

### 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.comnet.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](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](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](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](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.