

## How to Submit "YourIT" ticket for Microsoft Office 365

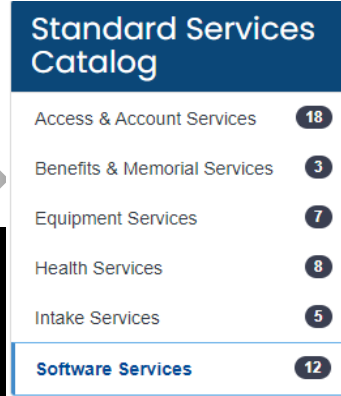
On Desktop,  
Click on  
Icon Below.



Select  
"Submit a Request"



Select "Software  
Services" from List  
this list



Click on Button  
Selection Titled  
"Microsoft Office 365"



Click "Order NOW"



When a new user is onboarded and needs immediate access to products in the M365 suite of applications (Outlook, Teams, OneDrive, SharePoint, Office Pro Plus), they will navigate to the [YourIT portal](#) and follow the steps outlined below for "just-in-time (JIT)" access.

### Unable to Open Outlook (Email), Word, Excel, SharePoint, or Other Microsoft 365 Applications

- If you are experiencing issues one of the Office 365 (O365) applications, or receiving an unlicensed product warning:
- [Submit a M365 license request by following the steps in KB0116364 - M365: Access to Microsoft 365 or Licensing Issue.](#)

O365 Applications include:

- Outlook
- Word
- Excel
- PowerPoint
- SharePoint Online

Complete Request Microsoft Office 365 for user provisioning or access. Submission of this request will allocate a SaaS user license subscription and provide the ability to use the full Microsoft Office 365 suite software product line.

- Name
- Email address
- Supervisor/COR

This information is auto populated from the user account profile.