



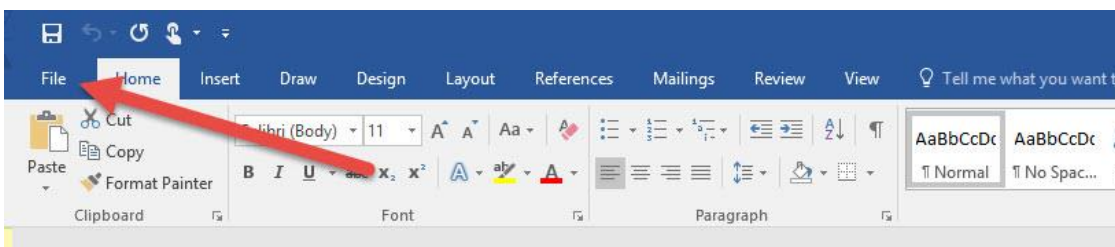
Signing into Microsoft Office

SOM Living

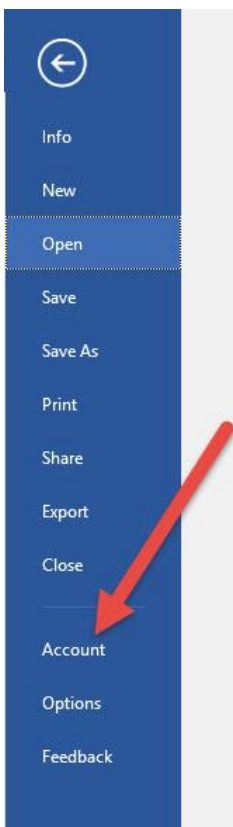
After the transition from USRG to SOM Living, your Microsoft Office account will no longer be licensed under your @usrgroup.com email address. The Office products on your computer will need to be re-licensed with your new @somliving.com email address. We have outlined the steps below.

Step 1. Start by opening **Microsoft Word** on your computer.

Step 2. Once open, please select “**File**” in the upper left-hand corner.



Step 3. You should now see several options on the left-hand side of the screen. Please select “**Account**”.



Step 4. Underneath your @usrgroup.com email address, you will need to select “Sign Out”.

Account

User Information



@usrgroup.com

Sign out

Switch Account

Office Theme:

White

Connected Services:

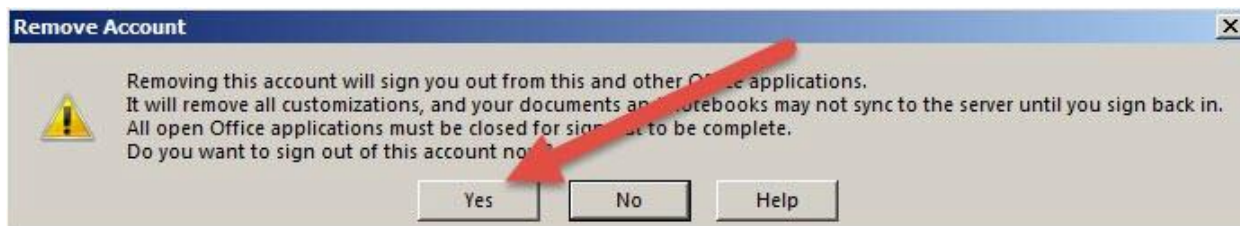


Sites - U.S. Residential Group, LLC

@usrgroup.com

Add a service

You may get a pop-up window asking if you are sure you want to sign out. You need to select “Yes”. It will look like this:



Step 5. Select “Sign In” and you will be given another pop-up window asking for your username followed by your password.

Account

User Information

Office Theme:

White

Sign in to Office

Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

Sign In

You will need to use your new @somliving.com email address and password. It should look like this:

×

Sign In

User ID:

@somliving.com

Password:

☒ Keep me signed in

Sign in

Can't access your account?

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Once you have signed in with your new @somliving.com email address, you are all done.

If you run into any issues, please complete a support form by going to somsupport.pravis.com.

We are no longer accepting support submissions via emailing support@pravis.com