## Step 1) Clear the Canvas token from your Office365 account

- Sign in to the Microsoft account with your HKUST authentication at <u>https://login.microsoftonline.com/</u>
- Click on the profile picture in the upper right-hand corner, and select View Account from the drop-down

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3. Click **Office Apps** from the left menu

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Organizations	
🔅 Settings & Privacy	
℅ My sign-ins	
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### 4. Click App permissions



5. Search for **Office 365 LTI Prod SIN** and click **Remove** from the option menu.



6. Sign out your Office 365 account.



# Step 2) Clear the Office 365 token from your Canvas account:

- 1. Sign in to your Canvas account at <a href="https://canvas.ust.hk">https://canvas.ust.hk</a>
- 2. Go to Account from the global navigation men
- 3. Click on Settings



4. Under **Approved Integrations**, click on the trash can icon and delete any app titled "Office 365 Prod Sin"

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Omcesos Prod Sin	Last Used: Jul 26 at 10:32am	details

## Step 3) Re-authorize Office 365 account:

- 1. Navigate to the Canvas course that has Office 365 integrated
- 2. From the course navigation, either
  - 1. click Office 365 > Log in; OR
  - 2. click Collaborations > +Collaboration > Office 365 > Log in
- 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.