

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) Students must login and activate their AD account at school prior to downloading the software at home.



Sign in with your organizational account

[Your student id]@ad.ccsd.net

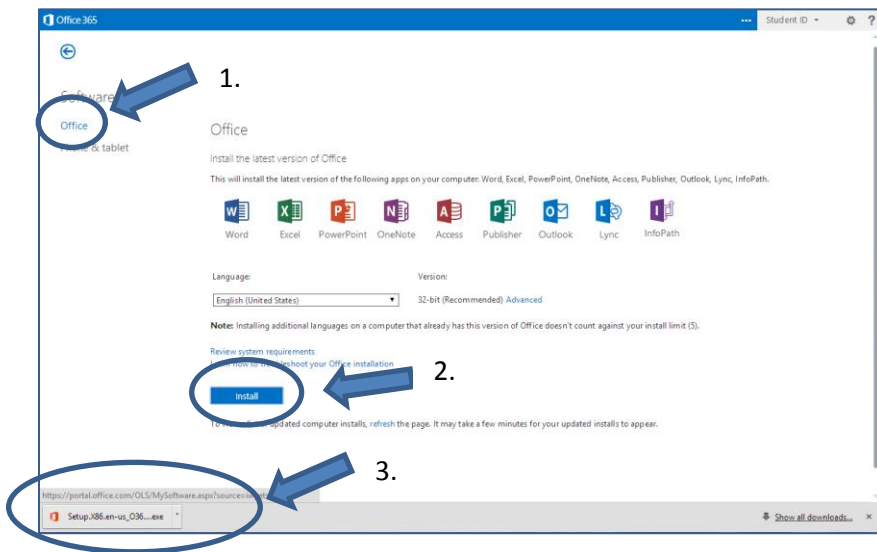
[your password]

Keep me signed in

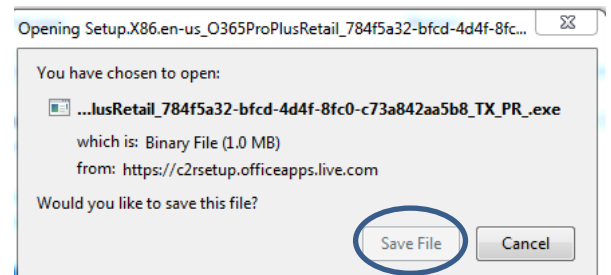
Sign in

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

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

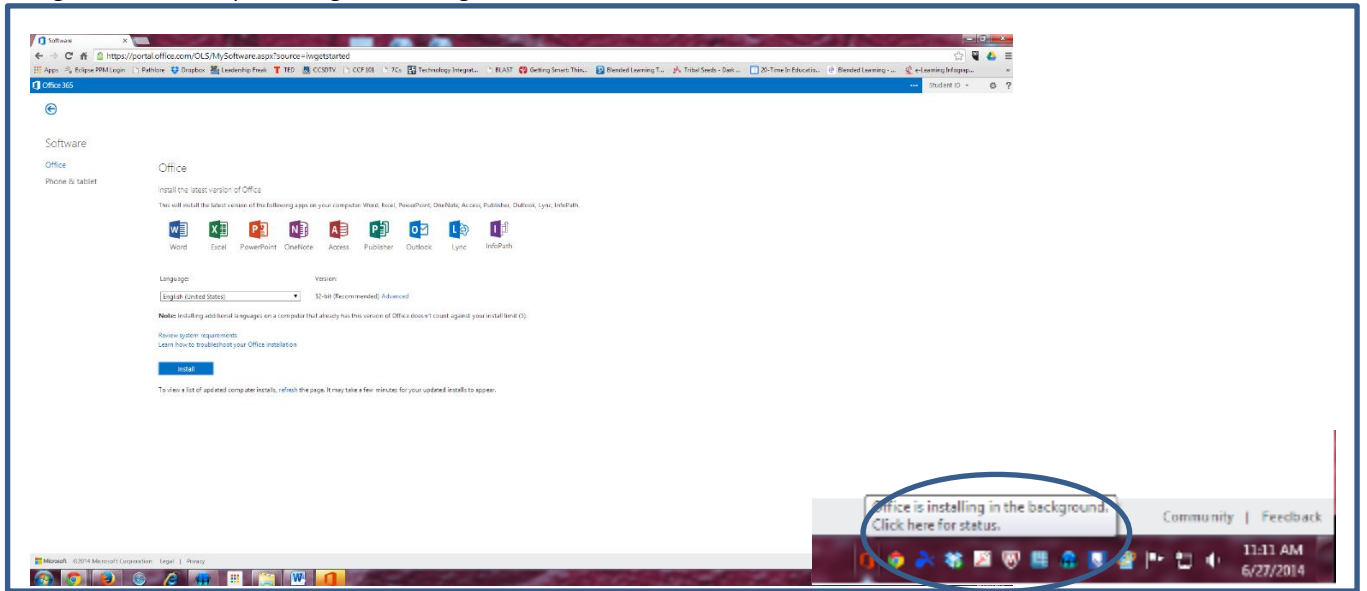


If you are using a Mac (Safari or Firefox) or the Mozilla Firefox browser on a PC, you will click Save File when this window appears.

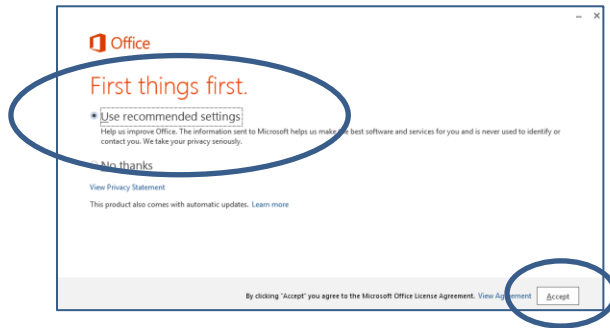


*Also, please note that the most current Mac version is Office 2011 and only includes the following programs: Word, Excel, PowerPoint, Outlook and OneNote.

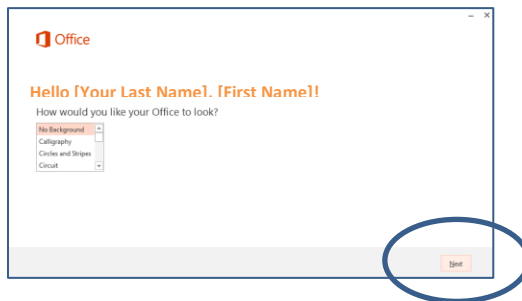
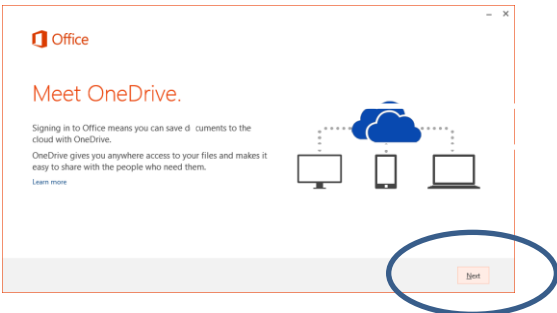
Clicking this starts the installation. You will see the % increasing and in the corner there will be an icon stating that Office is installing in the background with the percentage increasing.



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.