Logging into Microsoft Office 365 for Students

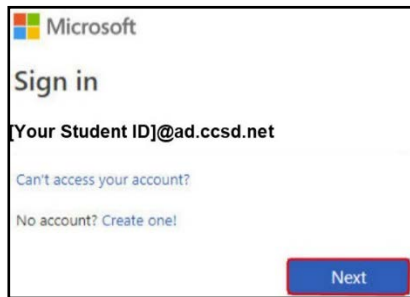Visit **office.com** from your browser of choice.

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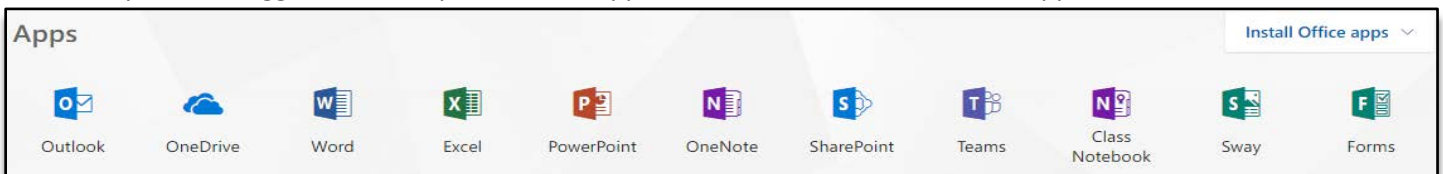
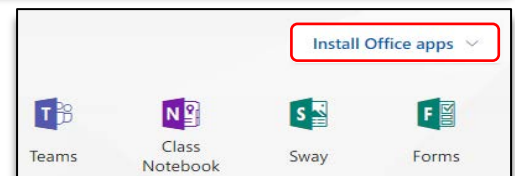   - **Warning:** Do not save passwords for this Microsoft site.

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**:

| Outlook | OneDrive | Word | Excel | 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.

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

For more detailed instructions with screenshots, visit:
stutech.ccsd.net > Office 365