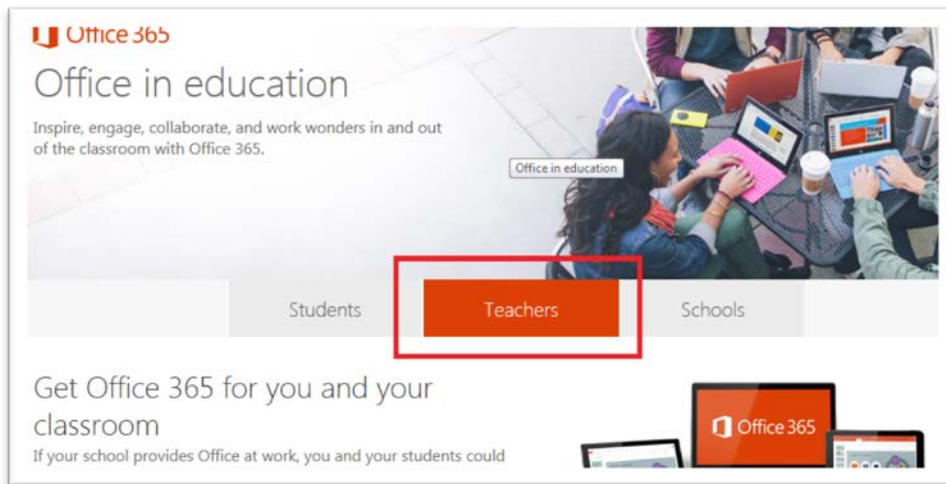
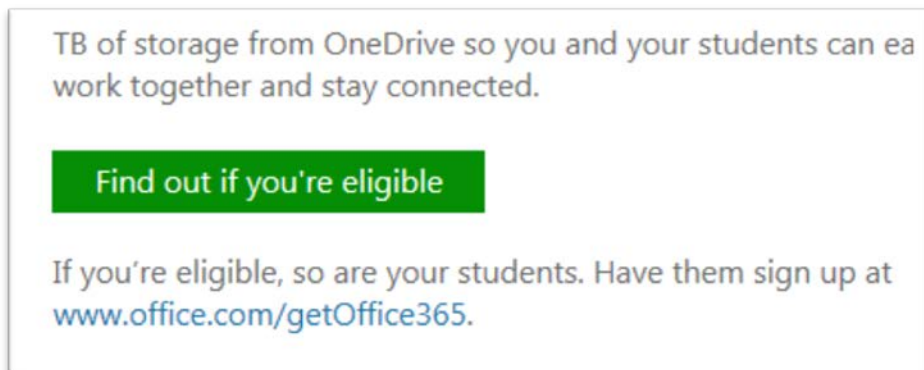


VCCCD FACULTY AND STAFF OFFICE 365 ACCOUNT SETUP

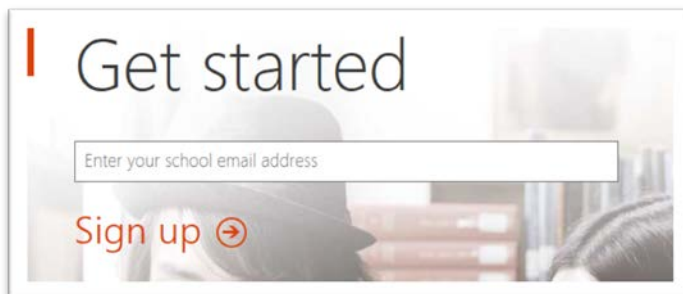
1. Open website: <http://office.com/getoffice365>
2. Switch to Teachers tab.



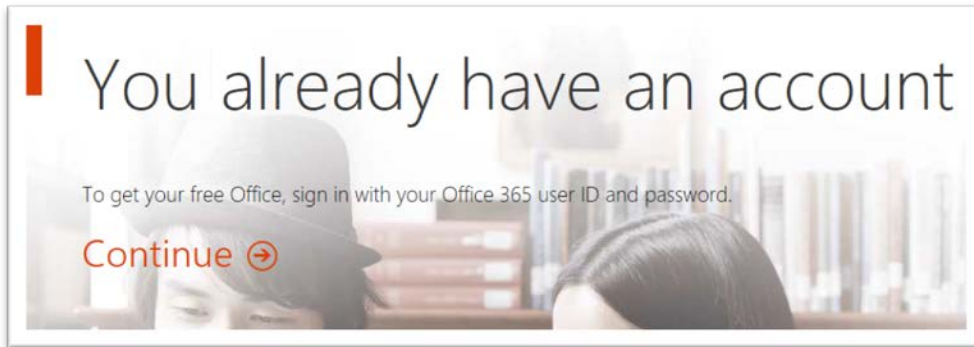
3. Scroll down and click "Find out if you're eligible."



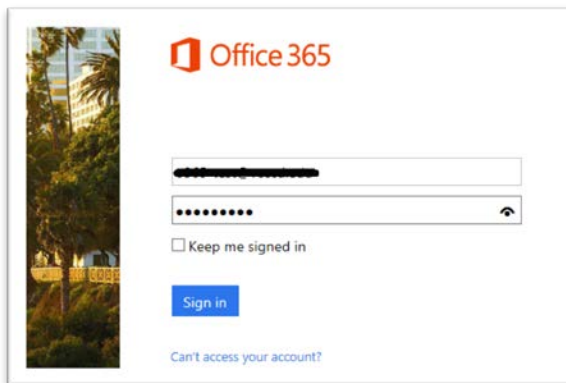
4. Enter your full @vccd.edu email address. This is work VCCCD email. Click Sign up.



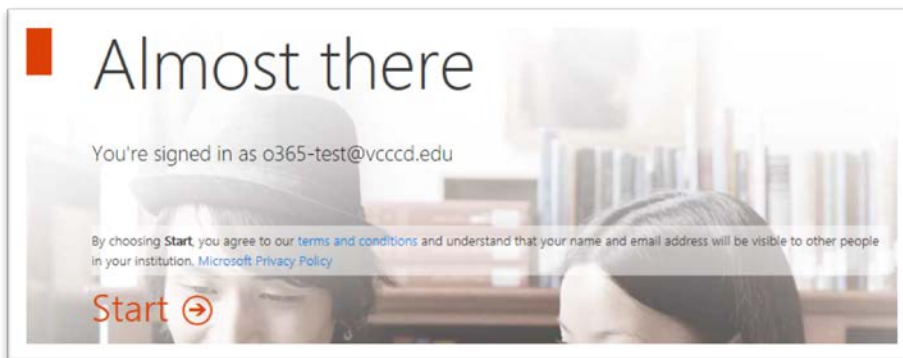
5. Click Continue.



6. Re-enter your @vccd.edu email address and your MyVCCCD portal password. Click Sign in.



7. Click Start.



8. To begin installing Office 365, click “Install now” to begin installing. You must allow the installer executable to run on your computer.



FOR FUTURE ACCESS

To return to the site in the future, open the website <https://portal.microsoftonline.com/> and login with your @vcccd.edu email address and MyVCCCD portal password.