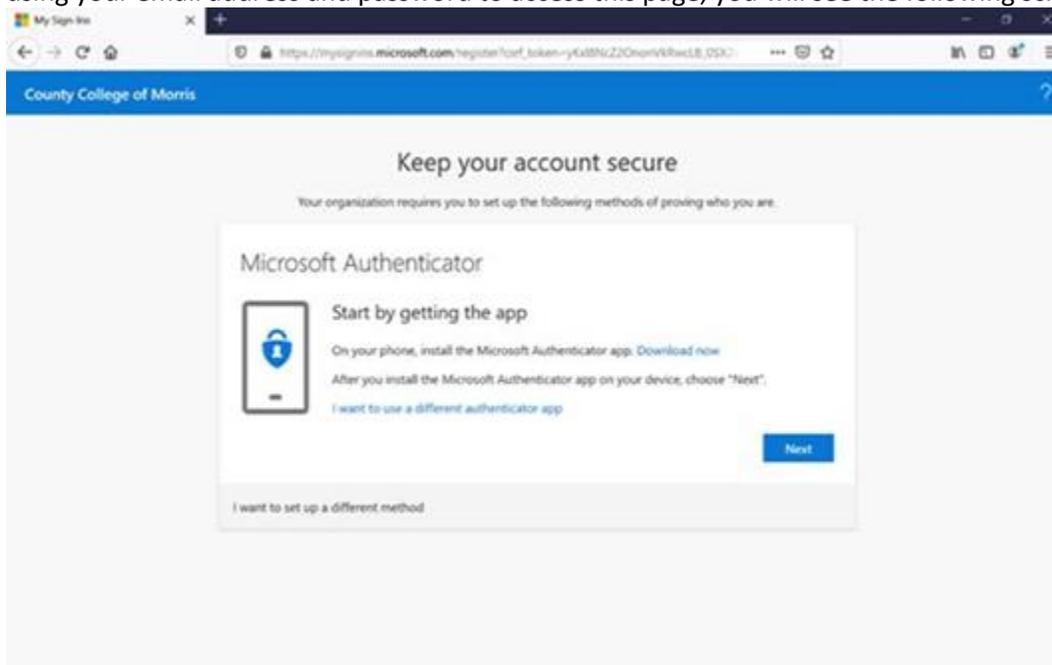# Office365 Accounts for CCM Faculty and Staff

The Information Systems team has made Office365 available for your use. Office365 offers Word, Excel, PowerPoint, Teams and a host of other useful tools. Access to Office365 does not affect how you currently access your e-mail account. Please still use Outlook for your college 'yourusername@ccm.edu' email.

For information security reasons, accessing Office365 requires a multi-factor authentication process; similar to your online bank, credit card, etc. Below are the instructions to use to set up the required authentication (step 1) and then how to set up, log in and use Office365. As always, if after trying to complete this process on your own, you run into difficulties, please contact our Solution Center at solutioncenter@ccm.edu for assistance.

STEP 1: SETUP MULTIFACTOR AUTHENTICATION (REQUIRED):

In order to access our system, you need to setup Multi Factor Authentication. This is a secondary authentication method that ensures you are the person accessing our system. The easiest and best way is to use the Microsoft Authenticator app on your mobile phone, which will prompt you to approve the access attempt. There are other options such as receiving a phone call or text message, which then requires you to enter the code you are given. Some of you may already have set this up. For those users, you don't need to do this step again.

Visit https://aka.ms/MFASetup to configure Multi Factor Authentication for your CCM account. After using your email address and password to access this page, you will see the following screen:

This wizard will guide you through setting up the Multi Factor Authentication method of your choice that can then be used going forward when accessing the System from off campus.

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STEP 2: ESTABLISH OFFICE 365 ACCOUNT

Visit https://portal.office.com to log into and set up your Office365 account using your CCM credentials (username and password). It is important to *set up multi-factor authentication is first*. Once you log in with your CCM credentials the authenticator app will ask you to approve access; click approve on your cell phone app, or the alternative method you may have chosen. With that, your Office365 account is active and ready to use. Please know, you'll have to approve every login with the authentication process. Again, if you run into challenges after having attempted to access your Office365 account, please contact the Solution Center at solutioncenter@ccm.edu.

We encourage you to use the 1TB of storage available to you with OneDrive to store your documents. This allows for easy access to your files, on or off campus.

Becoming familiar and using Office 365 will help us continue being able to function online.