

Tutorial for Downloading Office 365 on a PC or Mac

Step #1: Go to: <https://portal.office.com> (Please ensure your browser is up-to-date)

Step #2: Click on “this link” as shown below (“this link’ text is blue on webpage) and sign in using your AD login (see below)



Sign in with your organizational account

[Your student id]@ad.ccsd.net

[your password]

Keep me signed in

Sign in

[Can't access your account?](#)

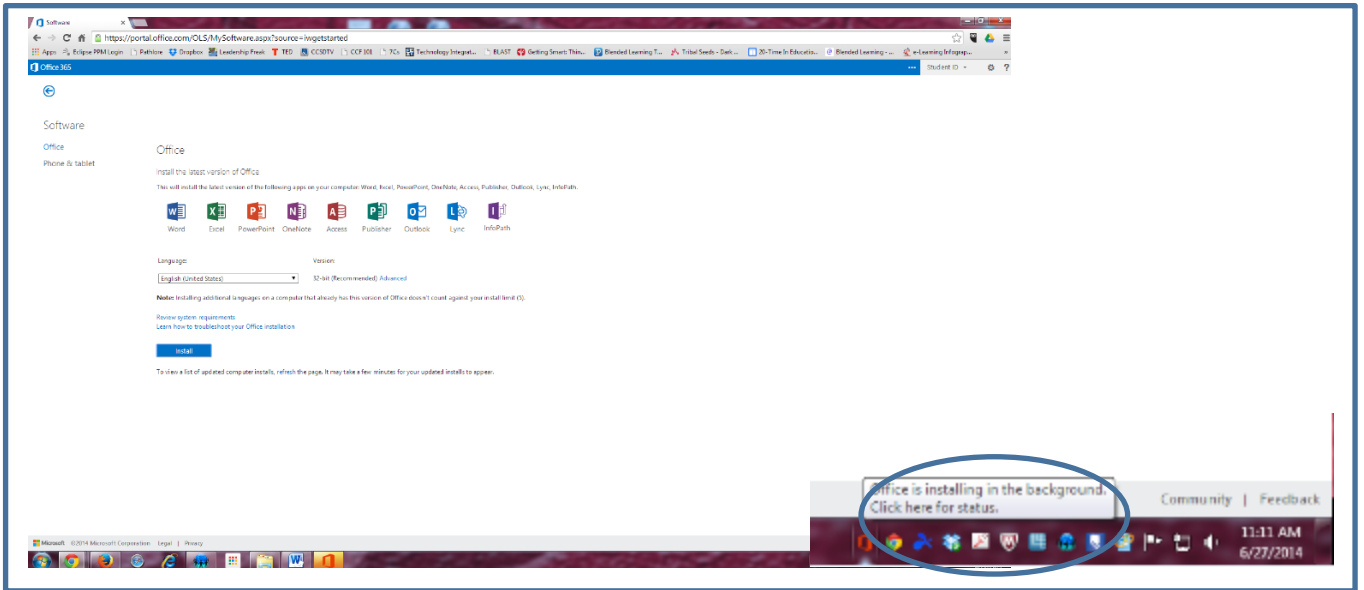
Step #3: Select Office, click Install & double click this link (follow order of 1., 2., 3.)

1. →

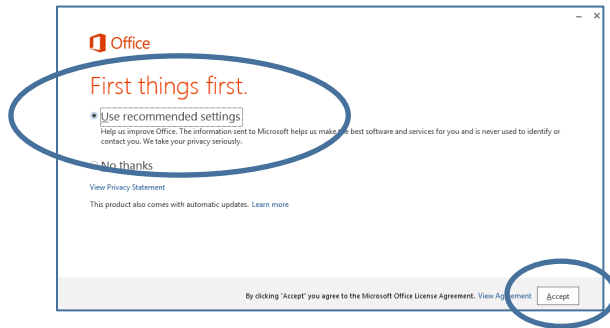
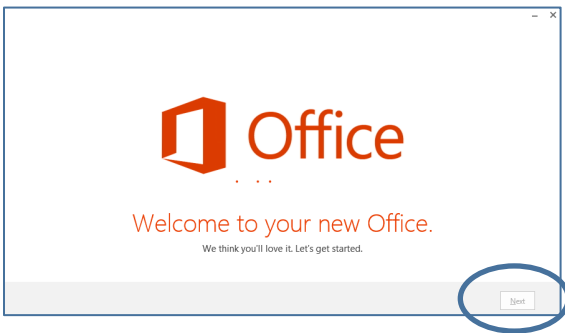
2. →

3. →

Clicking this starts the installation. You will see the % increasing and in the corner there will be an icon stating that Office is installing in the background with the percentage increasing.

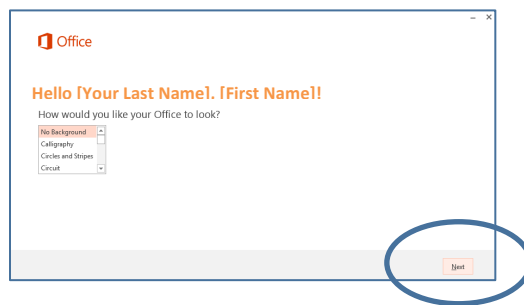
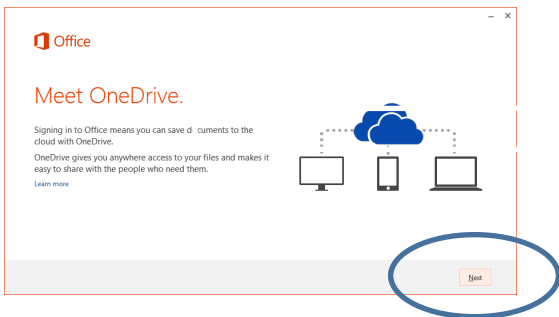


Step #4: At this screen, click Next. Select Use recommended settings and click Accept



Step #5: While One Drive is not available at this time, click Next.

Select how you would like your Office to look and Click Next



Step #6: Two options; click on Take a look for a quick introduction or click No, Thanks and wait for download.