

Logging into Microsoft Office 365 for Students

Visit office.com from your browser of choice.

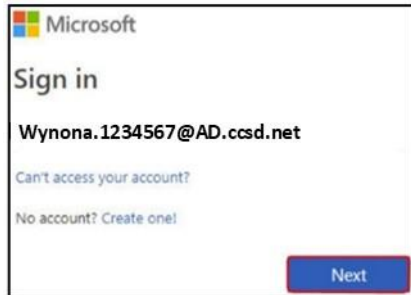
1. Select **Sign in**.



2. Enter your **AD (Active Directory) Username** followed by **@AD.ccsd.net**.

- Example: **Wynona.1234567@AD.ccsd.net**

3. Select **Next**.



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

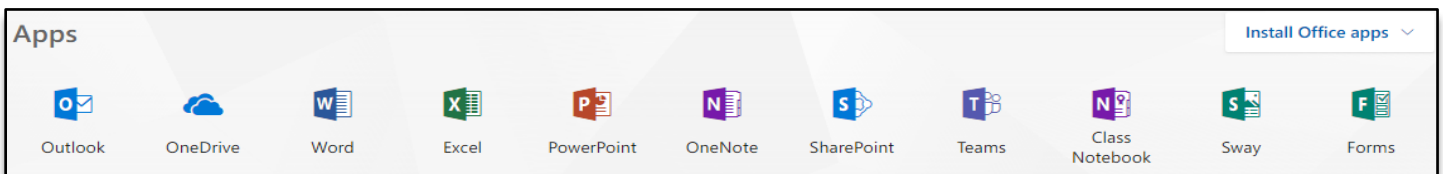
- Your password is your **Active Directory (AD) password** (the same one you use to log in to the computer at school and Google.)



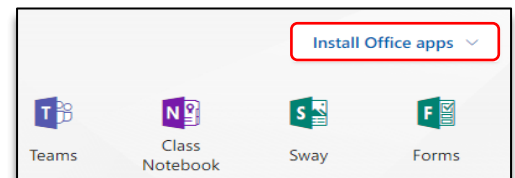
- **Warning: Do not save passwords for this Microsoft site.**

5. Select the **"NO"** option when asked 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).



7. If you wish to install Office to your personal devices, select **Install Office apps**. You can install Office on up to 5 Windows PCs or Macs, 5 tablets, and 5 smartphones. You **cannot** install Office 365 on CCSD owned computers including Chromebooks!
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**

