Step 1) Clear the Canvas token from Office 365:

2. Sign in to the Microsoft account with your HKUST authentication. (https://login.microsoftonline.com/)
3. Click on the profile picture in the upper right-hand corner, and select View Account from the drop-down
4. Click Office Apps from the left menu
5. Click App permissions
6. Click on the Revoke option under Office 365 LTI
7. Sign out your Office 365 account
Step 2) Clear the Office 365 token from your Canvas account:

1. Sign in to your Canvas account (https://canvas.ust.hk)
2. Go to Account from the global navigation menu
3. Click on Settings
4. Under Approved Integrations, click on the trash can icon and delete any app titled “Office 365 Prod Sin”

Step 3) Re-authorize Office 365 account:

1. Navigate to the Canvas course that has Office 365 integrated
2. Click Office 365 or Collaborations > +Collaboration > office 365 in the course navigation
3. You should be asked to login and authorize a Microsoft account at this time
4. Sign in with your HKUST authentication

Notes:

- If you can already view a cloud drive. You need to log out of that Microsoft account. Then start over with these instructions.
- Make sure you authorize the correct Microsoft account with the HKUST credential.