

# Logging into Microsoft Office 365

Visit [office.com](https://office.com) from your browser of choice.

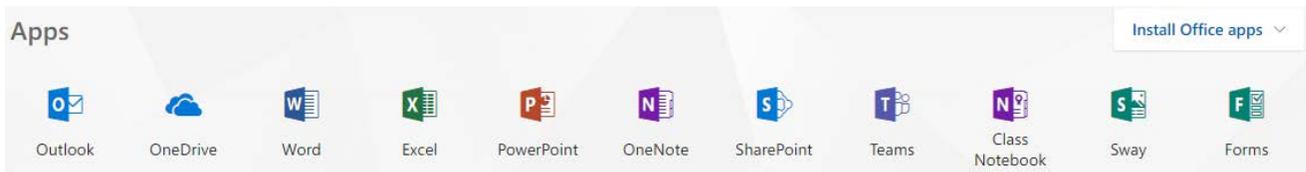
1. Click **Sign in**.
2. Enter your **Office 365 username** as your account name and click **Next**.
  - Your Office 365 username is **ADusername@ad.ccsd.net**  
**Note: this is not your G Suite email address.**
  - Your **Active Directory (AD) username** is the same one you use to log in to the computer.

3. Enter your AD password then click **Sign in**.

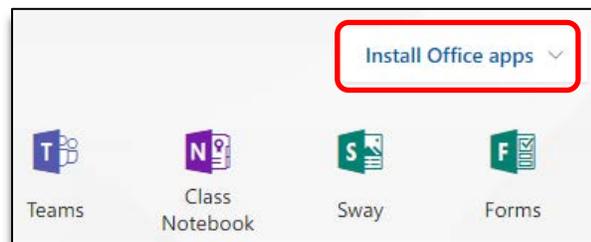
4. Be sure to click **NO** to "Stay signed in?" if you are using a shared computer.

For login assistance, visit [support.ccsd.net](https://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:



- 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.

