Connecticut Community Colleges

Microsoft Office 365 Quick Guide for Students

Getting Started with Microsoft Office 365

Access

You can access Office 365 in two different ways:

Login directly at http://login.microsoftonline.com

Access it from http://my.commnet.edu/ (View a tutorial on how to access from within myCommNet).

Tutorials

For Office 365 tutorials, guides, and more please visit the Office 365 Support Center: http://supportcenter.ct.edu/service/office365.asp

Support

If you have any issues with Office 365, please contact us:

http://websupport.ct.edu/contact-us
(860) 723-0221

The Connecticut Community Colleges (CCC) are pleased to announce a partnership with Microsoft to offer Office 365, a suite of online services, to all CCC students.

What is Microsoft Office 365?

From home to school, from desktop to web and the devices in between, Office delivers the tools to get work done. Office 365 is a subscription-based service to use Microsoft's popular Office tools including Word, Excel, Outlook, OneDrive and Skype.

What comes with Office 365?

- Office 365 Email: Email account with 25 GB (gigabytes) of storage, calendaring, contact info, to-do lists, etc.
  [More Information: http://supportcenter.ct.edu/service/Office365_email.asp]

- Office 365 ProPlus: The Office suite including Word, Excel, PowerPoint and OneNote which you can install on up to 5 devices including Macs, PCs, and tablets with Android, Windows, and even iPads and iPhones.
  [More Information: http://supportcenter.ct.edu/service/Office365_ProPlus.asp]

- Skype for Business: Instant messaging, online audio and video calls and meetings, screen sharing, and integration with Office apps such as Outlook, Word, and PowerPoint.
  [More Information: http://supportcenter.ct.edu/service/Office365_Skype.asp]

- OneDrive for Business: Store, sync, and share your files online. As part of Office 365, *OneDrive for Business* provides 1TB of online storage, lets you update and share your files from anywhere, and work collaboratively on Office documents with others at the same time.
  [More Information: http://supportcenter.ct.edu/service/Office365_OneDrive.asp]

Where can I learn how to use Office 365?

Visit the Office 365 Support Center (http://supportcenter.ct.edu/service/office365.asp) to access free tutorials on Office 365.