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

Login to your <u>VCCCD Portal</u> and on the <u>Employee Information</u> tab you will see a module for <u>Information</u> <u>Technology</u> near the bottom right of the page. Here are the steps (see orange arrows arrows).

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

mployee Information		Outlook Webmail HR Tools Business Tools My Courses
MyCollege	Work Life	Employee Information
Benefits Information	District-wide Information	Employee Quicklinks
Administrative, Supervisors, Classified and Confidential	Board Policy Calendars (Holiday and Instructional)	Moorpark Oxnard Ventura



• VC Campus Police: 805-289-6486	O Unlawful Harassment/Discrimination Policy	Moorpark SharePoint Online (former MCShare)
VCCCD Annual Secur Report	Information Technology	
Run, Hide, Fight, Surviving an Active Shooter Event	Help Desk	 O <u>Title 5</u> O <u>TracDat</u>
(Training Video)	Academic Deals for Employees	
Learn how to identify, talk to, and refer students at risk in this innovative online training.		
RUN > HIDE > FIGHT		

Step #3 – Click on Academic Deals for Employees.

<u>VCCCD Annual Security</u> <u>at-risk</u> <u>Report</u> STRESSED STUDENTS:	Information Technology	⊖ <u>Ricoh Print Center</u>
Run, Hide, Fight, Surviving Act	Help Desk	 O <u>Title 5</u> O <u>TracDat</u>
(Train)	Academic Deals for Employees	
Lank SU, and in this innov ming.	Dell Introducing the Dell Member Purchase Program. Enjoy	and a station of the second
START NOW	perks and savings on the latest Dell products and select electronics and accessories.	
<u>Ventura College Evacuation Plan</u>	Your benefi ts include:	
O Ventura College Campus Emergency Operations Plan (08/31 (2016)	-Best prices on consumer Windows PCs & tabletsUp to	
	30% on select PCs and tablets5% on select electronics and accessories.	
	Start shopping today using your member benefits:	
	Dell.com/VCCCD or 1-800-695-8133	
	Member ID: US126628480	
	See <u>flyer</u> for details.	
	Apple	and the second se
	Software (Foundation CCC and JourneyEd)	and the second se
	Adobe Creative Cloud (1-year subscription \$19.99)	
	Microsoft Office 365	

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@vcccd.edu. Thank you.