Microsoft Office 365 for CCNY Students

Only **ACTIVE (currently enrolled)** CCNY Students may download the full copy of the Office suite.

1. Students must login to their campus email account at
   https://citymail.ccny.cuny.edu/login/
2. Click the "Settings" button (The Gear Icon on the upper right hand corner)
3. Click "Office 365 Settings"
4. Click "Software"
5. Click "Office"
6. Click "Install"

- If you are having issues activating Microsoft Office 365, please verify that your password had been synced to Microsoft. Please login with your full E-mail address at https://login.microsoftonline.com/.

- If you cannot login, please reset your password at https://accountlookup.ccny.cuny.edu/

- If you are still experiencing an issue, please stop by the CCNY IT Service Desk for further assistance. They are located in the CCNY IT Tech Center, NAC 1/301. Please bring proof of Identification and proof of active enrollment for the current semester.

- For some incoming freshman, and newly incoming transfer student, you may need to wait 3-5 business days after the semester have started to access your CityMail account and access the Microsoft Office 365.