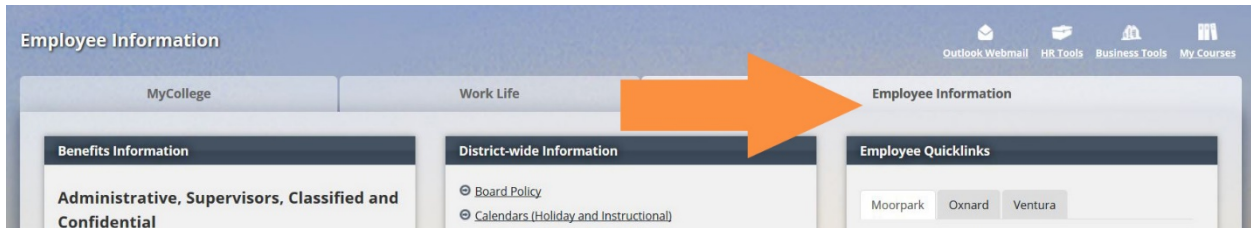


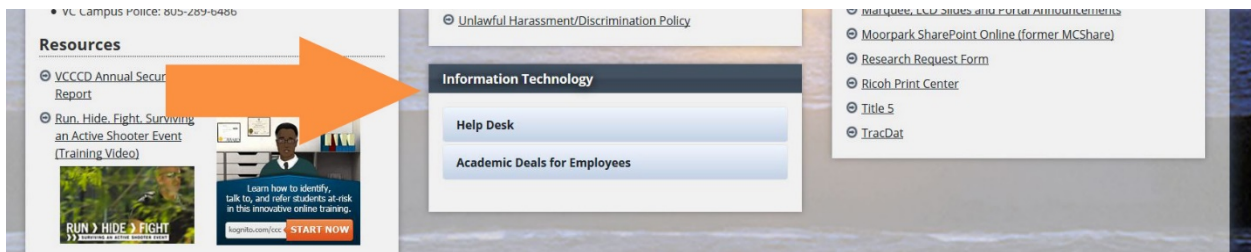
Instructions to find the link to download Microsoft Office 365 (Faculty & Staff)

Login to your [VCCCD Portal](#) and on the **Employee Information** tab you will see a module for **Information Technology** near the bottom right of the page. Here are the steps (see orange arrows).

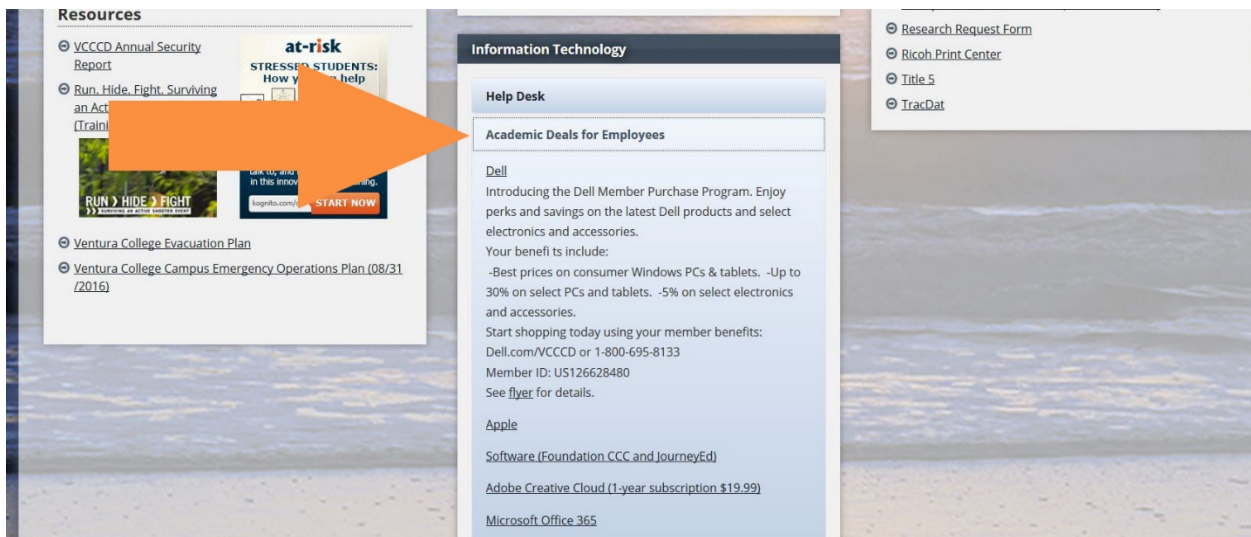
Step #1 – Click on the **Employee Information Tab**.



Step #2 – Scroll down until you see **Information Technology**.



Step #3 – Click on **Academic Deals for Employees**.



Once you click on Academic Deals for Employees you will see a drop down menu with several options. Each should take you to pages with instructions. If you have any problems with these links please notify webmaster@vccd.edu. Thank you.