email & Calendar account has been successfully activated



Manage Your Services

✔ Your Office365 Email & Calendar account has been successfully activated.
Please check your recovery email for a message with further information.

Set Up & Manage Two-step Verification.
[Set Up & Manage Your Two-step Verification >](#)

Office365 Email & Calendar
Active

- **IMPORTANT** – the activation process takes 24 hours so please wait at least 1 day before attempting to access your account at <https://mso.harvard.edu>

Step 7:

- A summary of your Account Information is listed at the bottom of the screen
- Your Harvard Login Name and Email Address are the same

Account Information

Login Name:	john_harvard@hsph.harvard.edu
NetID:	lkc071
Primary Recovery Email:	iamharv.test+99990535@gmail.com
Secondary Recovery Email:	Not Provided
Office365 Email & Calendar Account:	john_harvard@hsph.harvard.edu
Two-step Verification Enrollment Status:	Not Enrolled
Two-step Verification Activation Status:	Not Activated