

Switching Microsoft Account on HCC Loaner Laptop

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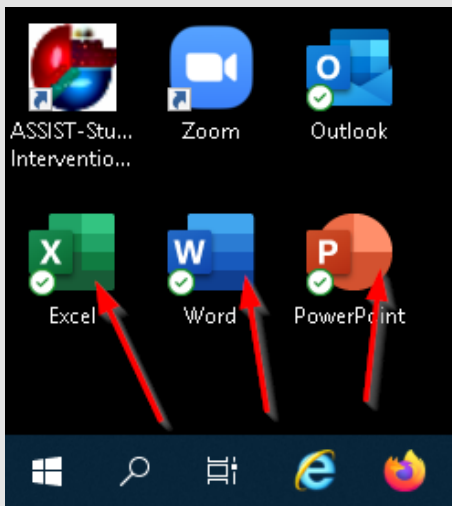
Additional Information

Some HCC loaner laptops autologin with a built in account. This means that they autologin to a default HCC Microsoft account as well. These instructions below explain how to login to your own HCC Microsoft account.

 Should you have any questions or concerns with the instructions, please notify the [Technology Service Center](#) for assistance.

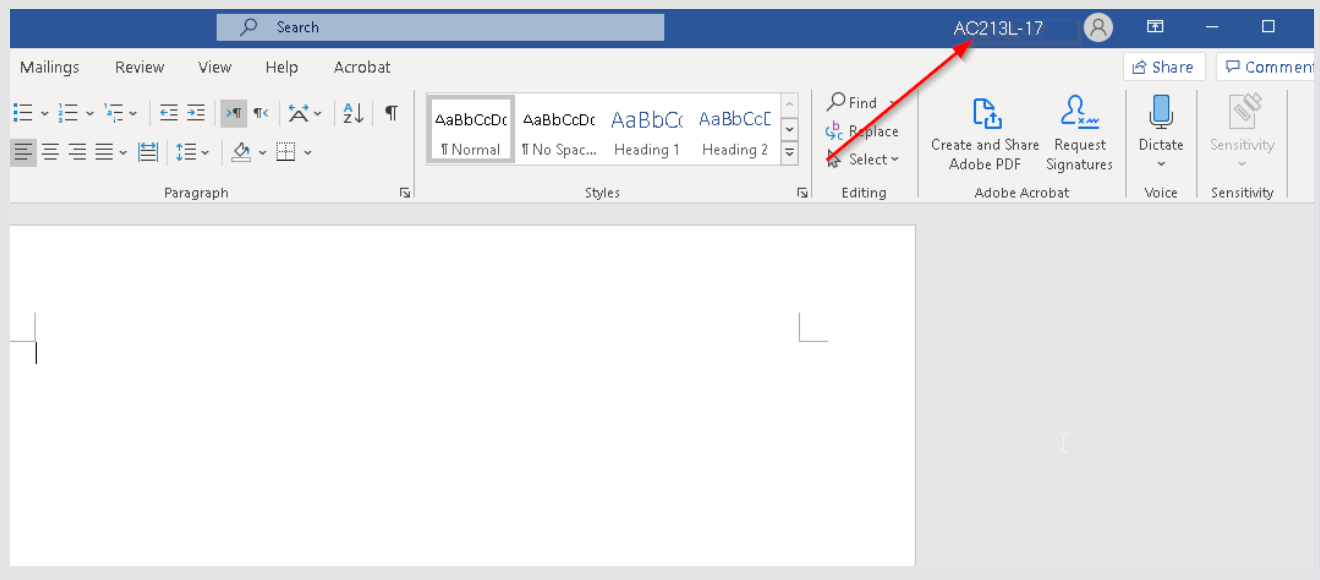
Step 1

Open a Microsoft program on the loaner laptop such as Microsoft Word, Excel or, PowerPoint.



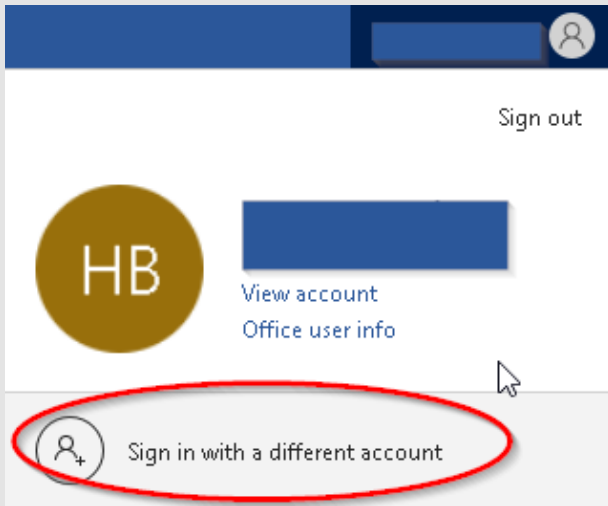
Step 2

In the upper right hand corner of the Microsoft Program you opened, you should see the laptops name. Click on the name.



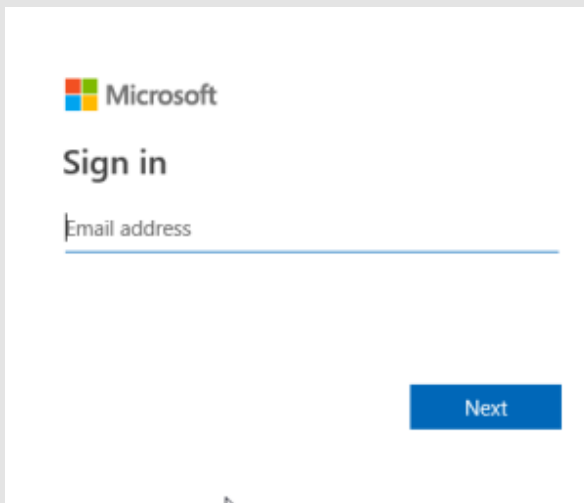
Step 3

Click on the "Sign in with a different account" option.



Step 4

Enter your HCC email address and click "Next".



Step 5

Enter your HCC password and click "Sign-in".



← sgoins@howardcc.edu

Enter password

.....

[Forgot my password](#)

Sign in

Please sign in with your @howardcc.edu email address and password. If you are having trouble signing in please contact the helpdesk.