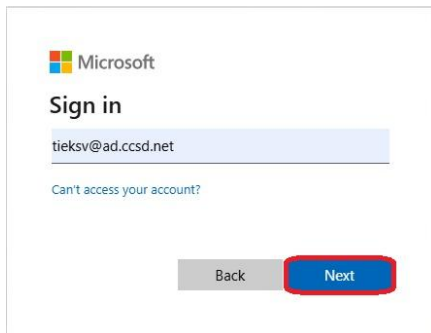


Logging into Microsoft Office 365

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

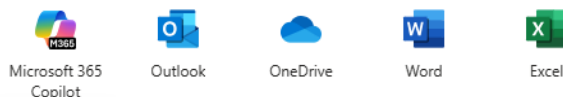
A screenshot of the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing the email address "tieksv@ad.ccsd.net". Below the input field is a link that says "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button with a red border.



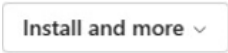
3. Enter your AD password then click [Sign In](#).

A screenshot of the CCSD password entry screen. At the top is the CCSD logo. Below it is the email address "tieksv@ad.ccsd.net" with a back arrow. The main heading is "Enter password". There is a password input field with masked characters ".....". Below the input field is a link that says "Forgot my password". At the bottom is a blue "Sign in" button with a red border.

4. Be sure to clock [NO](#) to "Stay signed in?" if you are using a shared computer

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.

