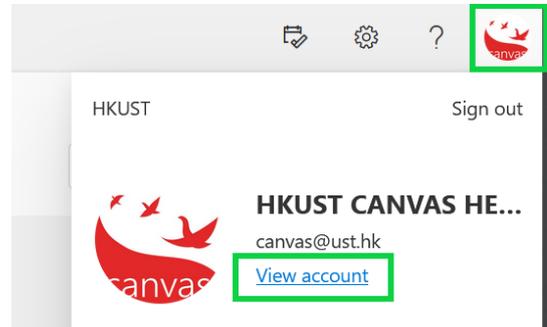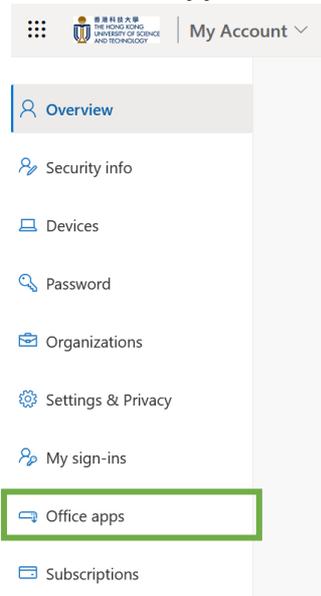# Step 1) Clear the Canvas token from your Office365 account

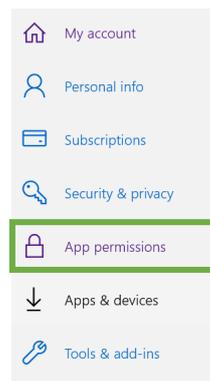1. Sign in to the Microsoft account with your **HKUST authentication** at https://login.microsoftonline.com/

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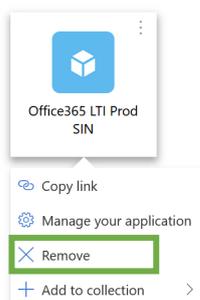

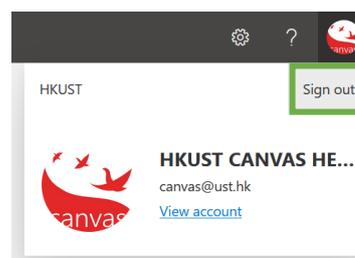3. Click **Office Apps** from the left menu

4. Click **App permissions**

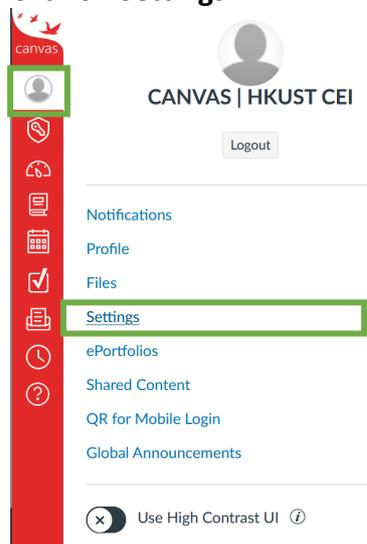5. Search for **Office 365 LTI Prod SIN** and click **Remove** from the option menu.

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 men

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.