Office 365/Clever Login Instructions

https://Portal.office.com

In the username box, please type in your student's lunch number Example (<u>123456@ccboe.com</u>)

The password is case sensitive. PLEASE make sure to type the password exactly as shown. If the password is entered incorrectly, three times the account will be locked.

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Click the sign in button.

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Click the nine squ	uares/w	affles in	the top	p left ha	nd corr	ner.					

After you click on the nine squares/waffles, click on All Apps.

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Click on Log in with Active Directory



