1. What are the steps to log in to Office 365?
   
a. Connect to https://portal.microsoftonline.com:
   
   ![Microsoft Office 365 login page](image1)
   
   This step will redirect you to https://login.microsoftonline.com. DO NOT try to shortcut the process by entering the URL for this login landing page directly; it will not work.

   b. Enter your CCC NETID username (e.g., 98765432@student.commnet.edu).

      ![Password field](image2)

      Before pressing ENTER or clicking on ‘Sign In’ button, make sure that, on a shared or public computer (ex. kiosk), the checkboxes ‘Remember me’ and/or ‘Keep me signed in’ are NOT CHECKED:

   c. Once you press ENTER or click on the ‘Sign In’ button, the Password field will become gray and you will be presented with an alternate logon link:

   ![Alternate logon link](image3)
d. Click the link. Depending on a combination of browser settings and whether or not you are logged on to your college’s desktop, a new pop-up window may come up asking you for your credentials. If so, enter your CCC NETID username and password:

![Image of sign-in window]

```
98765432@student.commnet.edu
**************
```

Click OK. You should now be logged in to Office 365. Your Office 365 Display Name will be visible in the upper right-hand corner (e.g., the below student’s display name is Office365-Test, Student):

![Office 365 login screen]

```
Office365-Test, Student
```

```
17 Monday
```