

Logging into Microsoft Office 365 for Students

Visit office.com from your browser of choice.

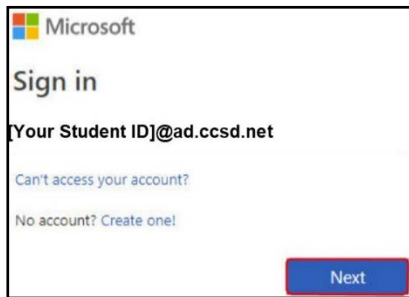
1. Select **Sign in**.



2. Enter your **Office 365 username**.

- This is your **student ID** followed by **@ad.ccsd.net** (example: 1234567@ad.ccsd.net)
- Your Student ID number is your **Active Directory (AD) username** (the same one you use to log in to the computer at school).
- **Warning: this is not your G Suite email address.**

3. Select **Next**.



4. Enter your AD password, then select **Sign in**.

- Your password is your **Active Directory (AD) password** (the same one you use to log in to the computer at school).

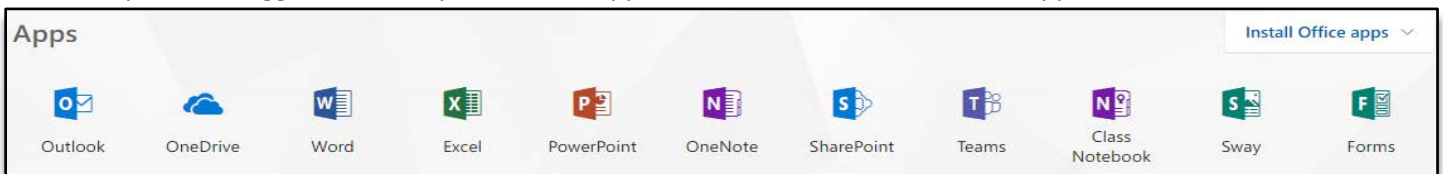


- **Warning: Do not save passwords for this Microsoft site.**

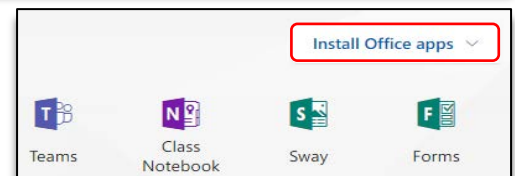
5. Be sure to select **NO** to "Stay signed in?" if you are using a **shared** computer.

For login assistance, go to myaccount.ccsd.net to reset your password, contact your Site Based Technician (SBT) or call the Portal Help Desk at 702-799-PORT (7678).

6. Once you have logged in, select your desired App from the tiles shown to use the app **online**:



7. If you wish to install Office to your personal devices, select **Install Office apps**. You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.



8. When you are finished, select **your profile picture** (your initials) in the upper right corner, then select sign out.

For more detailed instructions with screenshots, visit:

stutech.ccsd.net > **Office 365**

