

Follow the instructions below to access or install a copy of Office 365 Apps on your personal computer using your Student Email Account:

- 1. Access Office 365 using your CCSNH Username and Password: <u>http://portal.ccsnh.edu</u>.
- 2. Click on your Office 365 app.
- 3. From your Inbox, click the application launcher at the top left of the screen and then click **Office 365** ->.



4. Once selected, the Office 365 Portal Page will display. Here you can choose to **Install Office apps** or access any of the applications available.

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		Apps									Install Office apps $\ \lor$
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		Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	
		Explore all your	$_{\rm apps} \rightarrow$								

If you are on Windows 11 and receive an error or are directed to the Microsoft Store when installing Office 365 apps, please review the information <u>here</u> for instructions to switch out of S mode.

If you require assistance, please contact your local IT help desk. Contact information for each location can be found at the bottom of the <u>CCSNH Online Resources Page</u>.