## Logging in to student email and downloading Office 365

Login to my.Commnet.edu

On the homepage, click on the email envelope

To forward all college email to a personal email address, follow these instructions:

Click on the cog  $\bigcirc$  icon  $\rightarrow$  choose options  $\rightarrow$  choose forwarding email from left margin

Click on "Start forwarding" and in the TO: field enter the email address you want to redirect your college email to

Click OK to save your selection

Sign out (click on the person icon)

If you are having an issue logging in to myCommNet:

Help Desk: 860-738-6367 Hours of Operation, during the semester: Monday- Thursday 8:30 am - 8:00 pm Friday 8:30 am - 4:30 pm

## Student Advantage: Microsoft Office 365 ProPlus - No Cost to Students

The Connecticut State Colleges and Universities system is offering free copies of Microsoft Office 365 ProPlus to all active Community College students via the Microsoft Student Advantage program.

Available to students for download on up to 5 computers at a time during the length of their educational career, copies can be downloaded when you click on the college email link when logged in to myCommNet. Microsoft Office 365 ProPlus includes full versions of Access, Excel, InfoPath, OneNote, Outlook, PowerPoint, Publisher and Word in both 32bit and 64bit versions.