Logging into Microsoft Office 365

Visit office.com from your browser of choice.

1. Click Sign in.
2. Enter your Office 365 username as your account name and click Next.
   - Your Office 365 username is ADusername@ad.ccsd.net
   - Note: this is not your G Suite email address.
   - Your Active Directory (AD) username is the same one you use to log in to the computer.

3. Enter your AD password then click Sign in.

4. Be sure to click NO to “Stay signed in?” if you are using a shared computer.

5. Once you have logged in, click your desired App from the tiles shown:

   - Click the square grid icon in the top left corner to switch to other apps.
   - Click Install Office apps to install Office on your personal devices. You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

6. Click your name in the top right corner to sign out when you are done.

For login assistance, visit support.ccsd.net or call the User Support Services Help Desk at 702-799-3300.