

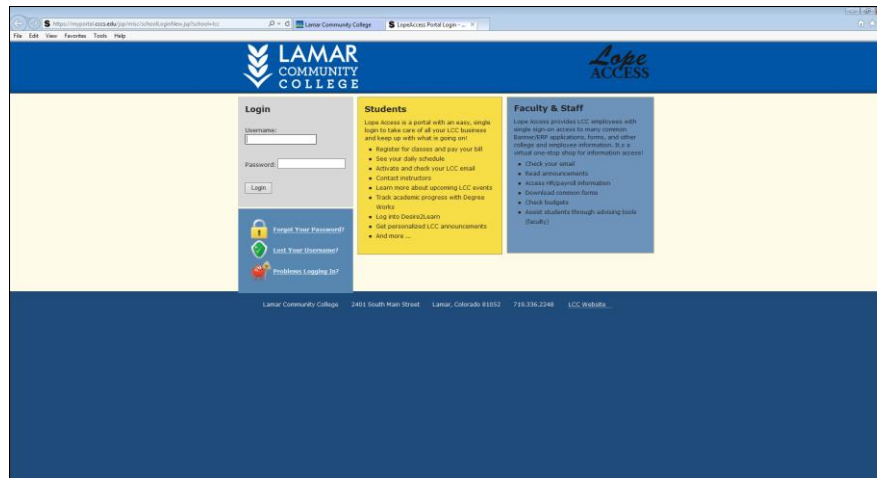
Office 365 ProPlus Self-Help Guide for Students

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

Instructions on downloading and installing Office 365 ProPlus:

1. Login to the Lope Access Portal:

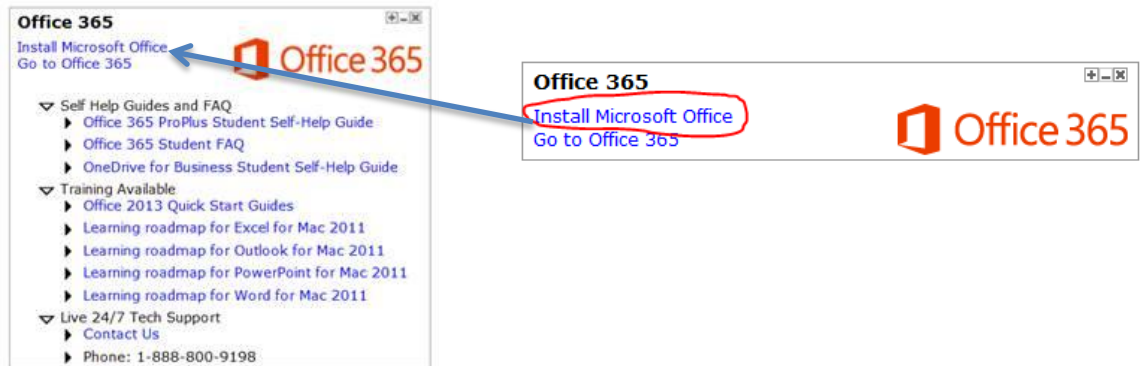
<https://myportal.ccs.edu/jsp/misc/schoolLoginNew.jsp?school=lcc>



2. Click on the student tab:



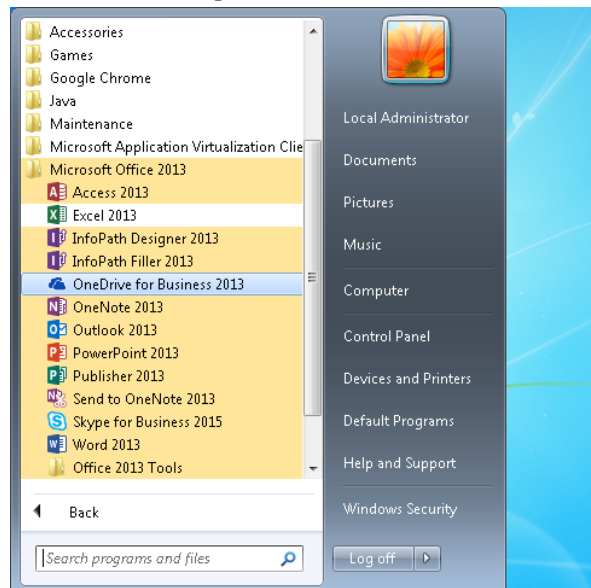
3. Click on “Install Microsoft Office” link in “Office 365” channel.



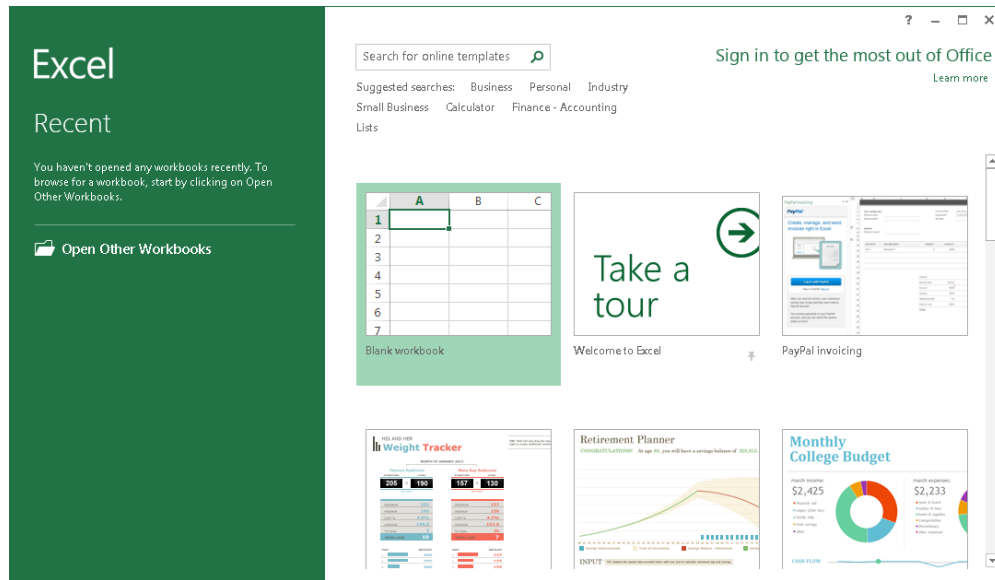
4. Click “Install now”



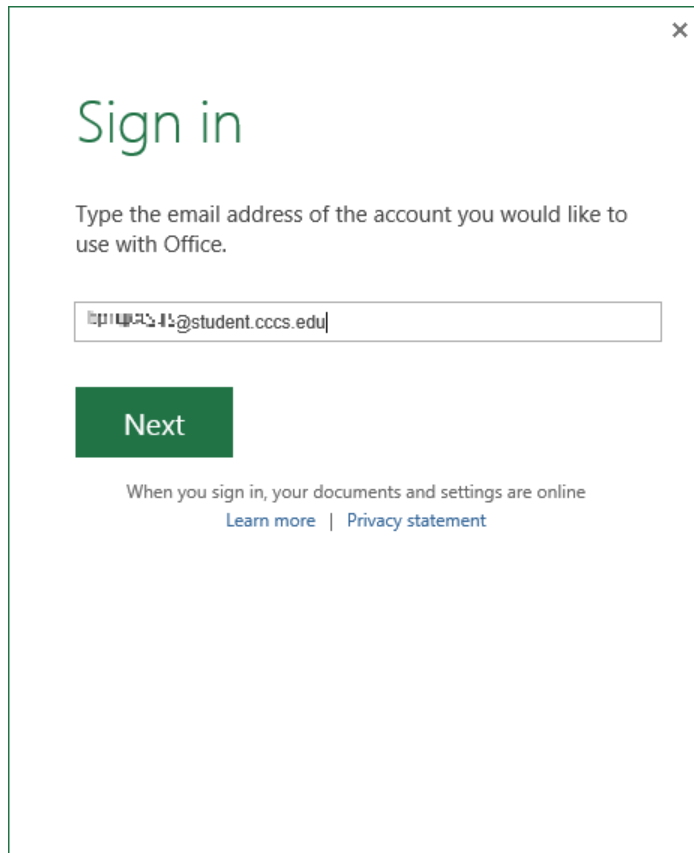
5. Save the installation file to your computer.
6. Start the installation by double-clicking the installation file. Follow the prompts to install.
Note: During installation you could be prompted to sign-in. For now skip this step as you will sign at a later step.
7. Activate Office 365 ProPlus by signing 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...



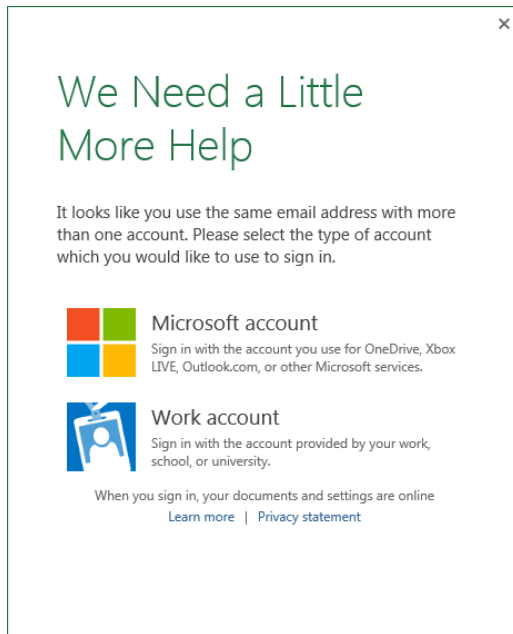
8. Click “Sign in to get the most out of Office” link in the upper right corner.



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



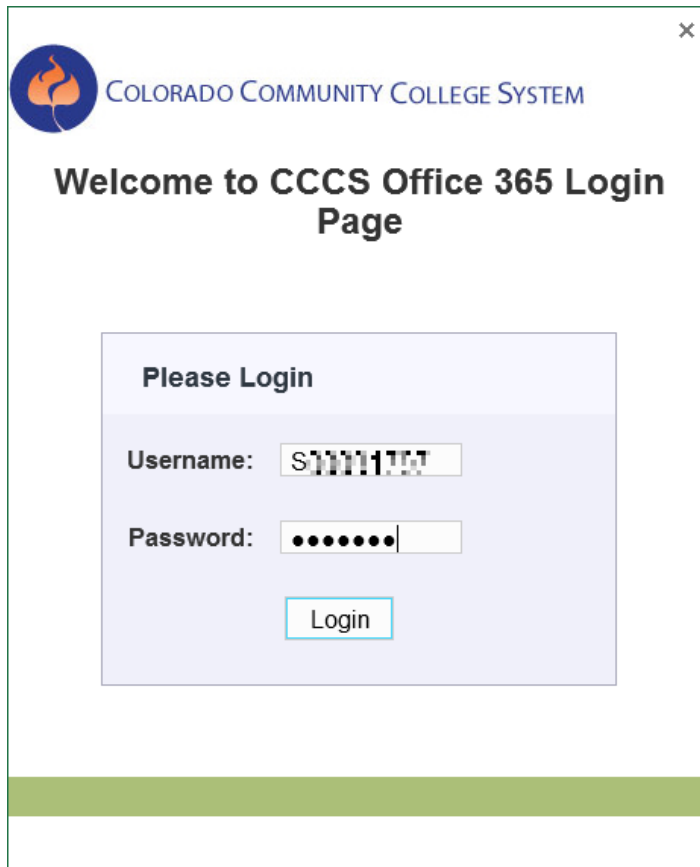
10. Click “Work account” link



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

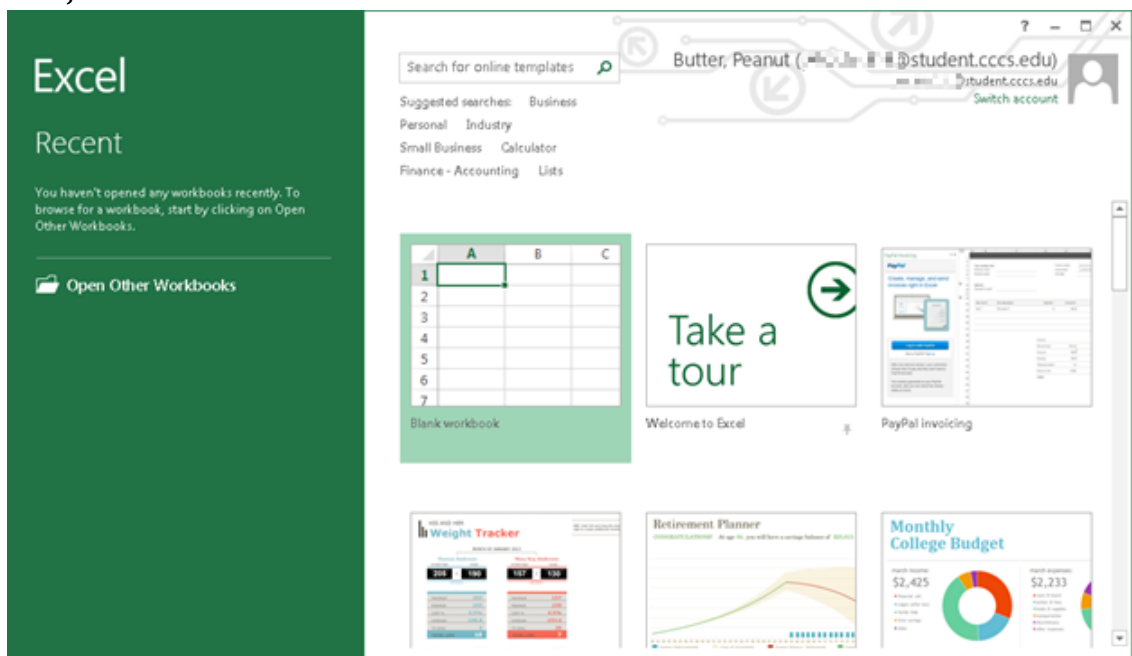


12. Enter your S number and Portal password.



The screenshot shows the login page for the Colorado Community College System Office 365. At the top left is the college's logo, a stylized orange and blue flame. To its right, the text "COLORADO COMMUNITY COLLEGE SYSTEM" is displayed. Below this, the heading "Welcome to CCCS Office 365 Login Page" is centered. A light blue box contains the "Please Login" section, which includes a "Username:" label followed by a text input field containing "S100011000", a "Password:" label followed by a masked password field with seven dots, and a "Login" button below the fields. A green horizontal bar is visible at the bottom of the page.

13. You just activated Office 365 ProPlus.



The screenshot displays the Microsoft Excel home screen. On the left is a dark green sidebar with the "Excel" logo and a "Recent" section that says "You haven't opened any workbooks recently. To browse for a workbook, start by clicking on Open Other Workbooks." Below this is a button labeled "Open Other Workbooks". The main area features a search bar for online templates, a list of suggested searches (Business, Personal, Industry, Small Business, Calculator, Finance - Accounting, Lists), and a user profile for "Butter, Peanut" with an email address "@student.cccs.edu" and a "Switch account" link. Below the search bar are several tiles: a "Blank workbook" tile with a grid preview, a "Take a tour" tile with a green arrow, a "PayPal invoicing" tile with a screenshot of the PayPal interface, a "Weight Tracker" tile with a table of data, a "Retirement Planner" tile with a line graph, and a "Monthly College Budget" tile with a donut chart and financial figures.

Weight	Loss	Gain	Loss
150	145	140	135
140	135	130	125
130	125	120	115
120	115	110	105
110	105	100	95
100	95	90	85
90	85	80	75
80	75	70	65
70	65	60	55
60	55	50	45
50	45	40	35
40	35	30	25
30	25	20	15
20	15	10	5