

# Office 365 – Instructions and Documentation

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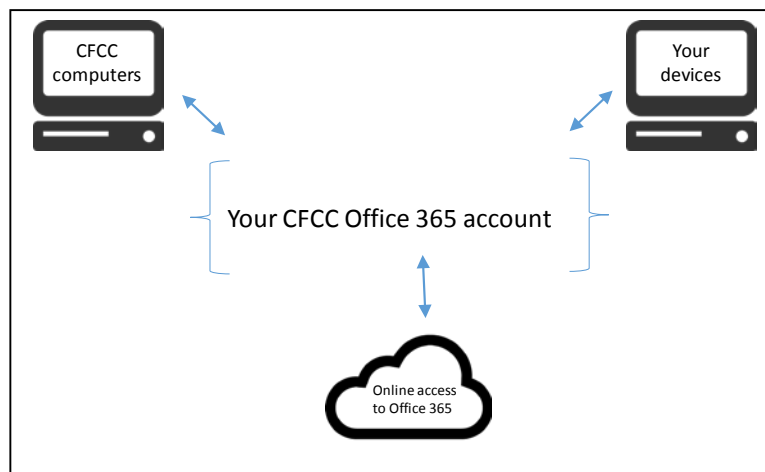
## 1) What is Office 365?

Office 365 is a version of Microsoft Office designed to provide you with the experience you have grown accustomed to (Word, Excel, Power Point), with some added advantages. They are:

- CFCC is providing licenses for you at no cost
- You will have access to Office 365 at CFCC, at home, and online
- Files you create will follow you wherever you are

## 2) Office 365 connects you everywhere

Your CFCC Office 365 account is the center of your connection. Being at home, at CFCC, or on the go, anywhere there is Internet access, you have access to the same software tools and files.



Specific information about how to use your CFCC Office 365 account is provided in the sections below.

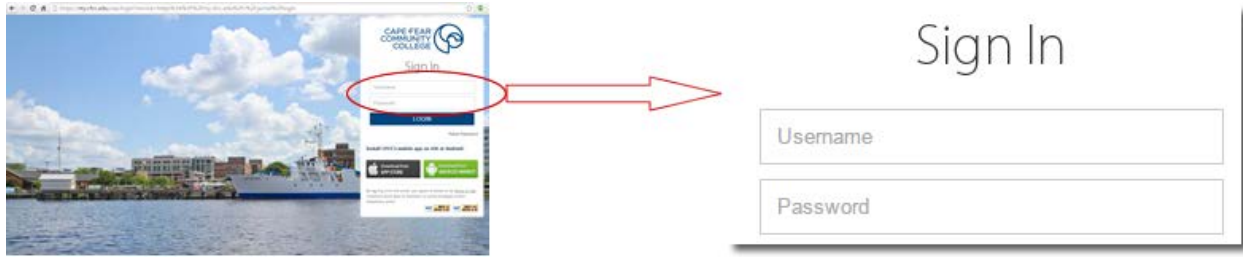
## 3) Using Your CFCC Office 365 Account

All of the following sections explain how your CFCC Office 365 account works.

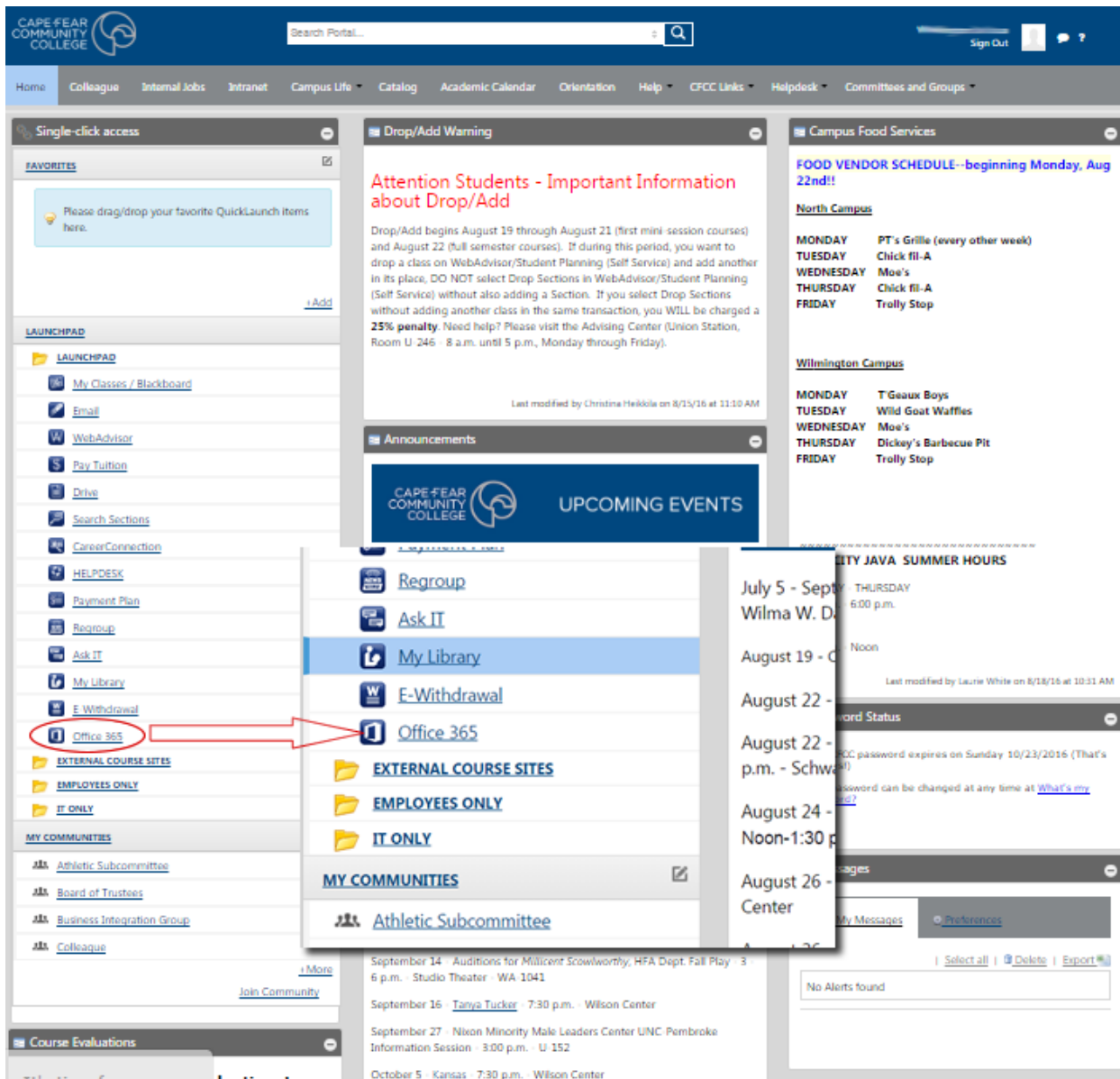
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### 3.1) Online Access

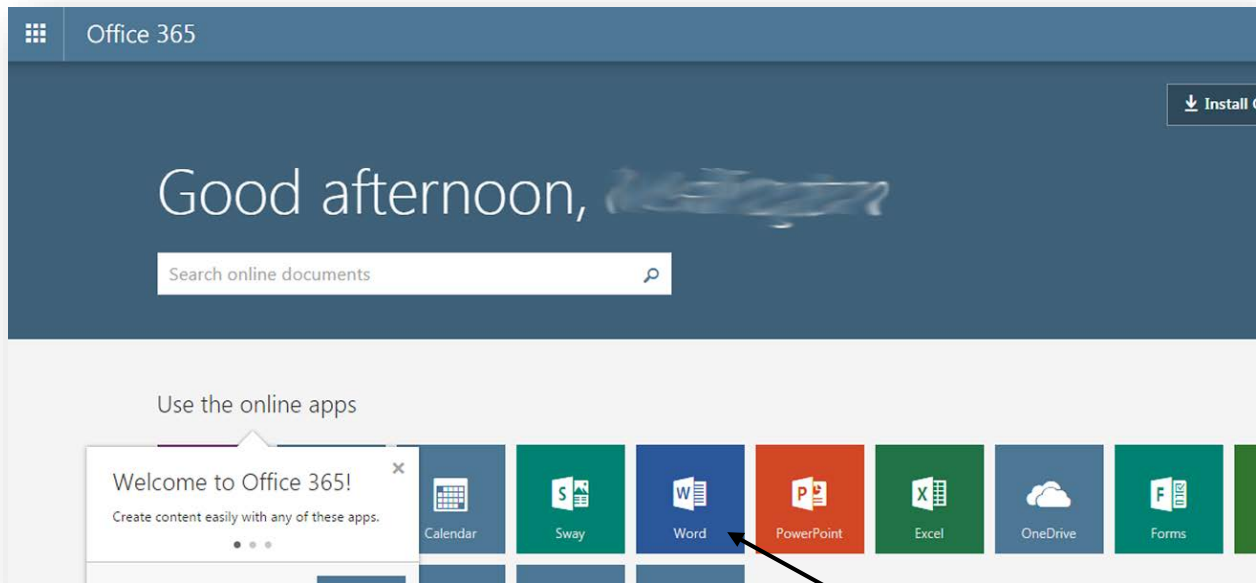
1) Log in to the web portal <https://my.cfcc.edu>.



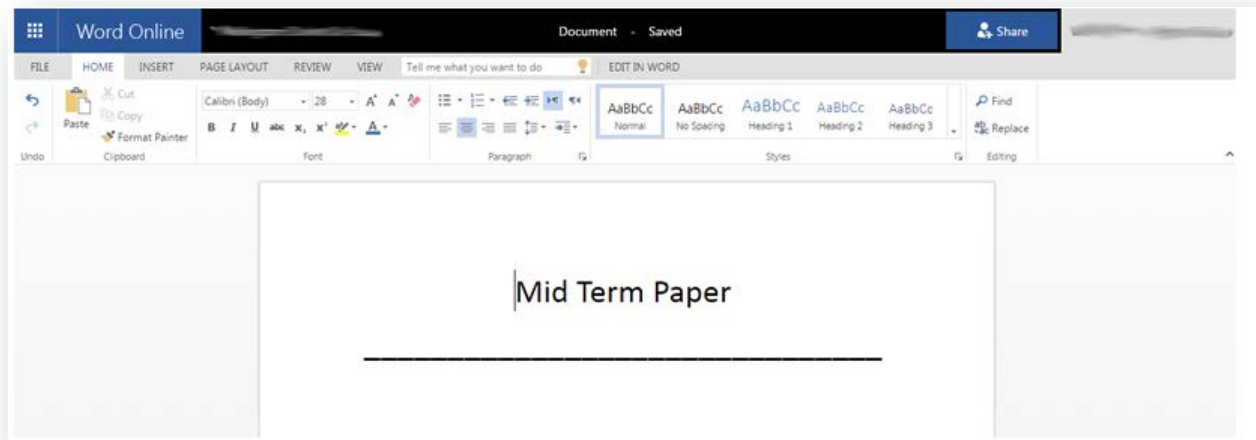
2) Office 365 will be displayed under Launchpad



The actions above will log you into Office 365. You will see the following window:



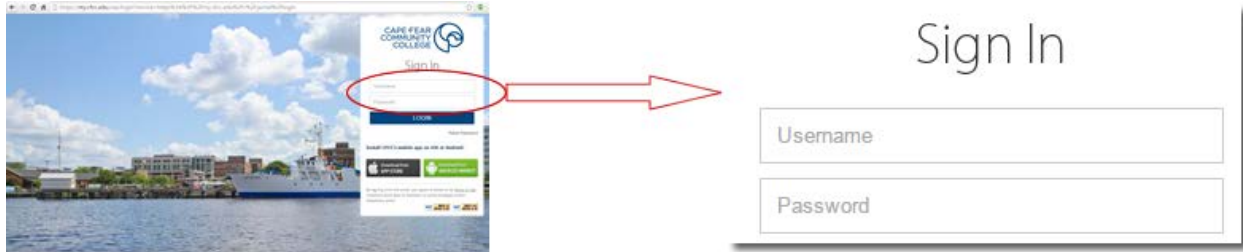
- 3) Select the application you want to use. As an example, if you are writing a paper, select Word. The application will open. You are ready to go!



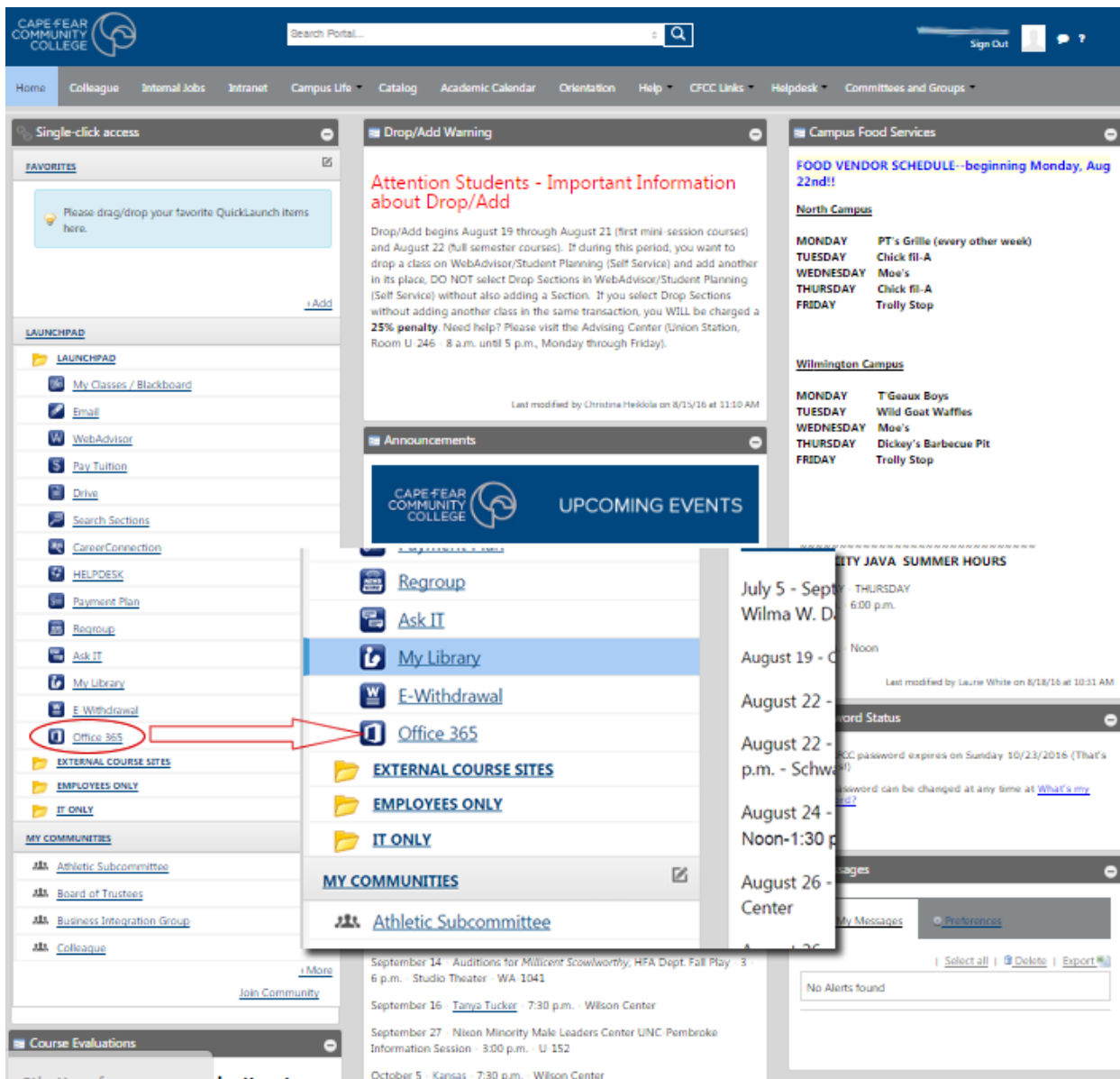
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### 3.2) Download and install at home:

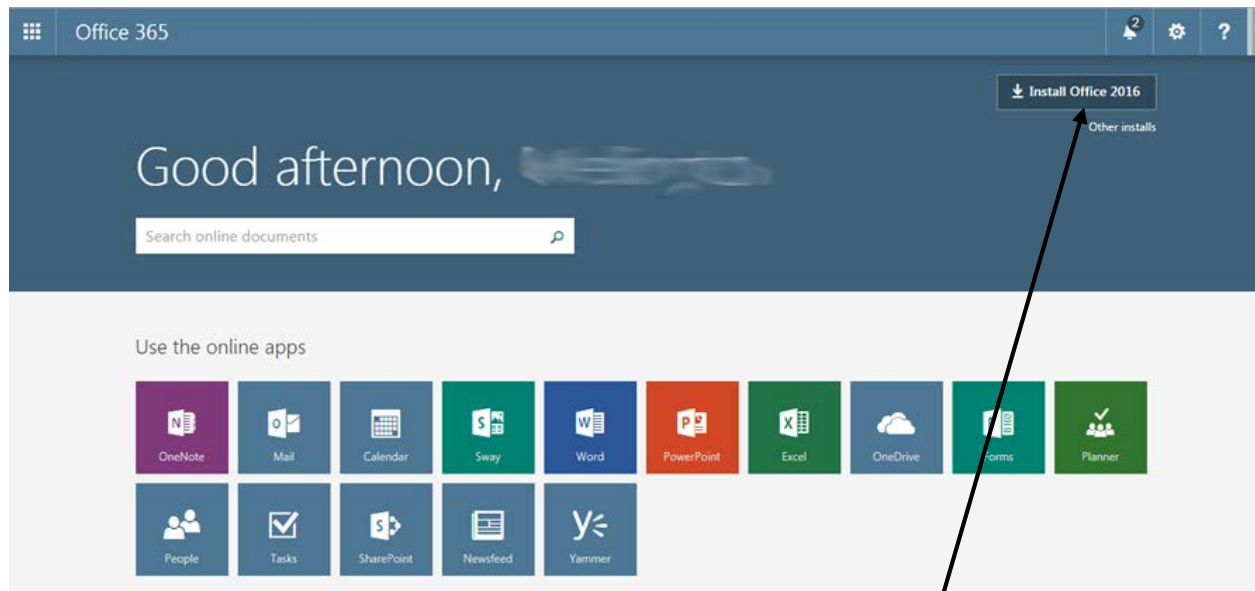
1. Log in to the web portal <https://my.cfcc.edu>.



2. Office 365 will be displayed under Launchpad



The actions above will log you into Office 365.



3. Click on the “Install Office 2016” button on the top right corner of the screen.

Follow the installation instructions. The last step in the installation will require you to activate your copy of Office. Please use the following steps:

- a. Enter your CFCC username, followed by “@ad.cfcc.edu”
- b. Click Next
- c. You will be asked for a password. Enter your CFCC password
- d. DONE!

NOTE: You must pay attention to what is written in RED below. You must type “@ad.cfcc.edu” after your username.

## Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

CFCC-USERNAME@ad.cfcc.edu

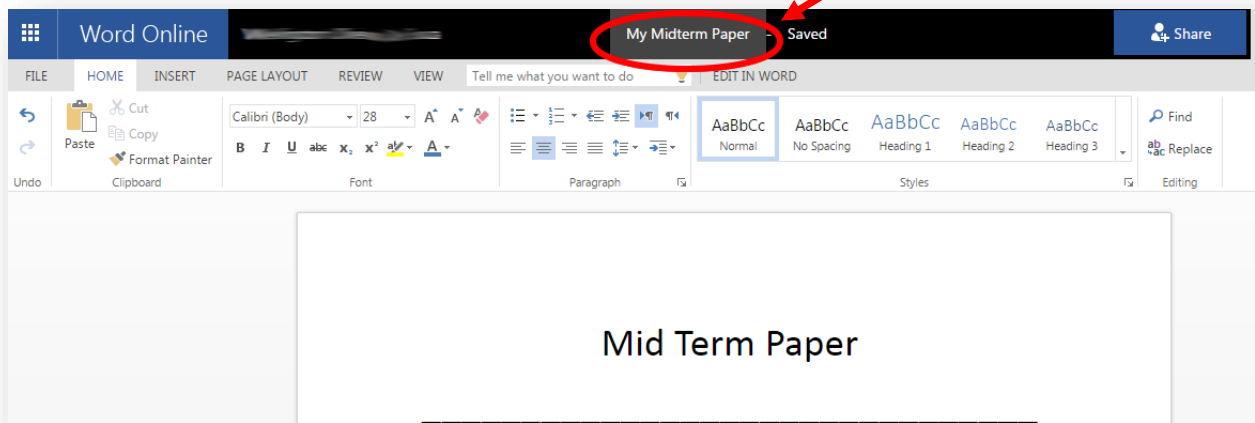
Next

## OneDrive

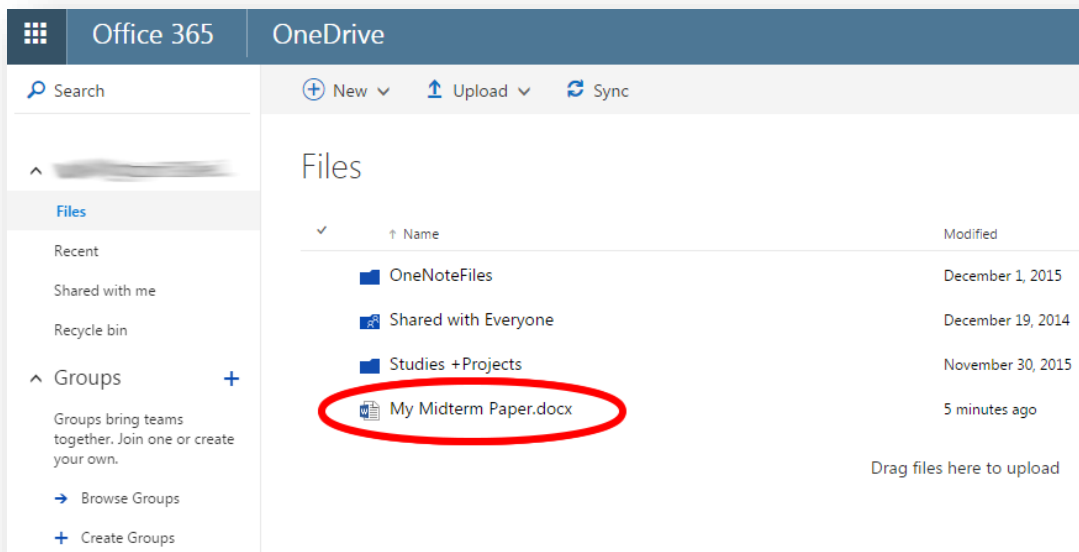
OneDrive exists so you may save a file at a computer lab and open it at home or online. (See sections 3.1 and 3.2 of this document for information on how to use Office 365 online or at home). There is no special installation or action you need to take to access it.

If you are using Office 365 online (see section 3.1 of this document), any document you create is automatically saved to OneDrive. Example:

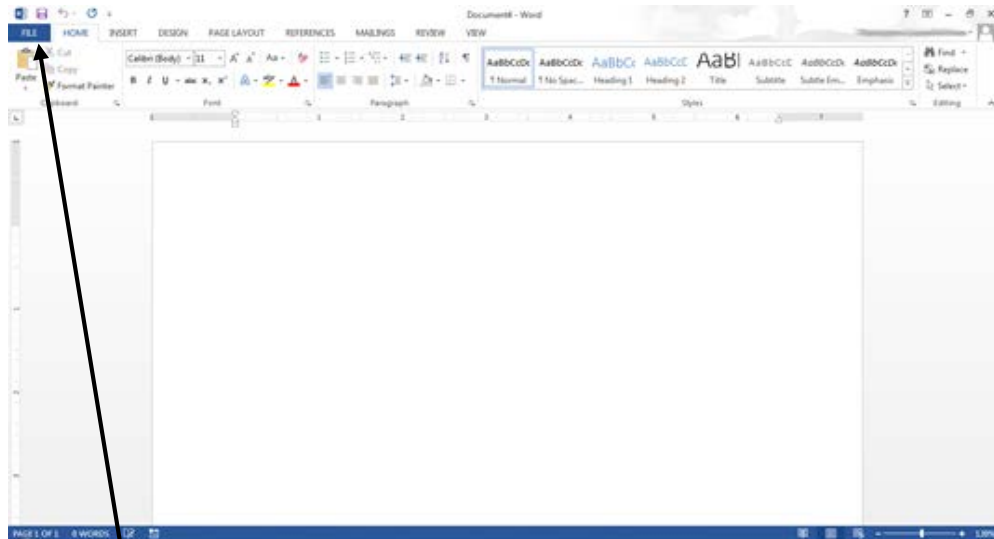
1 – I open Office 365 Online and create a document named My Midterm Paper.



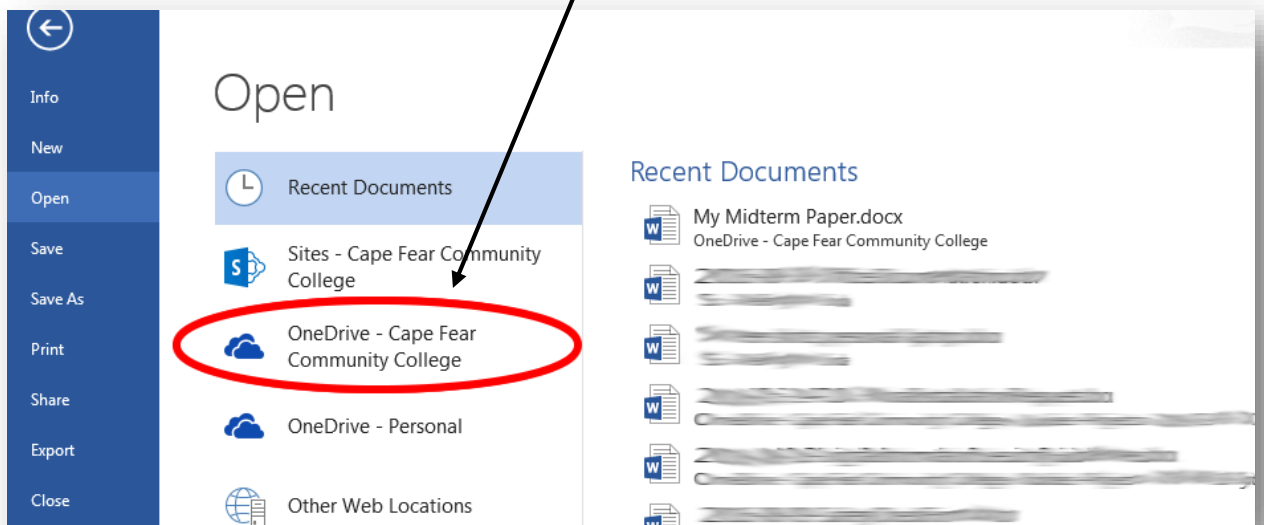
2 – The file is automatically saved to OneDrive. When I open OneDrive from the Office 365 online screen (see section 3.1 of this document for information for how to use Office 365 online), I can see this file is saved in it.



If you are using Office 365 that you have installed at home, or at a CFCC-owned computer, your OneDrive is also easily available. To access your OneDrive files, simply open an Office 365 application, such as Word.

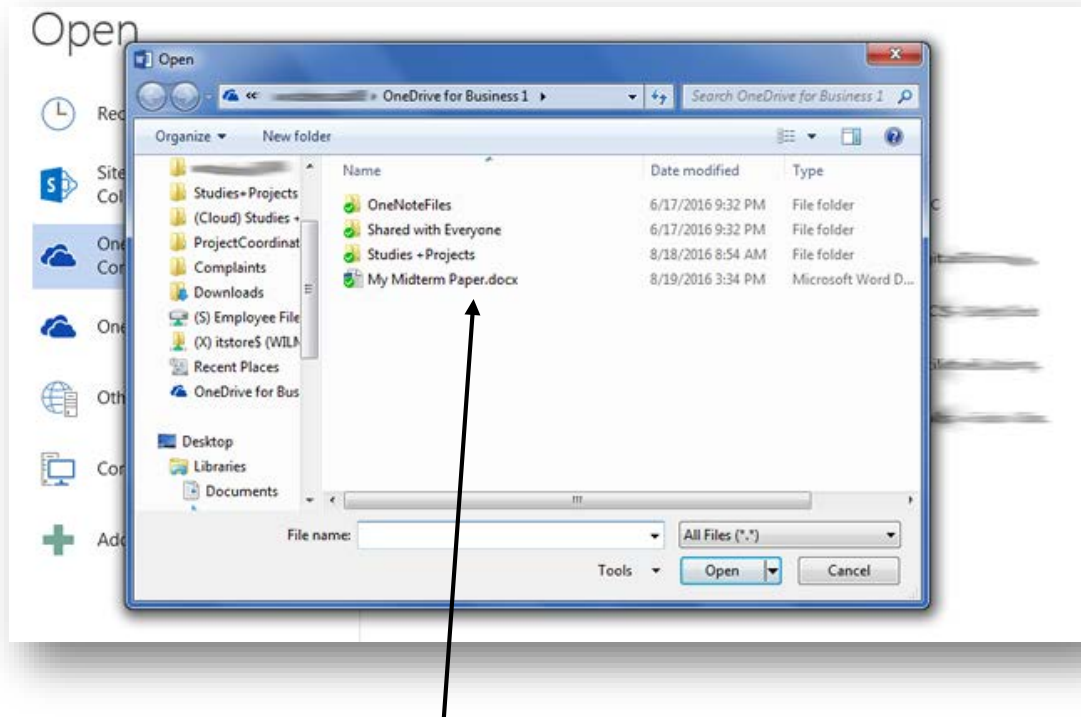


- a. Click on File
- b. Click on "Open"
- c. Select "OneDrive – Cape Fear Community College"



- d. Click on "Browse" if needed.

(SEE NEXT PAGE)



Your file will be there ready to be accessed!

NOTE: In order to save files into OneDrive from an installed copy of Office 365 (see section 3.2 of this document to learn about how to install Office 365), simply follow the same steps above when saving a file.

#### 4) Information for advanced users

Office 365 has many features not covered in this documentation, including many ways to share files and collaborate with others. For more information, read the documentation provided by Microsoft in the following links.

[Get started with Office Online in Office 365](#)

[Get More Out of Office Online and OneDrive](#)

[Get Started with OneNote](#)

[Get the Most out of OneNote](#)

[Tools for Educators in the Classroom](#)