



These directions are for navigating to and downloading the Office 365 installation that is freely available to enrolled students at Cleveland Community College. This software is available via your student email account. This is a full version of the Microsoft Office suite including Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, etc. Any files created with this software will always remain yours even if you are no longer enrolled and no longer have access to the software.

cccConnect

From the Cleveland Community College home page (www.clevelandcc.edu) click **cccConnect** and then click **Student Email**. This will take you to the login page for your student email account. For information and help getting logged in, click the question mark beside the Student Email link.

cccConnect

WHAT IS CCCCONNECT?
cccConnect is your connection to the online tools that Cleveland Community College provides to its students, faculty, and staff. This page is designed to help you find what you need to use these tools successfully.

cccAlert ?
Your instant notification system for important CCC information.

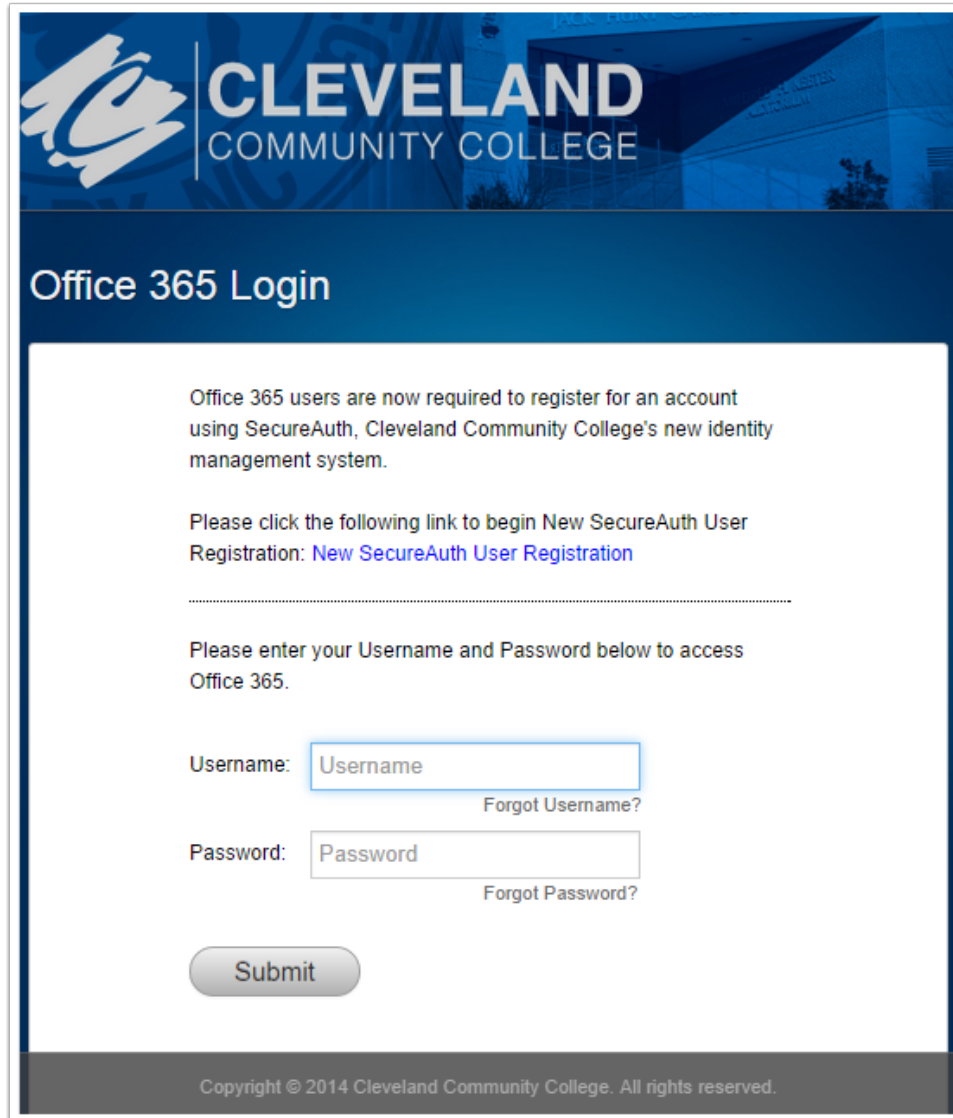
HOW DO I USE THIS PAGE?
If you click on the name of an online tool, it will link you to where you need to go in order to use that tool. If you click on the help icon to the right of that tool, you can access a list of tutorials.

Student Email ?
Communicate with your instructors, school, and fellow students.



Office 365 Login Page

Login using your student email address and password (for more information on what to enter here, see the previous step).



CLEVELAND
COMMUNITY COLLEGE

Office 365 Login

Office 365 users are now required to register for an account using SecureAuth, Cleveland Community College's new identity management system.

Please click the following link to begin New SecureAuth User Registration: [New SecureAuth User Registration](#)

.....

Please enter your Username and Password below to access Office 365.

Username: [Forgot Username?](#)

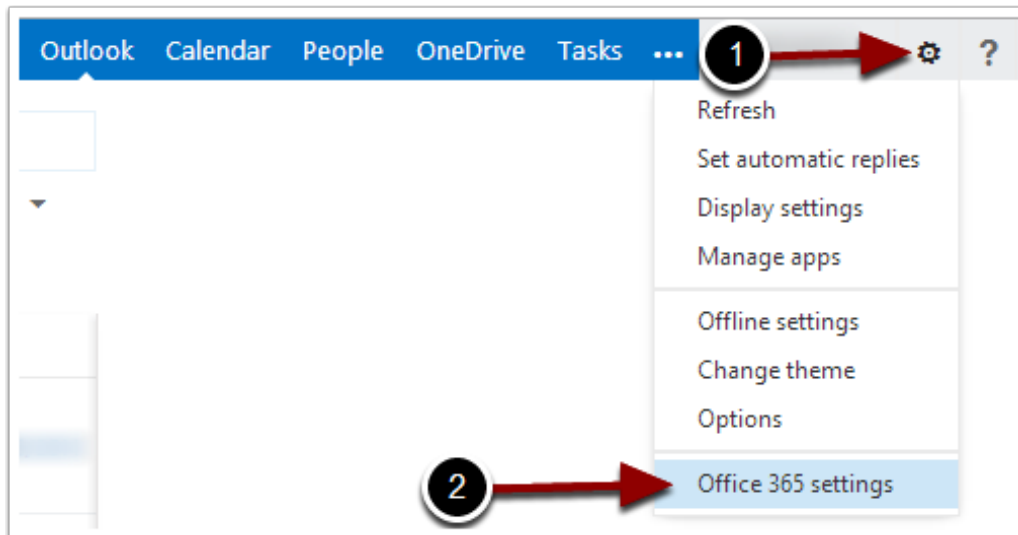
Password: [Forgot Password?](#)

Copyright © 2014 Cleveland Community College. All rights reserved.



Office 365

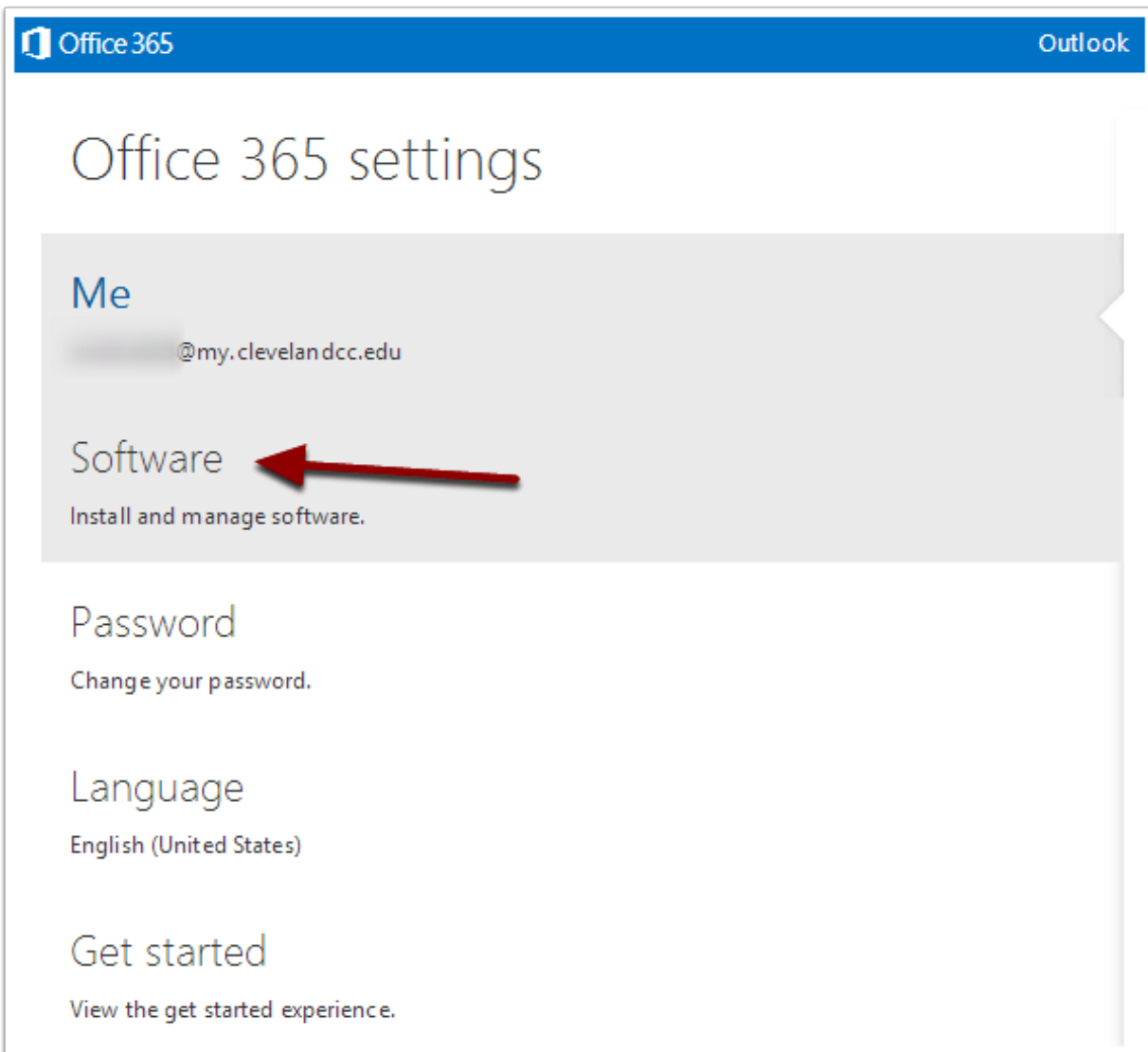
Click the gear in the top right-hand corner and click **Office 365 settings** in the dropdown.





Office 365 settings

Click **Software**.














Software Install

Click the Install button to download and install the latest version of the Microsoft Office suite of applications. Each of the applications listed will be installed and available to you as long as you are enrolled as a student at Cleveland Community College. You will always have access to your files and a viewer to view those files.

Office

Install the latest version of Office


This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

 Word  Excel  PowerPoint  OneNote  Access  Publisher  Outlook  Lync  InfoPath

Language: Version: 32-bit (Recommended) [Advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)
[Learn how to troubleshoot your Office installation](#)





Managing Installations

Once you have installed the Microsoft Office suite on a computer you will see it listed on this page, along with the computer name and installation date. Should you need to deactivate the software for any reason, click **Deactivate**.

Office

Manage installs for the latest version of Office

You can deactivate installs from computers on which you installed this version of Office.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
██████████	Microsoft Windows 7 Professional	██████████	Deactivate

Remaining installs available: 4