Step 1) Clear the Canvas token from your Office365 account

1. Sign in to the Microsoft account with your HKUST authentication at https://login.microsoftonline.com/

2. Click on the profile picture in the upper right-hand corner, and select View Account from the drop-down

3. Click Office Apps from the left menu

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 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. 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.