Logging into Microsoft Office 365 for Students

Visit office.com from your browser of choice.

Sign in

- 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. Microsoft Sign in Your Student ID]@ad.ccsd.net Can't access your account? No account? Create one! 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).

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4	[Your Student II	D]@ad.ccsd.net
Ent	er password	
Forgo	t my password	

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

Ap	ps					7				Install	Office apps \vee	
	Outlook	ConeDrive	Word	X	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	Forms	
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. 							T B	N	Install (Office apps 🗸	
8.	When y upper r	vou are finis ight corner,	hed, selec , then selec	t your pro f ct sign out	file picture	(your inita	ls) in the	Teams	Notebook	sway Ø My account	Forms	
	For more detailed instructions with screenshots, visit: <u>stutech.ccsd.net > Office 365</u>									John Student @ADLCCSD.NET My profile My account Sign out		

User Support Services - Employee Business Training Technology and Information Systems Services Division