Microsoft Office Desktop Sign Out Instructions

1. Close all Microsoft Office applications (ex. Word, Excel, etc.)
2. Open Excel
3. Click on your name. Located in upper right corner of window. See example below.

Graphical user interface, application

Description automatically generated

1. After clicking on your name, you will receive a sign out button. Click the button to sign out.
2. Close all Microsoft Office windows.
3. Open Microsoft Office and login with your email address (ex. [John.E.Doe@wv.gov](mailto:John.E.Doe@wv.gov)) and password you use to login with your computer.
4. If you receive a second login screen with the heading “STS.WV.GOV”, use your number @ wv.gov to login ([e035111@wv.gov](mailto:e035111@wv.gov)) and your password you use to login into your computer.