## **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.

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	adusername@ad.ccsd.net						
ſ	Next						
	NCAL						
Ca	in't access your account?						

3. Enter your AD password then click Sign in.

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Enter pass	sword
Password	
	Sign in
Forgot my passwo	ord
Sign in with anoth	ner account

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

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

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

Apps								Install Office apps $\ \!$		
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Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	Forms

• 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.

