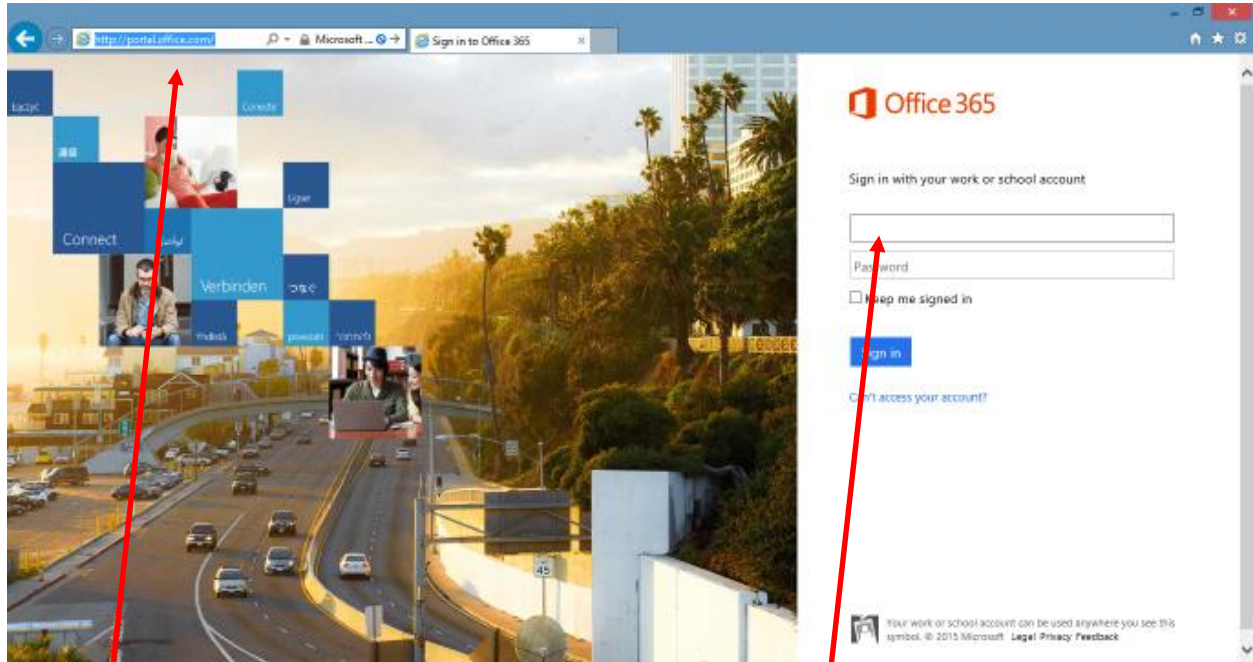# Signing into Office 365

Office 365 is a cloud-based service available to all Columbia College faculty, staff and students that will enhance the way you work and collaborate.

Before you can take advantage of Office 365, you will need to sign in with your Columbia College email and password.
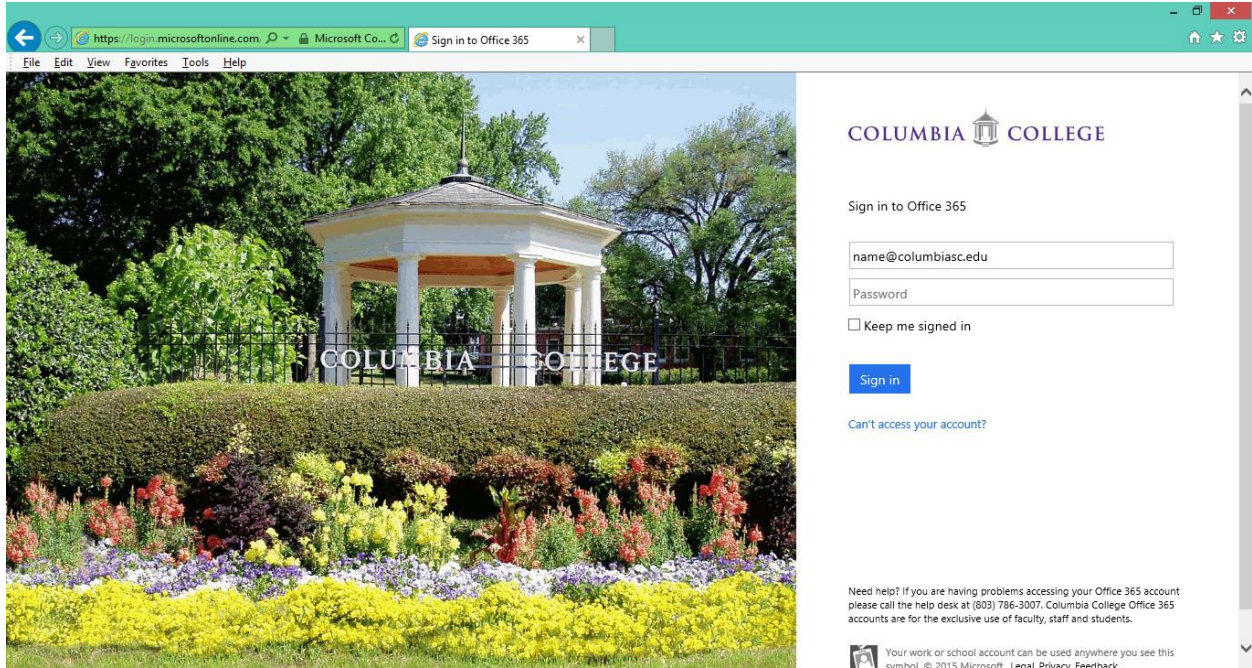
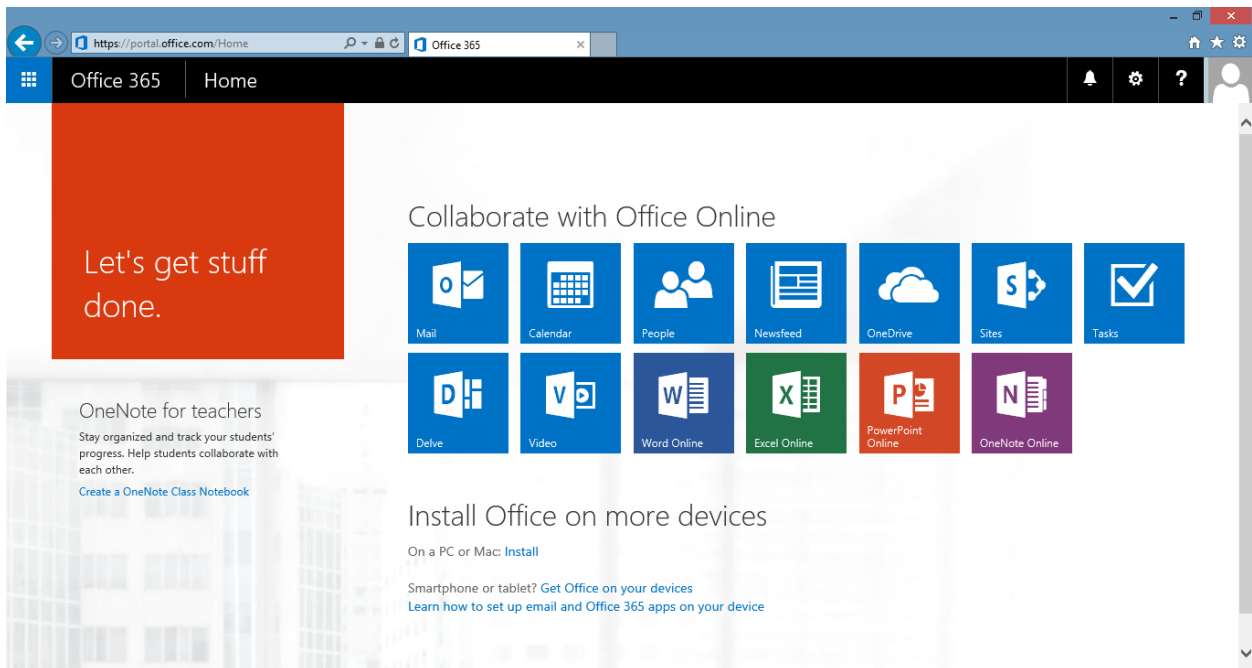## Sign in to Office 365 with your Columbia College account

Go to: http://portal.office.com/

Sign with your Columbia College login. Students use "firstname.lastname@my.columbiasc.edu", faculty and staff use "name@columbiasc.edu"

After entering your login information, you will be taken to the Office 365 portal for Columbia College shown below. Enter your password to login.

After successfully logging in, you will be presented with your portal home page, shown below.

Still can't sign in to Office 365?

1. Confirm that your Columbia College username and password are correct.

2. If your information is correct, and you are still unable to sign in, contact the Columbia College help desk at 786-3007