## Instructions to find the link to download Microsoft Office 365 (Student)

Login to your <u>VCCCD Portal</u> and on the <u>MyCollege</u> tab you will see a module for <u>Student Quick Links</u> near the bottom right of the page. Here there is a link (highlighted).

Academic Calendar	O Library Homepage
Admission - Reapply	O Lookup Textbooks
Campus Directory	Office 365 Student Licensing
Campus Map	Scholarship, Textbook Lending, and VC
O <u>Class Schedules</u>	Promise Application
⊖ <u>Course Catalog</u>	Sexual Misconduct / Title IX Information
<ul> <li>FYE Peer Leader Application</li> <li>IRS 1098-T Information</li> </ul>	Sexual Misconduct / Title IX Training (consultances to a day)(CCCD245ab)
Job Board - Career Center	Student Health 101 Magazine

If for some reason your portal page is any color other than orange (Ventura College colors) click on **Sites** at the top right and choose Ventura College.

Sites 🕶

This allows you to change to the Ventura College scheme. You can change to any of the campuses at any time through Sites.

Once you click on the link Office 365 Student Licensing, please follow the instructions on that page.

Please note:

If you seem to have difficulty getting this software installed, check that you have entered your email correctly. Do not forget the MY in your email address, and the dots. Your email should be like this:

## firstname\_lastname#@my.vcccd.edu

Do not forget that there is a MY in your email address and a dot between MY and VCCCD.