Microsoft 365 registration for employees and students of the University of Tübingen

Version: 1.0
Author: Oliver Buckenhofer
Last Revision:

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MS 365 Registration

1. To register MS 365, open the following URL in a browser (such as Firefox or Chrome):

   https://cics-services.zdv.uni-tuebingen.de/Office365Registration/

2. Click on "Anmelden" button

3. Log in with your ZDV LogInID and password.

   After you submit the application, it takes about 15-30 minutes for the application to be approved.
You will be informed about the current status on the site, so after about 30 minutes you will log in again and check the status. You will not receive an email that your registration is complete.
4. After the application has been approved, you can log in to the Microsoft 365 portal (1) with the specified email address (2). When you log in for the first time, you have to reset the password. Please follow the instructions exactly (see screenshot below) and work through the points one after another. To register, use the email address shown in the window (2).

5. After that you can use Microsoft 365. You always log in with the e-mail address (2) and your password.

If you have any questions please contact the Hotline of ZDV:
office hours:
https://uni-tuebingen.de/de/2607
E-Mail: support@zdv.uni-tuebingen.de
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