Logging into Microsoft Office 365
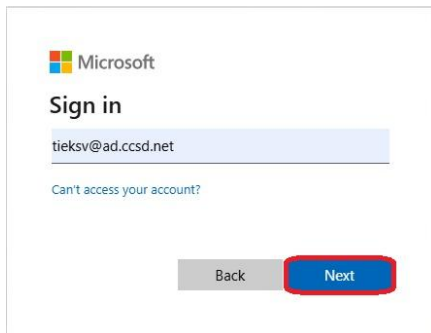
Visit Office.com from your browser of choice.

1. Click Sign In
2. Enter you Office 365 username as you as your account name and click Next
    - You Office 360 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

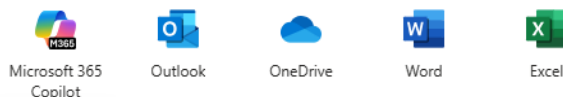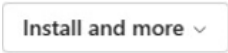3. Enter your AD password then click Sign In.

4. Be sure to clock NO to "Stay signed in?" if you are using a shared computer

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5. Once you have logged in, click your desired App.

- Click the square grid icon or the app icon on the top right corner or
- Click Install and More 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 the circle icon with your initials in the bottom left corner to sign out when you are done.