



Under the Cerritos College Microsoft license agreement, faculty and staff are qualified to use the Microsoft 365 online environment, which is filled with valuable resources (at no additional cost) such as:

- Download and install the full office suite of products, including Microsoft Word, Excel, PowerPoint, Outlook, and/or OneNote
- Use the **ONLINE** version of Microsoft Word, Excel, PowerPoint, and/or OneNote
- Use Microsoft OneDrive, which is cloud storage for up to **ONE** terabyte and can be accessed from any device with Internet access

Access to the Microsoft 365 online environment is for employees of **Cerritos College only; your access will be terminated immediately if/when your employment ends.**

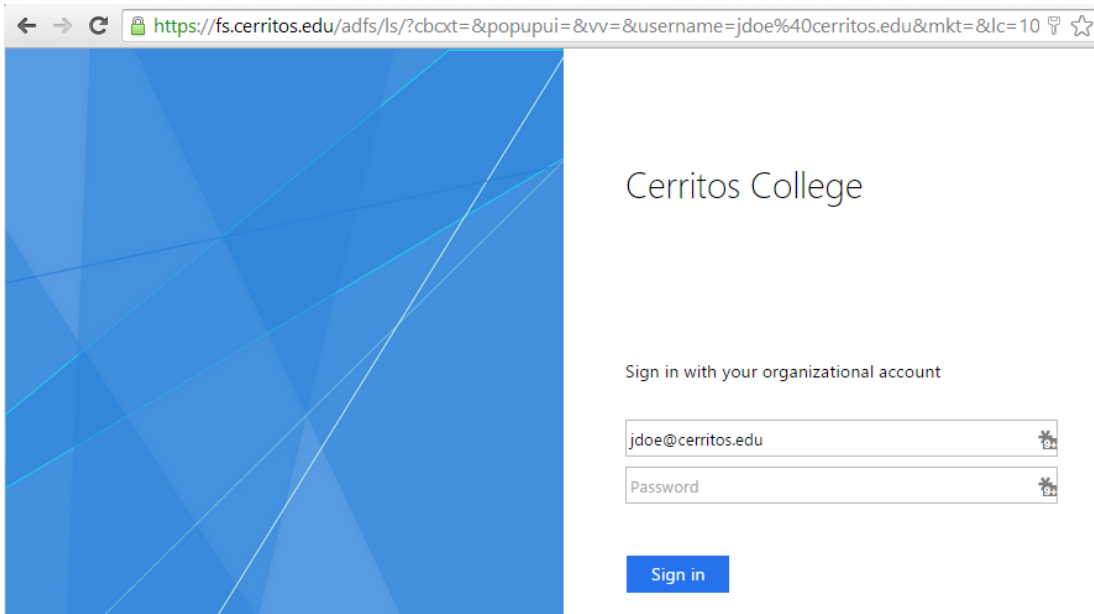
**Office 365 is intended for use on employee's home computers and tablet devices; not district desktop PC's** – Microsoft Office 2010 or 2013 are already installed for your use.

IT DOES NOT support **employee's home computers; we are providing employees with installation instructions and login support only.** IT can only assist you with getting logged into the Microsoft 365 online environment.

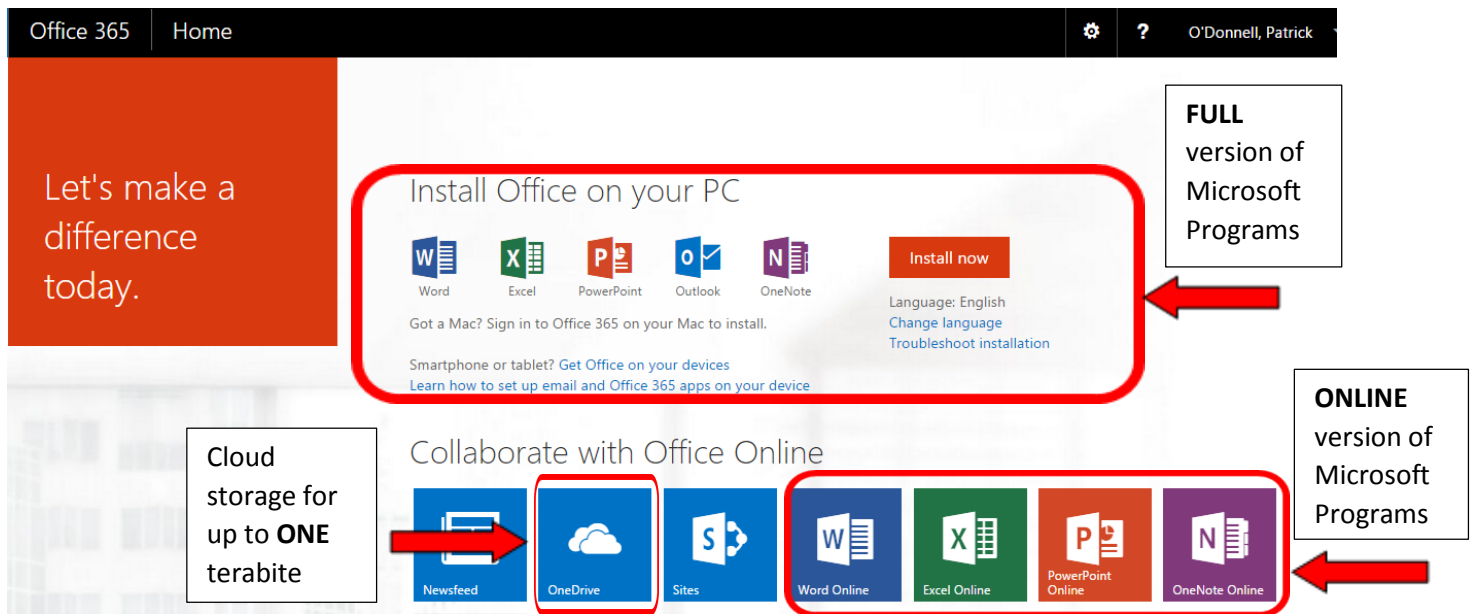
Link to login to Microsoft 365: <https://login.microsoftonline.com>

A screenshot of the Microsoft 365 login page. The browser address bar shows 'https://login.microsoftonline.com/login.srf?wa=wsignin1.0&amp;rpsnv=4&amp;ct=1425'. The page features the Office 365 logo and the text 'Sign in with your work or school account'. Below this, there are two input fields: one for the email address 'jdoe@cerritos.edu' and one for the password. A red box highlights these two fields. To the right of the red box, a red arrow points to a white callout box with a black border containing the text 'Login using your Cerritos email address'. Below the input fields are 'Sign in' and 'Cancel' buttons, and a link for 'Can't access your account?'.

It will then redirect you to a server at Cerritos College where your credentials will be authenticated. You will see a screen like below.



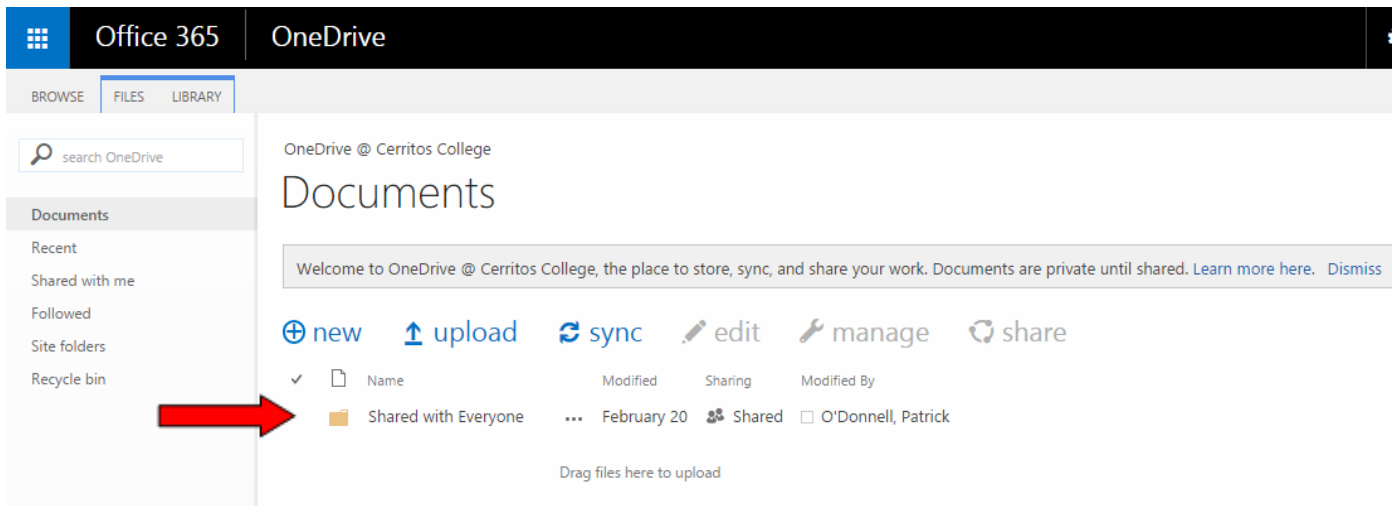
Once you login you will be redirected back to Microsoft and you will see a screen similar to the one below:



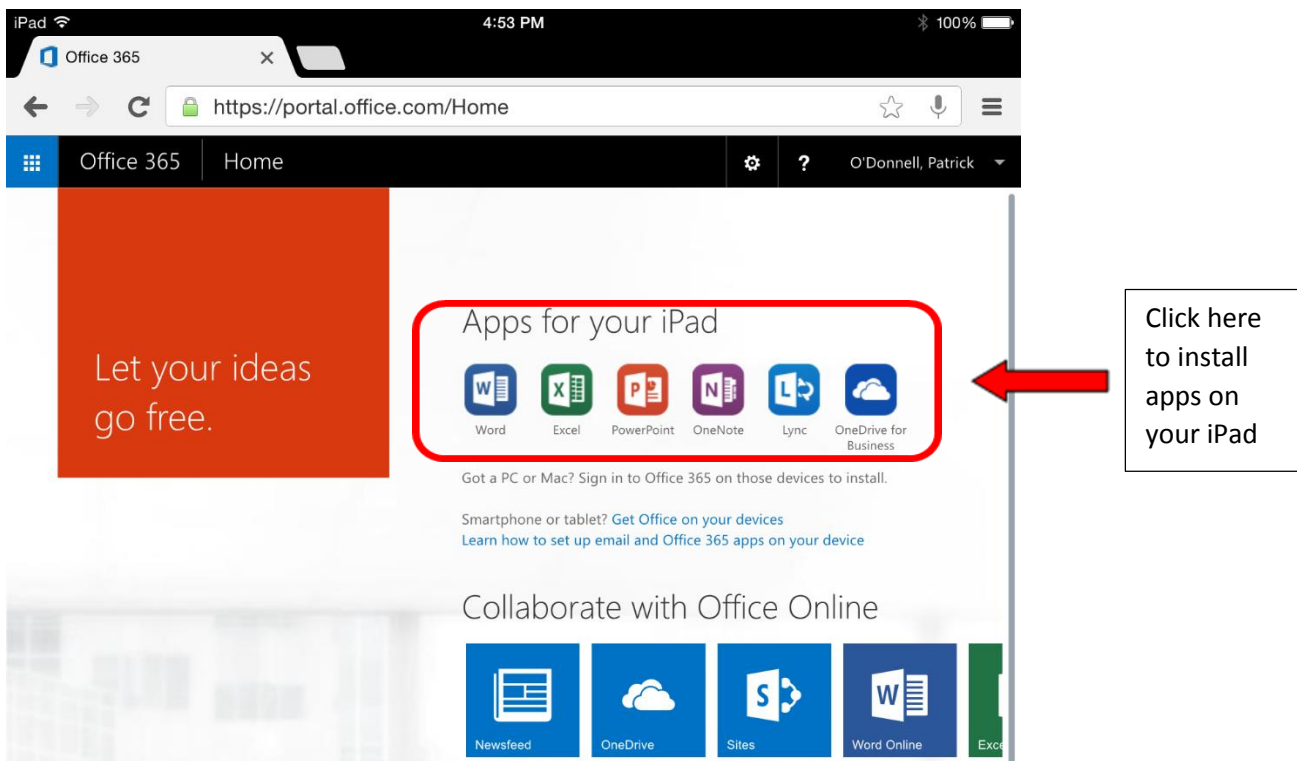
If you click on **OneDrive**, you will see a screen similar to the one below, which will allow you to:

- Add “new” documents or folders
- “Upload” documents to the cloud
- “Sync” documents with your local device
- “Edit” a document
- “Manage” your documents
- “Share” documents with one or more users

**NOTE:** The “Shared with Everyone” folder shown below is **PUBLIC to Cerritos College users!** Do not put anything in this folder unless you want it to be accessed by everyone within our network.



If you want to install the available Microsoft Office applications on your iPad, then login from your iPad and you will see the screen below:



You need to login using your Cerritos email address and network password to edit documents with Microsoft 365.

**This is a very early release of information, so we appreciate your patience.**