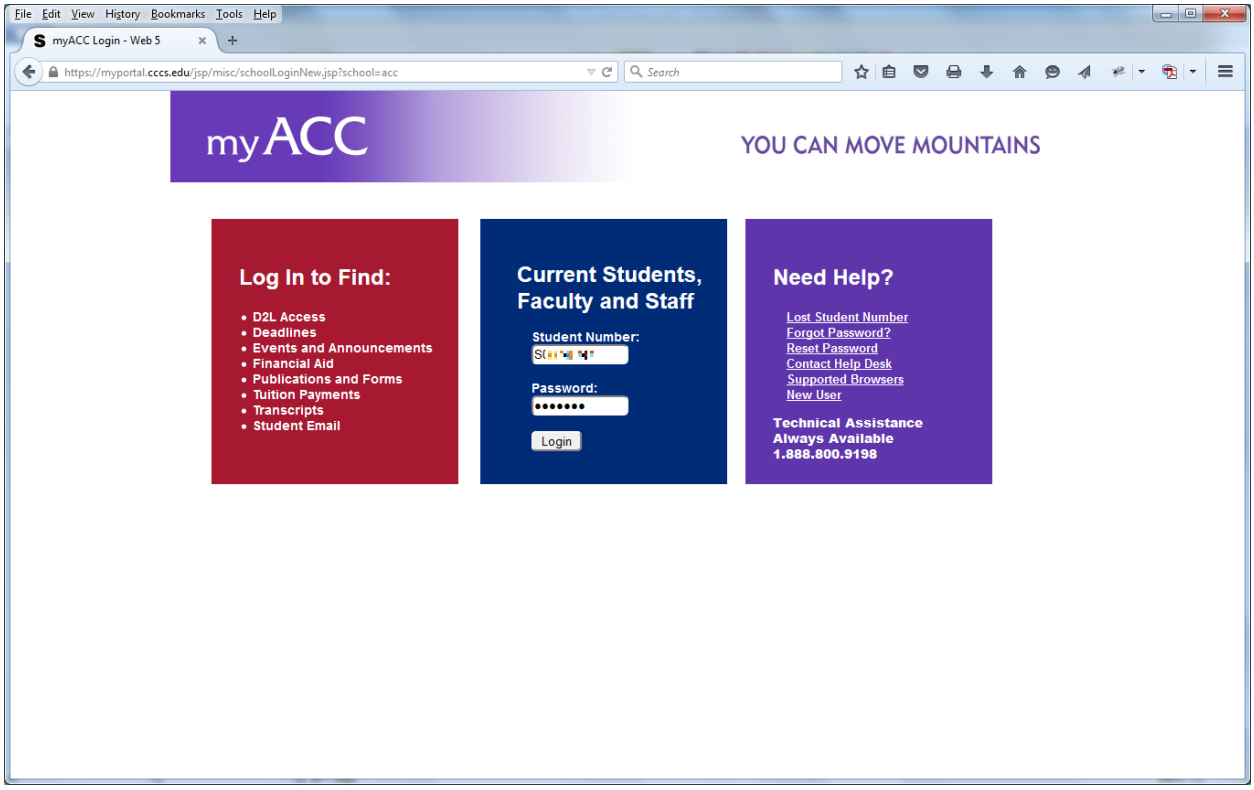
Office 365 ProPlus Self-Help Guide for Students

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

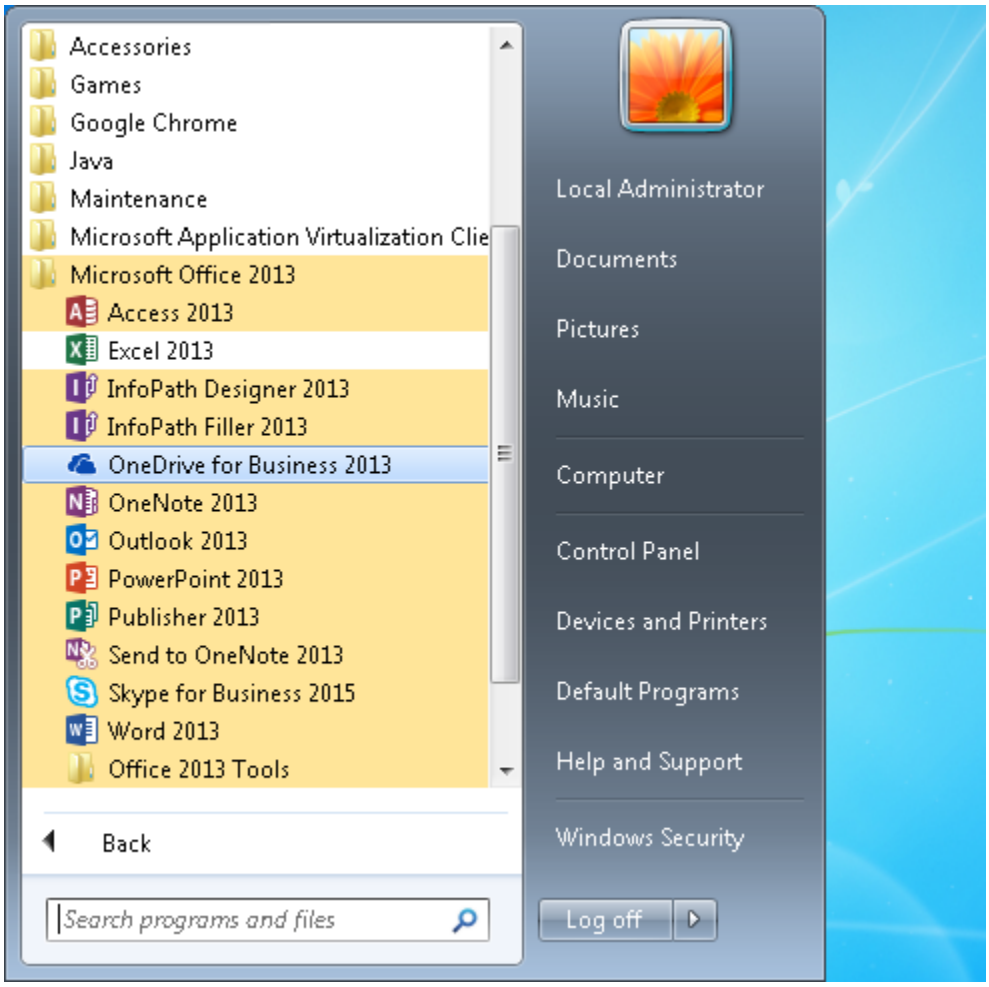
3. Click on “Install Microsoft Office” link in “Office 365” channel.

4. Click “Install now”

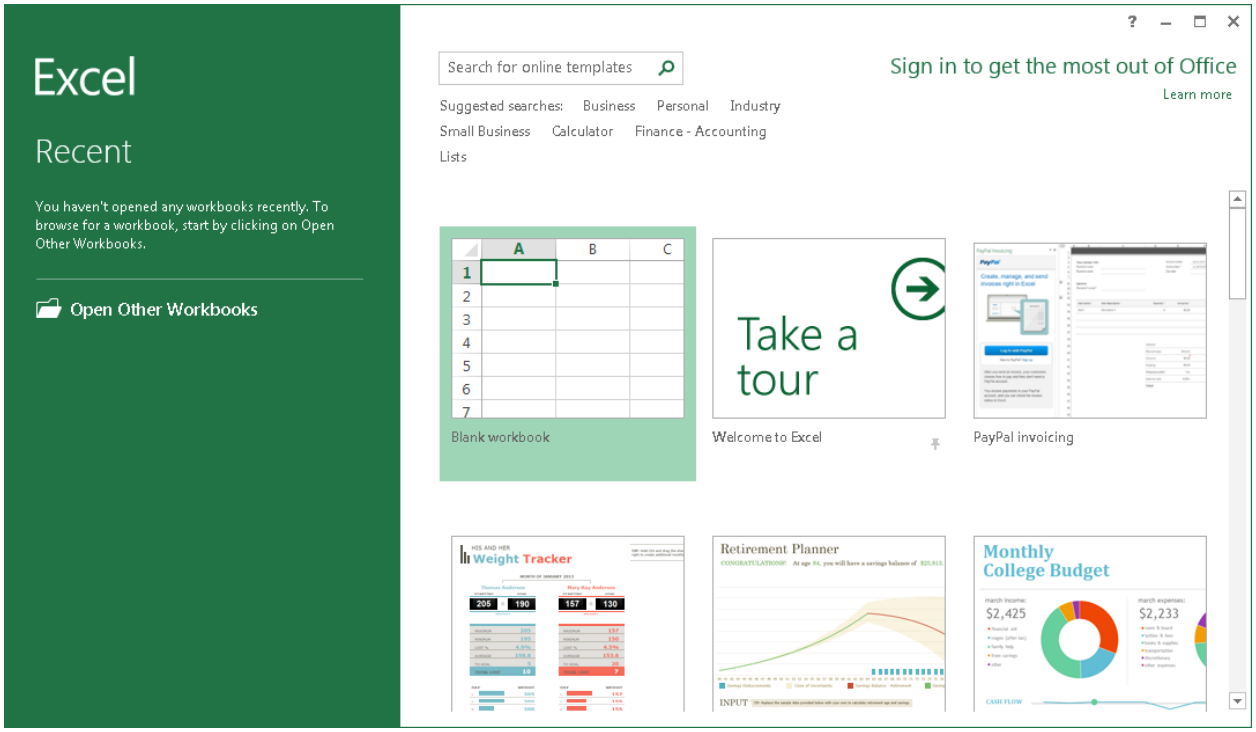
5. Save the installation file to your computer.

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.

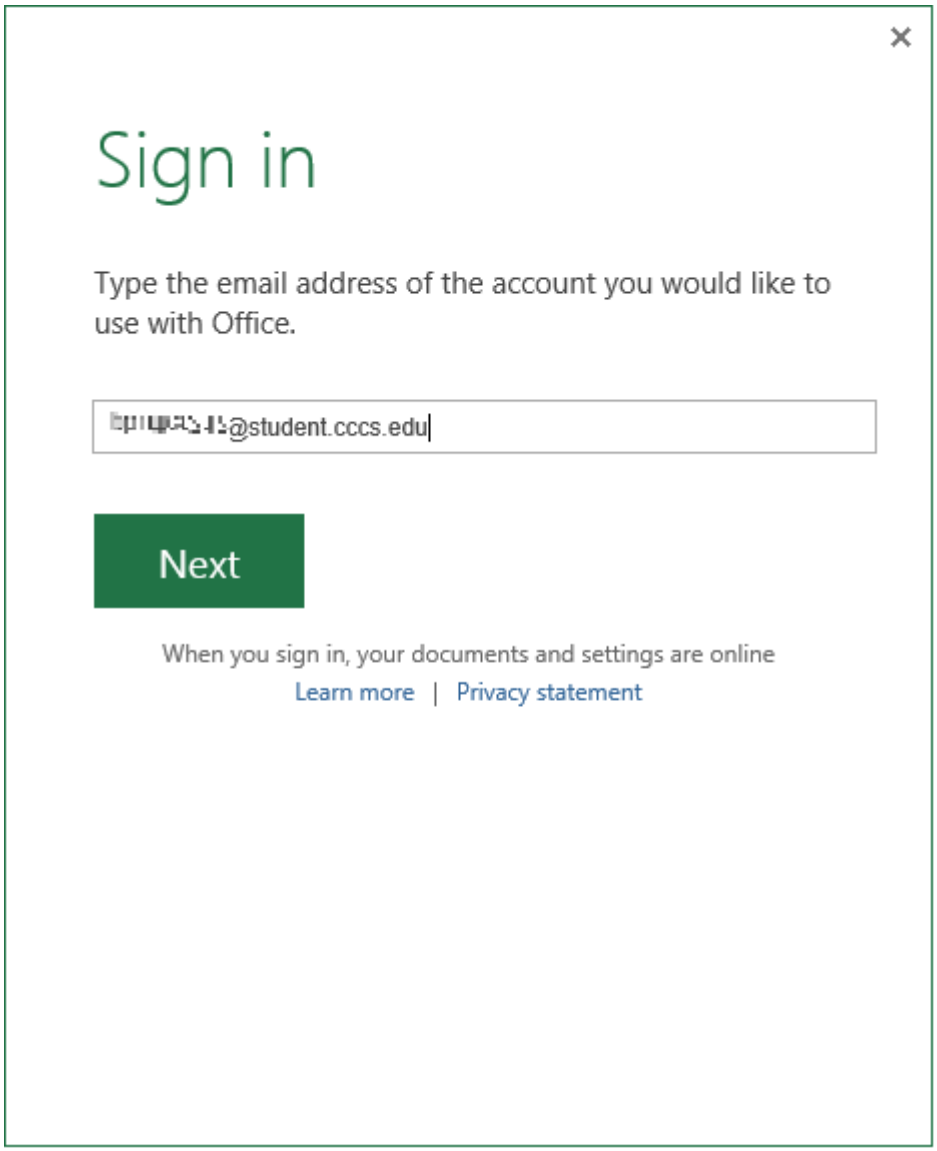
7. Activate Office 365 ProPlus by signing in to Office 365 to turn-on the full features and to save documents to the cloud. Open one of the Office 365 ProPlus software, for example Excel, Word, PowerPoint…


Accessories
Games
Google Chrome
Java
Maintenance
Microsoft Application Virtualization Clie
Microsoft Office 2013
Access 2013
Excel 2013
InfoPath Designer 2013
InfoPath Filler 2013
OneDrive for Business 2013
OneNote 2013
Outlook 2013
PowerPoint 2013
Publisher 2013
Send to OneNote 2013
Skype for Business 2015
Word 2013
Office 2013 Tools
Back
Search programs and files
Local Administrator
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Windows Security
Log off

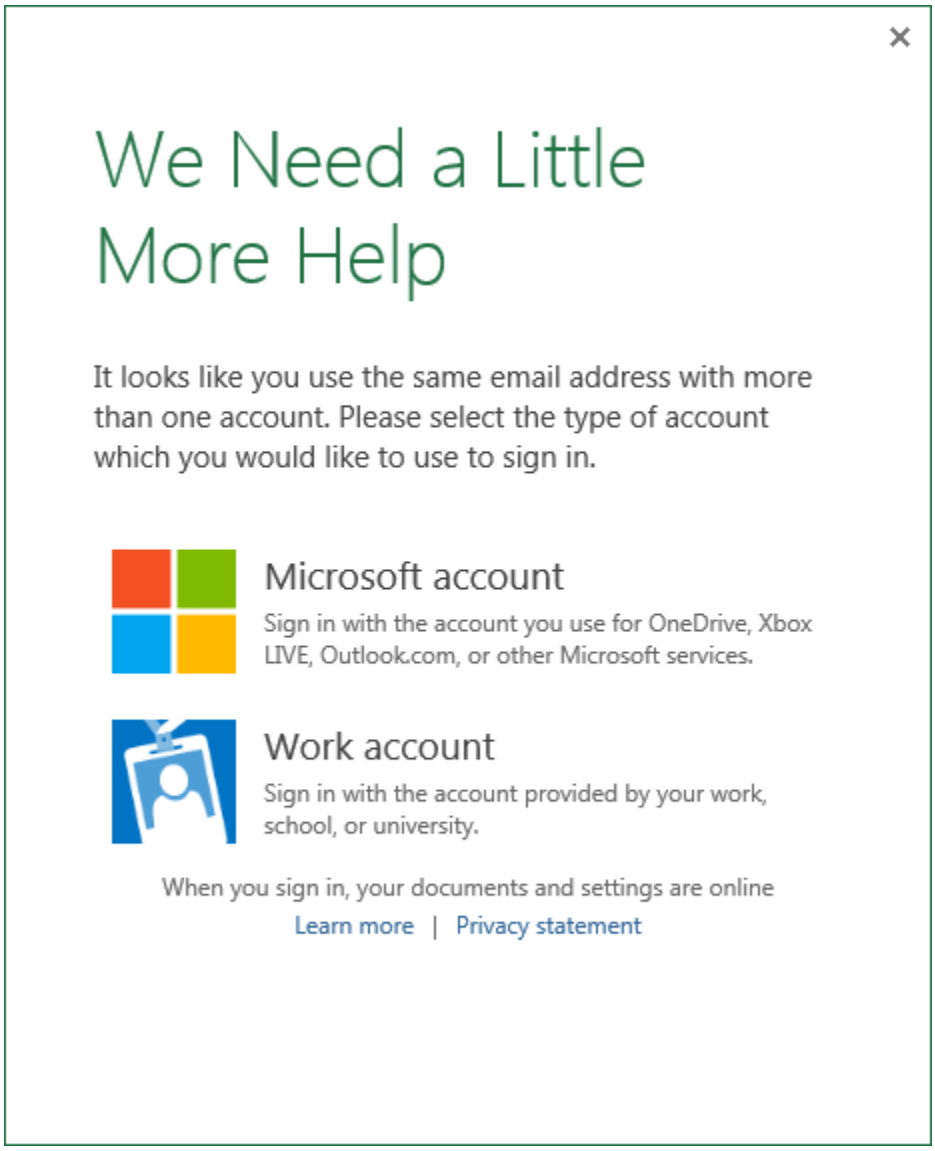
8. Click “Sign in to get the most out of Office” link in the upper right corner.



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

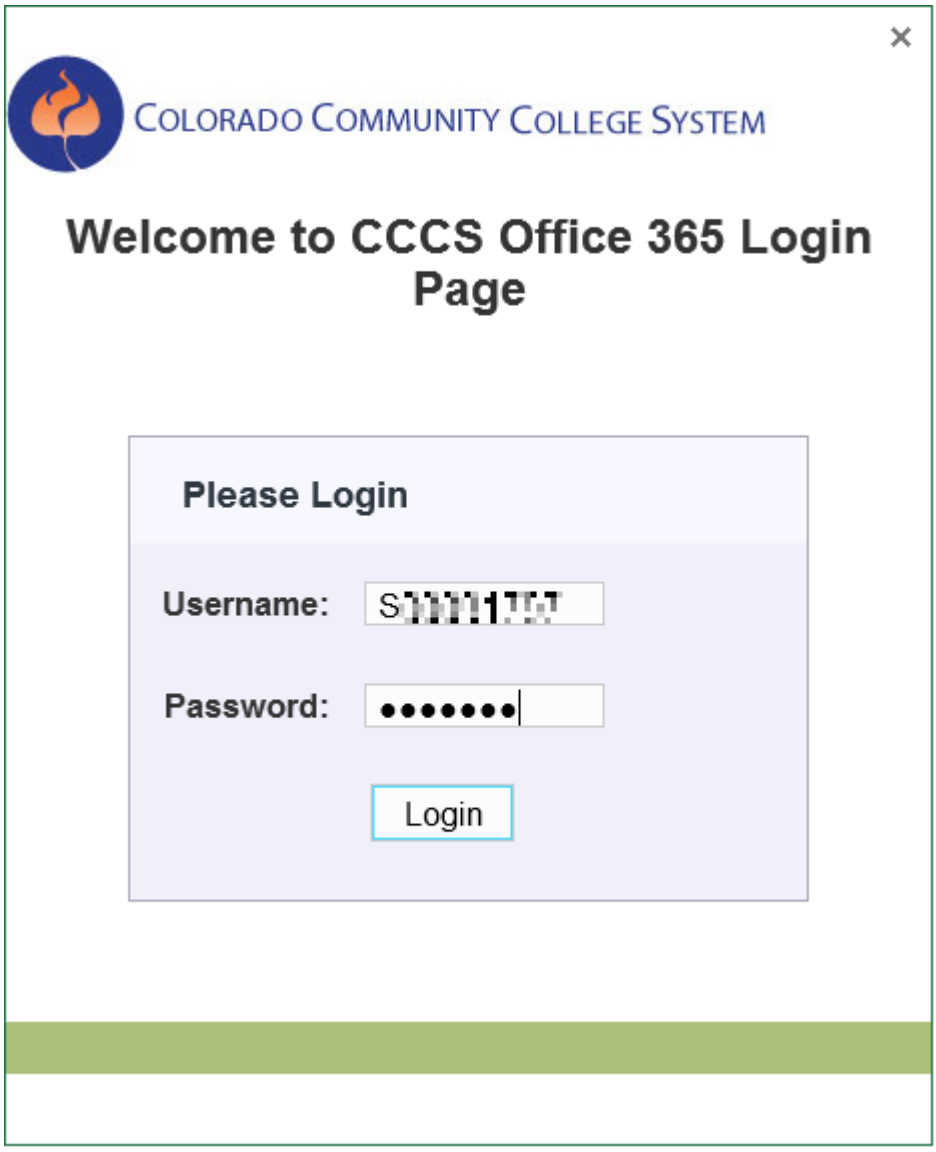


10. Click “Work account” link

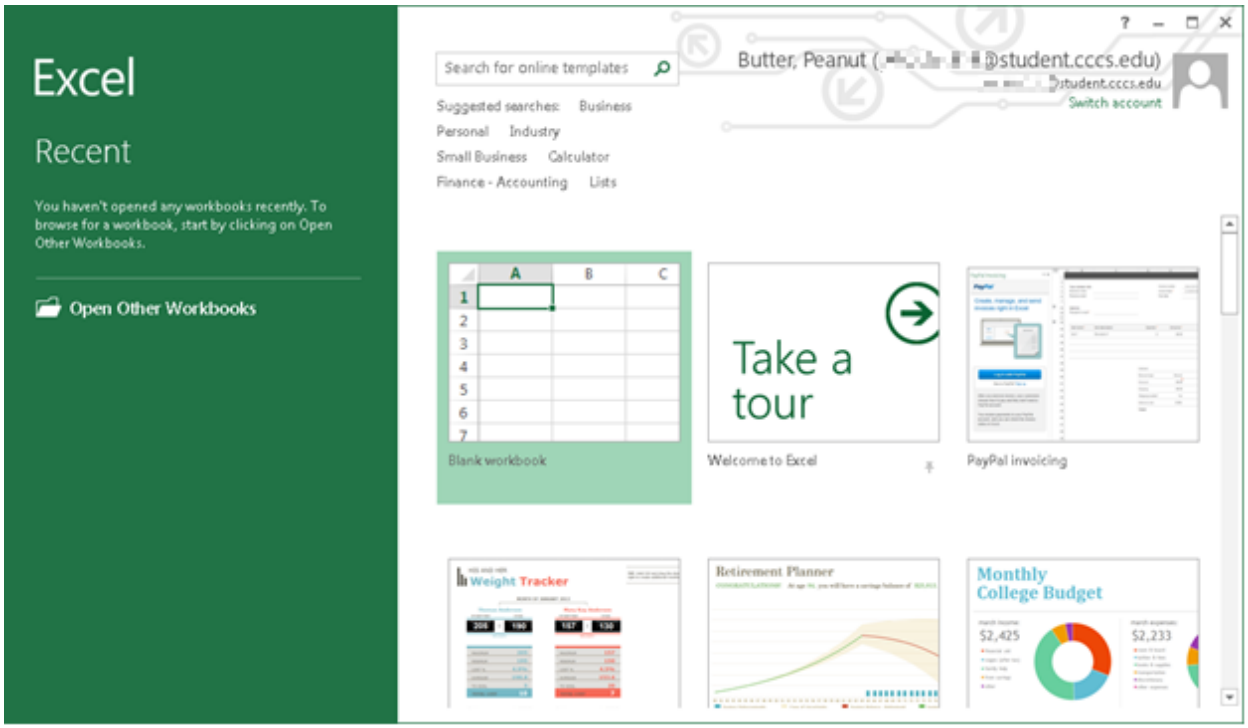


11. Click on “Work or school account” again on the next screen.

12. Enter your S number and Portal password.



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
Suggested searches: Business
Personal Industry
Small Business Calculator
Finance - Accounting Lists
Butter, Peanut (
student.cccs.edu)
student.cccs.edu
Switch account
Blank workbook
Take a tour
Welcome to Excel
PayPal invoicing
Weight Tracker
Retirement Planner
Monthly College Budget
$2,425
$2,233