Accessing Office 365 for YCCC Accounts

First navigate to the Microsoft Office 365 website using the url: https://www.office.com/ Once there enter your full YCCC email address as the username. In this example we are using TestStudent@yccc.edu and had already logged in once prior to taking the screen shot.
When prompted, provide the password you would normally use to log into your college email account.
You will then be asked to provide secondary verification information. You may choose either a cell number to receive a text code to confirm your account or a secondary non-YCCC email address so that a verification email can be sent to you. This information will be used at a future date to enable self-service password recovery. But for now it is used to verify that you are who you say you are before accessing the Office 365 software service.
Once logged in you will be presented with a list of available apps. All of the programs will run through the webpage and do not require to be installed on your computer. This will allow you to use the office 365 applications on both PC and Mac. Please note that OneDrive is a cloud storage option for the documents you create within Office 365. Your files can also be saved to the cloud making them easier to move around and access between home and on campus.

It is important to note that access to the Office 365 through your YCCC account is contingent to being enrolled at the college. The current account management policy states that after a student account has not been enrolled in classes for one year it is deleted from the system. Deletion from the system will remove access to the 365 environment and any files you have saved in the YCCC associated OneDrive.