Obtain Microsoft Office 2013 as a Student of CCSF

1) You need to be currently enrolled with a CCSFmail account (gmail account)
   a. Example: (yourname@mail.ccsf.edu)

2) This is the URL:

3) On this screen, click on the green box.

4) Enter your CCSFmail email address

5) First time logging into Office 365.
   a. If you are doing this for the first time, you’ll see this screen. Check your email
   b. You should have an email from Microsoft Office 365 Team.
c. Click on the link in the Email

d. Complete the form with your information. Write down your password somewhere you may need it in the future.

e. After a couple minutes, you should see this screen and you can install Office 2013

f. The installation may take a couple hours depending on the speed of your network connection.

g. You’re done.

6) If you are using the website a second, you’ll see the screen below.
   a. If you have already been to the website. You may be told that you already have an account. Click continue
b. Enter your CCSFmail address (yourname@mail.ccsf.edu) and click on “Can’t Access your account”

c. Go through the password reset process

d. Verification code will be sent to your CCSFmail address. Click on the Email button.

e. Check your CCSFmail account for an email from Microsoft. With the verification code.
f. Enter the verification code you received in the email from Microsoft.

![Verification code input screen](image)

g. Create a new password. Write down your password somewhere you may need it in the future.

![Reset password steps](image)

h. You should see a confirmation

![Confirmation screen](image)

i. Login to Office 365 to initiate Office 2013 installation. Use the password you just created.

![Office 365 login](image)

j. Start the Office 2013 install
k. The installation may take a couple hours depending on the speed of your network connection.
l. You’re done.