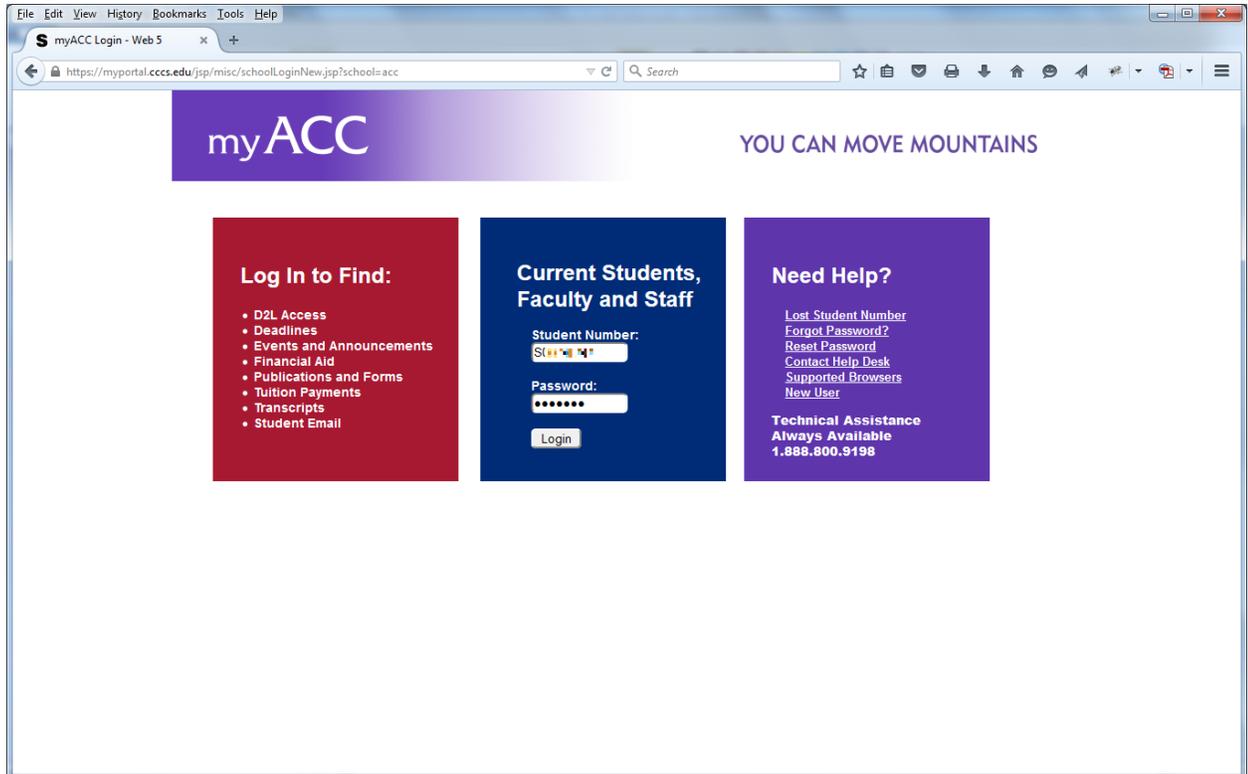


Office 365 ProPlus Self-Help Guide for Students

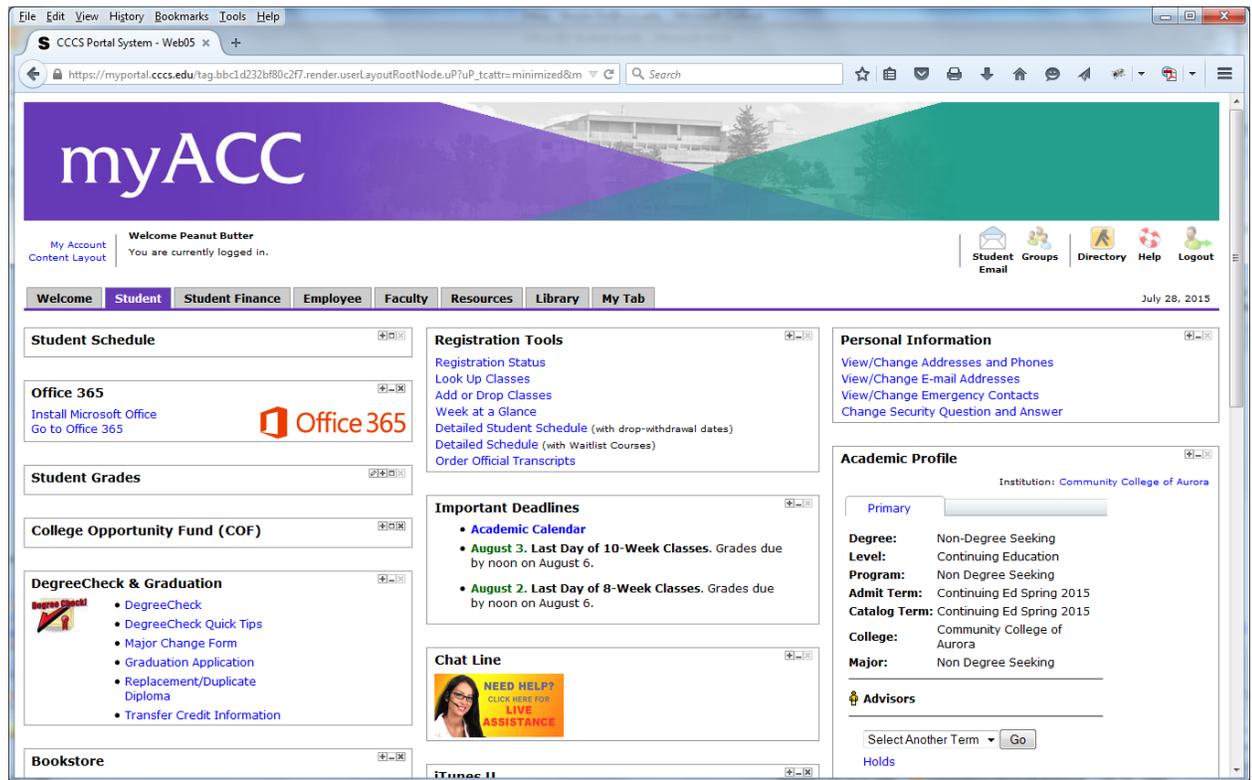
Every CCCS student can use Office 365 ProPlus at no additional cost. Office 365 ProPlus provides the full Office productivity suite, including Word, Excel, PowerPoint and OneNote.

Instructions on downloading and installing Office 365 ProPlus:

1. Log into Portal (<https://myportal.cccs.edu>)



2. Go to "Student" tab



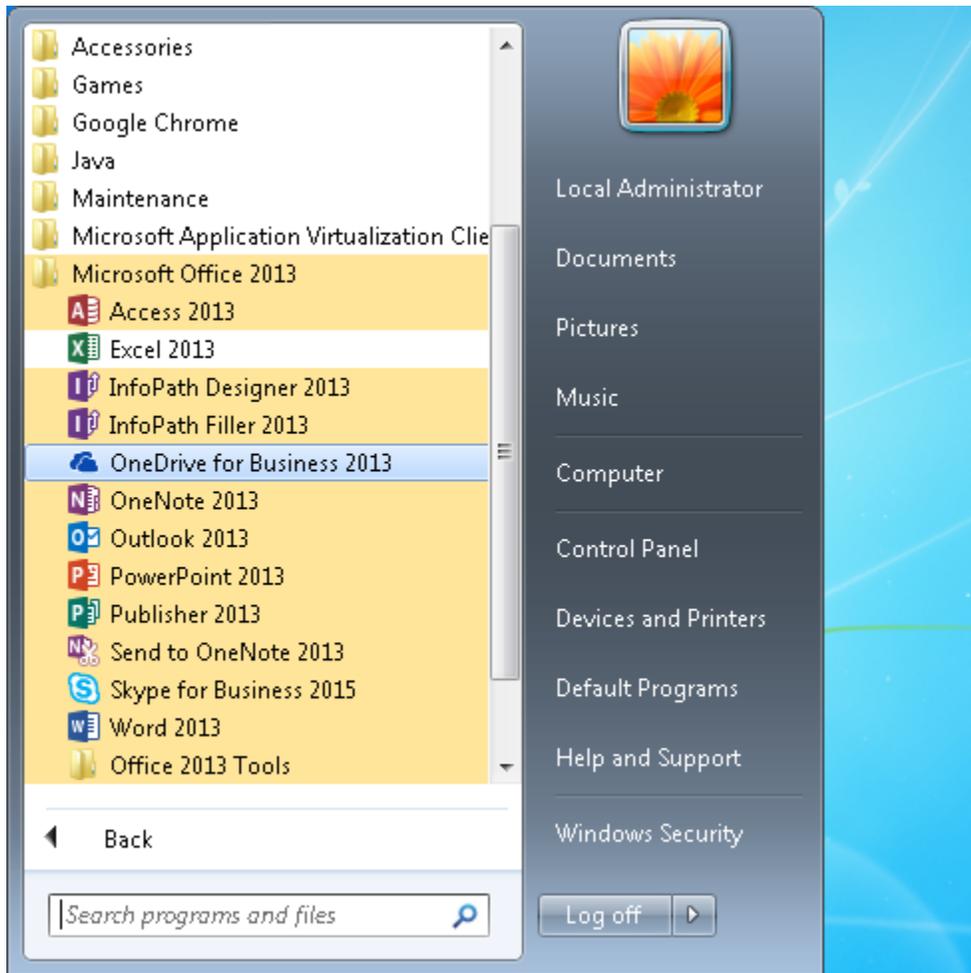
3. Click on "Install Microsoft Office" link in "Office 365" channel.



4. Click "Install now"



5. Save the installation file to your computer.
6. Start the installation by double-clicking the installation file. Follow the prompts to install.
Note: During installation you could be prompted to sign-in. For now skip this step as you will sign at a later step.
7. Activate Office 365 ProPlus by signing in to Office 365 to turn-on the full features and to save documents to the cloud. Open one of the Office 365 ProPlus software, for example Excel, Word, PowerPoint...



8. Click "Sign in to get the most out of Office" link in the upper right corner.

The screenshot shows the Microsoft Excel home page. On the left, a green sidebar contains the 'Excel' logo, the word 'Recent', and a message: 'You haven't opened any workbooks recently. To browse for a workbook, start by clicking on Open Other Workbooks.' Below this is a button labeled 'Open Other Workbooks'. The main content area features a search bar for online templates, suggested searches for 'Business', 'Personal', and 'Industry', and a 'Sign in to get the most out of Office' link with a 'Learn more' sub-link. Below the search bar are three featured templates: 'Blank workbook' (a simple grid), 'Welcome to Excel' (a 'Take a tour' button), and 'PayPal invoicing' (a screenshot of an invoice). At the bottom, there are three more templates: 'Weight Tracker' (a table with columns for 'THIS AND HER' and 'NEXT WEEK'), 'Retirement Planner' (a line graph showing savings growth), and 'Monthly College Budget' (a donut chart showing budget breakdowns).

Excel

Recent

You haven't opened any workbooks recently. To browse for a workbook, start by clicking on Open Other Workbooks.

Open Other Workbooks

Search for online templates

Sign in to get the most out of Office
Learn more

Suggested searches: Business Personal Industry
Small Business Calculator Finance - Accounting
Lists

Blank workbook

Take a tour

Welcome to Excel

PayPal invoicing

Weight Tracker

THIS AND HER		NEXT WEEK	
Weight	205	190	157
Calories	200	150	120
Protein	30g	35g	40g
Carbs	35g	30g	25g
Fats	15g	10g	8g
Water	2L	2.5L	3L

Retirement Planner

CONGRATULATIONS! At age 65, you will have a savings balance of \$25,815.

INPUT: \$1000 monthly contribution, 6% interest rate, 30-year horizon.

Monthly College Budget

Search expense: \$2,425

Category	Amount
Room & Board	\$1,200
Books & Supplies	\$300
Transportation	\$200
Personal Expenses	\$500
Other Expenses	\$225

Search expense: \$2,233

Room & Board: \$1,100
Books & Supplies: \$250
Transportation: \$150
Personal Expenses: \$400
Other Expenses: \$333

9. Enter your CCCS Student email address, and press “Next” button.

Sign in

Type the email address of the account you would like to use with Office.

Next

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

10. Click "Work account" link

×

We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Work account

Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

11. Click on “Work or school account” again on the next screen.



12. Enter your S number and Portal password.



COLORADO COMMUNITY COLLEGE SYSTEM



Welcome to CCCS Office 365 Login Page

Please Login

Username:

Password:

Login

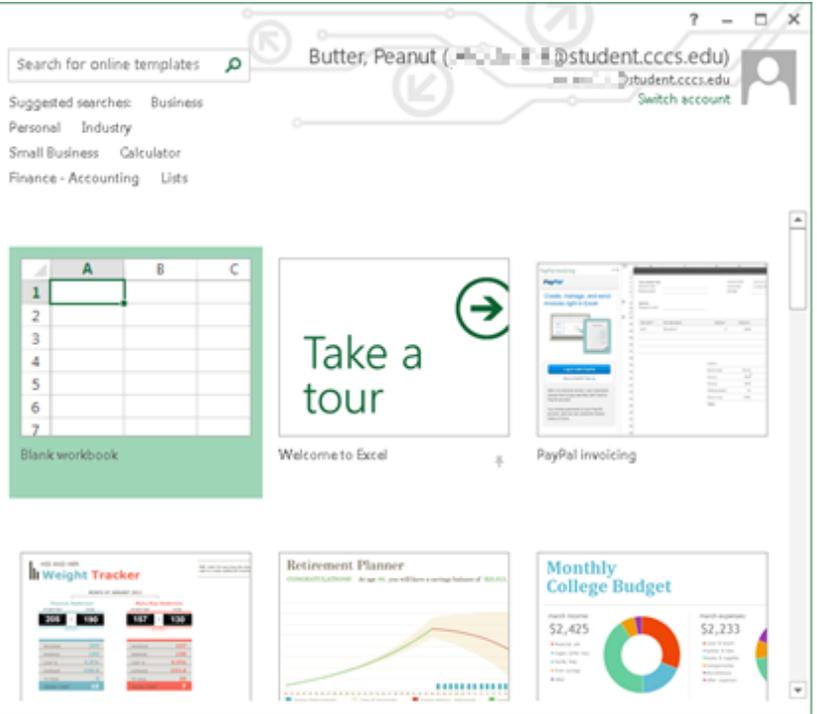
13. You just activated Office 365 ProPlus.

Excel

Recent

You haven't opened any workbooks recently. To browse for a workbook, start by clicking on Open Other Workbooks.

 Open Other Workbooks



Search for online templates

Butter, Peanut (@student.cccs.edu) Switch account

Suggested searches: Business
Personal Industry
Small Business Calculator
Finance - Accounting Lists

Blank workbook

Take a tour

Welcome to Excel

PayPal invoicing

Weight Tracker

Retirement Planner

Monthly College Budget

