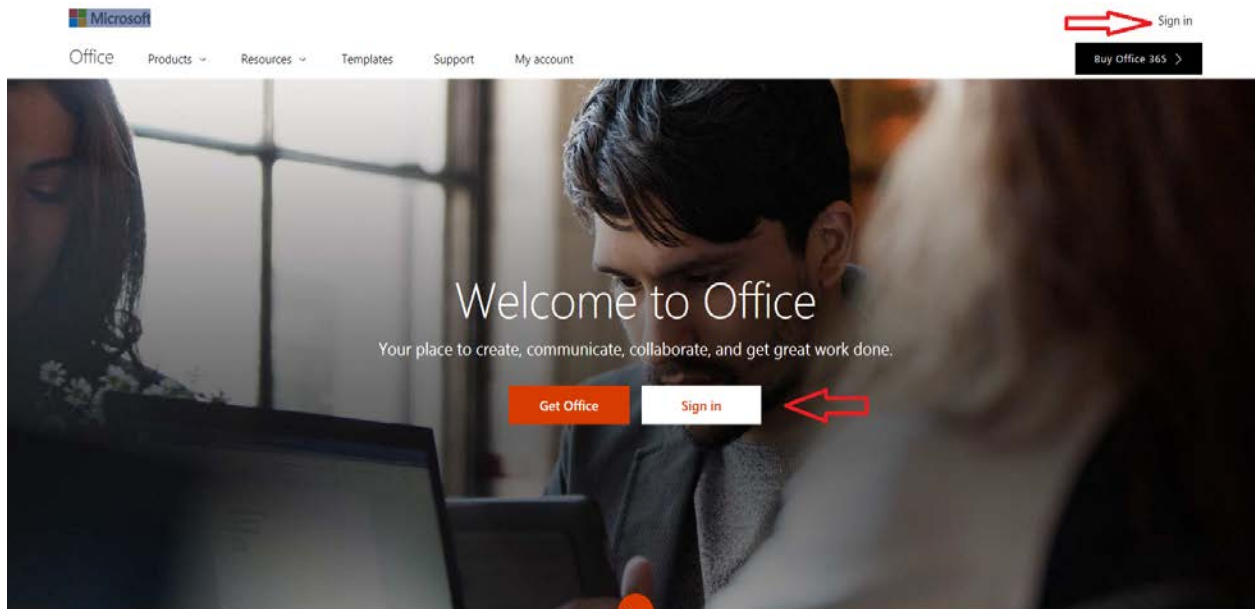


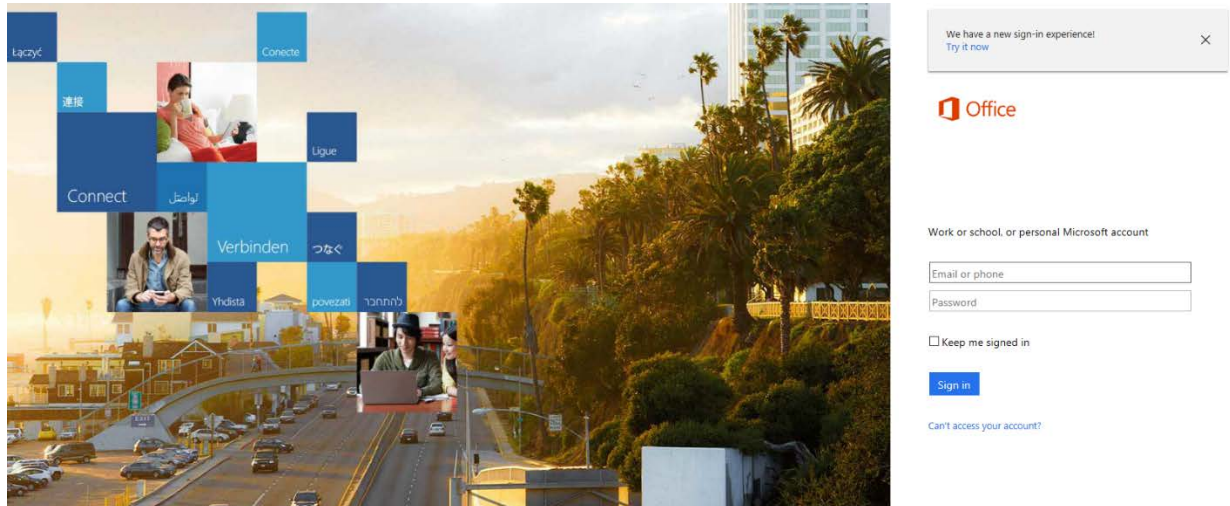
Accessing Office 365 Products

All Faculty, Staff, and Students of Craven Community College have free access to Microsoft Office products via <http://office.com>. Accessing the products and services is simple and can be completed by following the steps below:

1. Open your web browser (Chrome, Firefox, Internet Explorer, Safari, etc.).
2. Enter the following URL:
 - a. <http://office.com>
3. At <http://office.com>, click on either “Sign In” links:



4. This will take you to the page where you enter your credentials:



- Continued on Next Page -

5. Enter your credentials as follows:

a. Username:

i. Employees: **YOUR ACTIVE DIRECTORY LOGIN +**
“@cravencc.edu”

1. Example: john.smith@cravencc.edu

ii. Students: **YOUR WEB ADVISOR LOGIN +**
“@student.cravencc.edu”

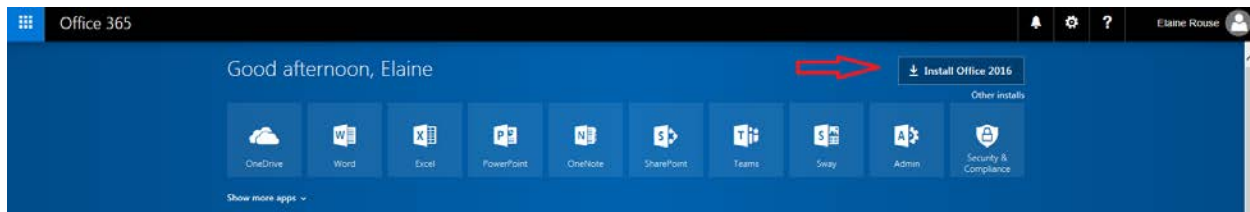
1. Example: john.smith@student.cravencc.edu

b. Password:

i. Your Active Directory password

1. Ex. This is the password that you use to access your WebAdvisor account

6. After successful sign in, you can use Office online or you can select “**Install Office 2016**” to install the full version of Office onto the hard drive of your computer:



7. **IMPORTANT NOTES:**

a. **Office 365 does NOT include mail. Craven Community College’s official email solution will remain Groupwise for employees and Gmail for Students**

b. **All users are licensed to download and install up to 5 copies of Microsoft Office 2016, and Office Mobile Apps.**

c. **Do NOT attempt to change your password through Office 365. Continue to use [Password Reset](#)**