

Office 365 ProPlus Self-Help Guide for Students

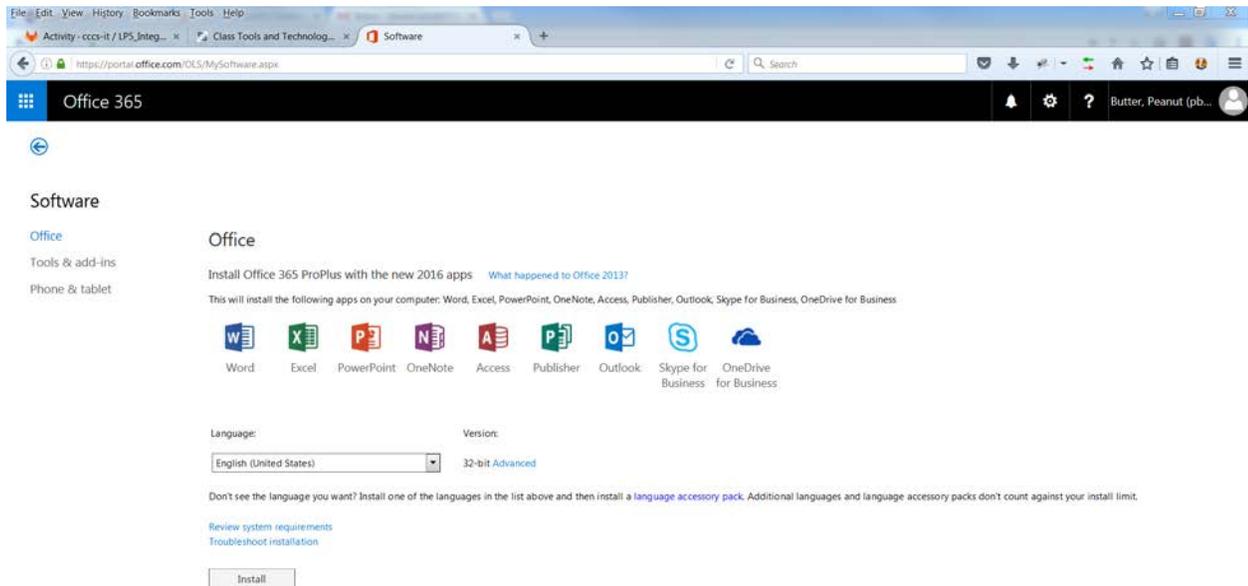
Every CCCS student can use Office 365 ProPlus at no additional cost. Office 365 ProPlus provides the full Office productivity suite, including Word, Excel, PowerPoint and OneNote.

Instructions on downloading and installing Office 365 ProPlus

1. Log into your college's portal (<https://myportal.ccs.edu>).

2. Go to "Office 365" portlet. The portlet is located under one of the portal tabs.

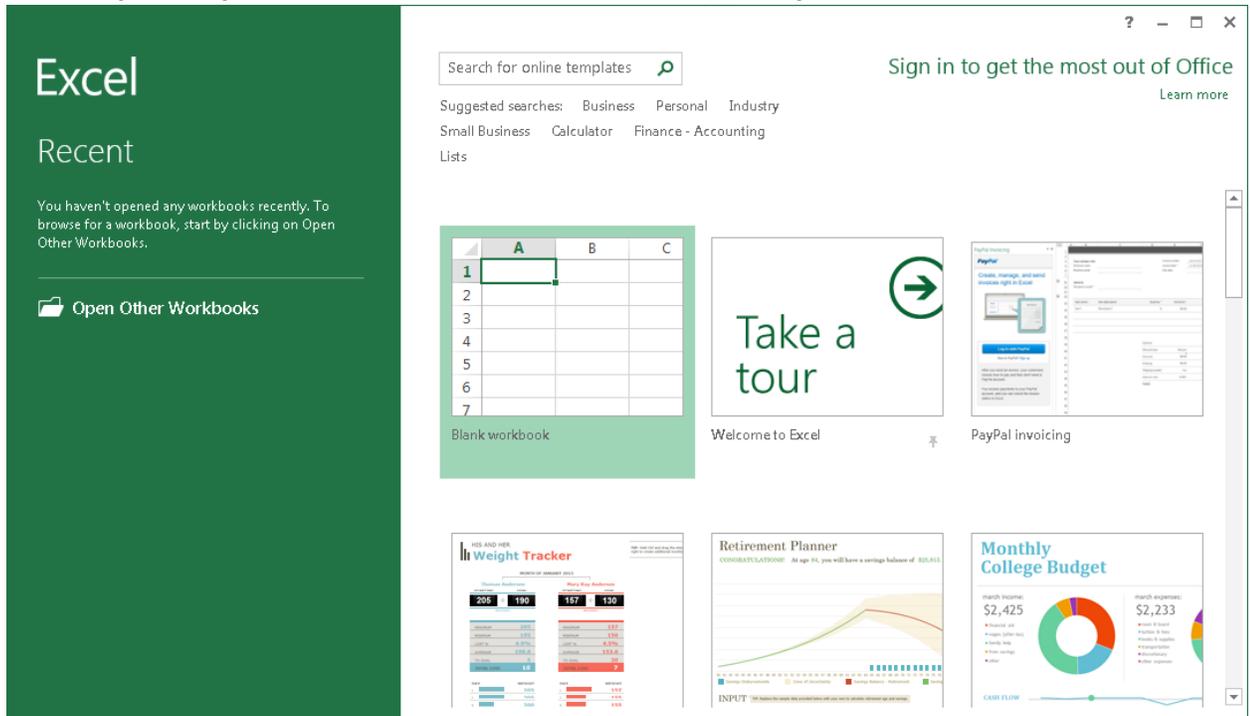
3. Click on “Install MS Office” link within the “Office 365” channel.
4. Click “Install” button



5. Save the installation file to your computer.
6. Start the installation by double-clicking the installation file. Follow the prompts to install.
Note: During installation you could be prompted to sign-in. For now skip this step as you will sign at a later step.
7. Activate Office 365 ProPlus by signing in to Office 365 to turn-on the full features and to save documents to the cloud. Open one of the Office 365 ProPlus software, for example Excel, Word, PowerPoint...



8. Click "Sign in to get the most out of Office" link in the upper right corner.



9. Enter your CCCS Student email address, and press “Next” button.

✕

Sign in

Type the email address of the account you would like to use with Office.

Next

When you sign in, your documents and settings are online

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10. Click "Work account" link

We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Work account

Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online

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11. Click on "Work or school account" again on the next screen.



12. Enter your S number and Portal password.



COLORADO COMMUNITY COLLEGE SYSTEM



Welcome to CCCS Office 365 Login Page

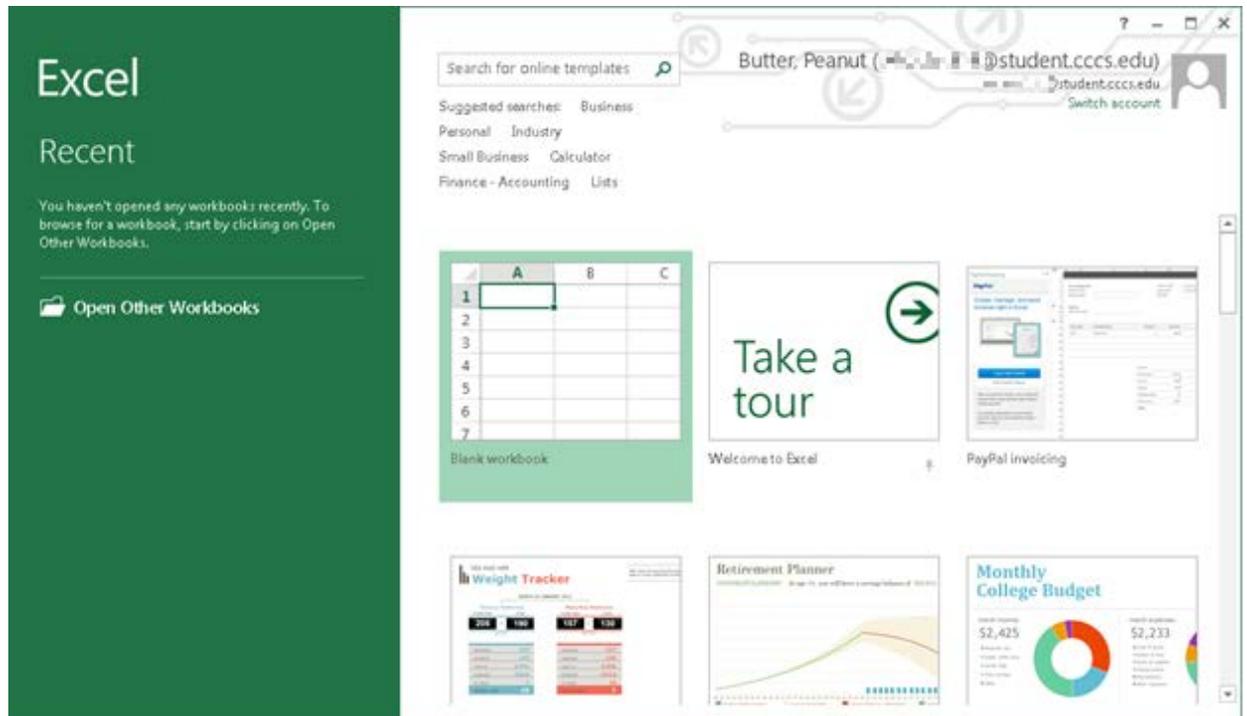
Please Login

Username:

Password:

Login

13. You just activated Office 365 ProPlus.



What if I receive error during installation?

An error may occur during installation. The following are some examples:

“The Administrator has disabled Office installations.”

“Your (student email address) is not valid to activate Microsoft Office”

“(student email address) not associated with a Microsoft Product.”

“You do not have permission to install Office on a Mac”

“Your account does not allow editing on a Mac.”

“Unable to activate office. We were unable to activate office, please try again later”

“The account (student e-mail address) isn't associated with this office product”

“Sorry you are not authorized to (view/use) this page”

“Microsoft account does not exist”

“You are not authorized to access this account”

“Enter your purchase product key”

“Unable to install MS office due to email not matching records”

“User ID or password is typed incorrectly”

An error may occur if you don't have a valid license assigned to your student account. Follow these steps to verify you have a valid license.

1. Log into your college's portal (<https://myportal.ccs.edu>).
2. Click on the “Student” tab.
3. Click on “Access OneDrive and Office 365” link in the “Office 365” channel.



4. Verify you have the Microsoft Office tiles (circled in red below). If you have the tiles then you have a valid license.

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for fresh
perspectives.

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easy access

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What If I Do Have a Valid License?

In this case, verify that you only have one version of Office installed on your personal computer. Only one installation is allowed per computer; this includes any other free or paid version of the Office programs. An error will occur if there is more than one copy. If you have more than one version installed, uninstall all versions of Office and then re-install Office 365 ProPlus.

- For a Windows computer you should only have Office 2016 installed and no other version (for example, Office 2013).
- For Macs, only Office 2016 should be installed.
- If you need assistance with how to check your computer, contact or visit your college's IT department. You can contact your college's IT department via the 24x7 Student and Faculty Support Desk at 1-888-800-9198.

What If I can't install Office 365 ProPlus on my personal computer?

Contact or visit your college's IT department for further assistance. You can contact your college's IT department via the 24x7 Student and Faculty Support Desk at 1-888-800-9198.

Another option is using a browser to create and edit Word, Excel and PowerPoint documents.

1. Log into your college's portal (<https://myportal.cccs.edu>).
2. Click on the "Student" tab.
3. Click on "Access OneDrive and Office 365" link in the "Office 365" channel.
4. Click on Word Online, Excel Online or PowerPoint Online.

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The screenshot displays a grid of Office 365 application tiles. The tiles are arranged in two rows. The first row includes Mail, Calendar, People, Newsfeed, OneDrive, and Sites. The second row includes Delve, Video, Word Online, Excel Online, PowerPoint Online, and OneNote Online. A red circle highlights the Word Online, Excel Online, and PowerPoint Online tiles.

