

# Tutorial for Downloading Office 365 Student Advantage on a PC or Mac

Step #1: Go to: <https://portal.office.com> (Please ensure your browser is up-to-date) and sign in using your Active Directory login (see below)



Sign in with your organizational account

[Your student id]@ad.ccsd.net

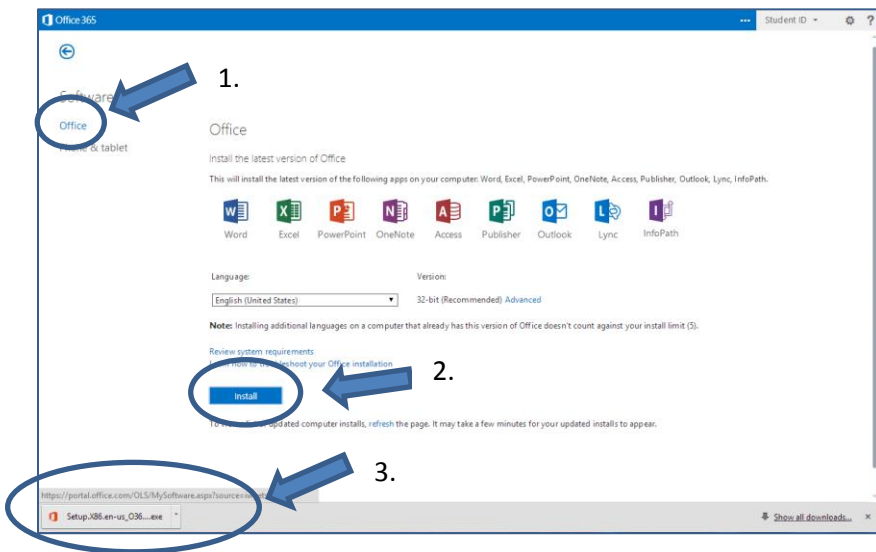
[your password]

Keep me signed in

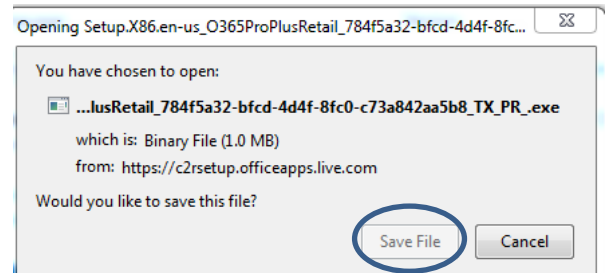
Sign in

Can't access your account?

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

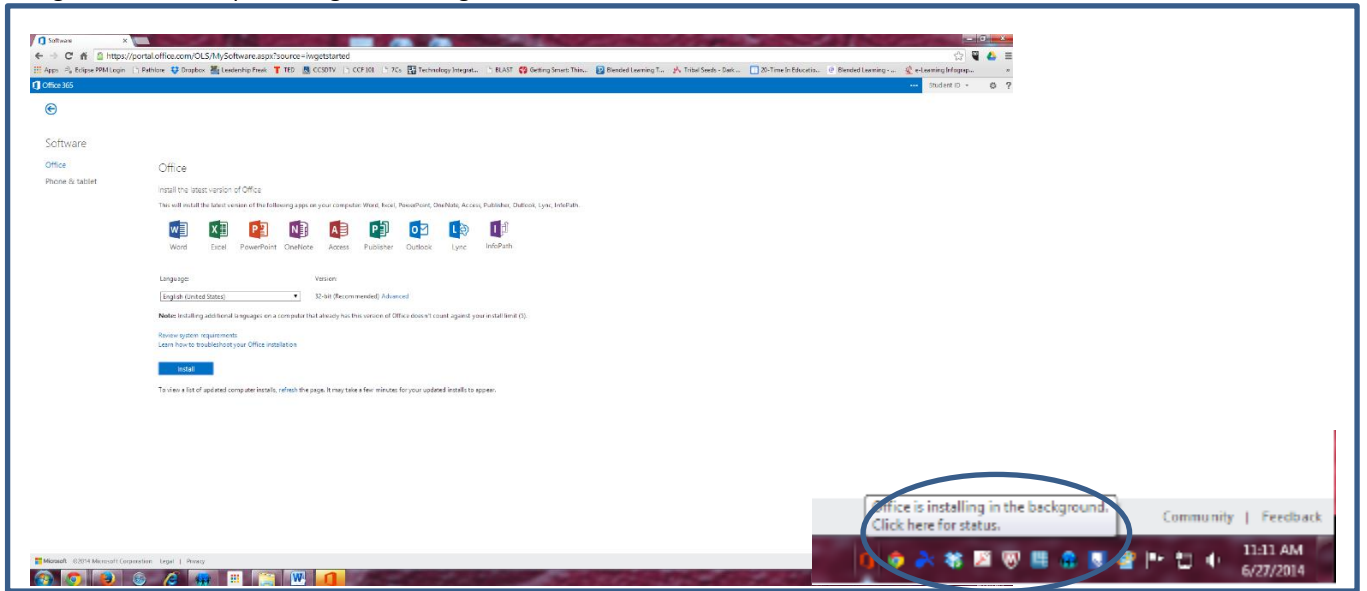


If you are using a Mac (Safari or Firefox) or the Mozilla Firefox browser on a PC, you will click Save File when this window appears.

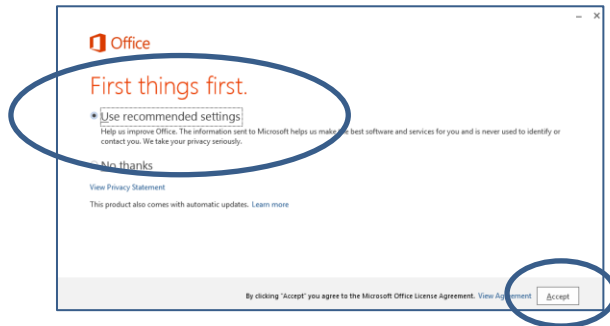


\*Also, please note that the most current Mac version is Office 2011 and only includes the following programs: Word, Excel, PowerPoint, Outlook and OneNote.

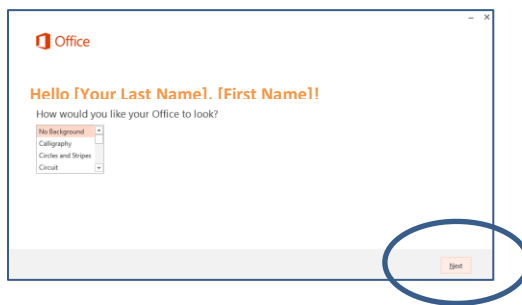
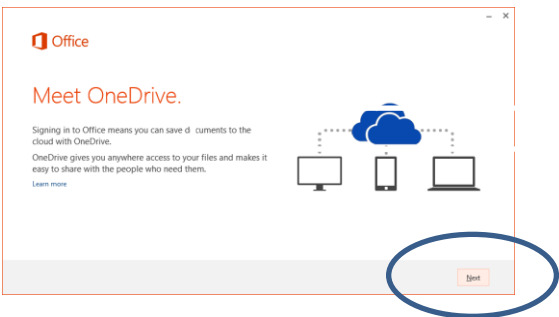
Clicking this starts the installation. You will see the % increasing and in the corner there will be an icon stating that Office is installing in the background with the percentage increasing.



Step #3: At this screen, click “Next’. Select Use recommended settings and click “Accept”.



Step #4: While One Drive is not available at this time, click “Next”. Select how you would like your Office to look and Click “Next”.



Step #5: Two options; click on “Take a look” for a quick introduction or click “No, Thanks” and wait for the download.