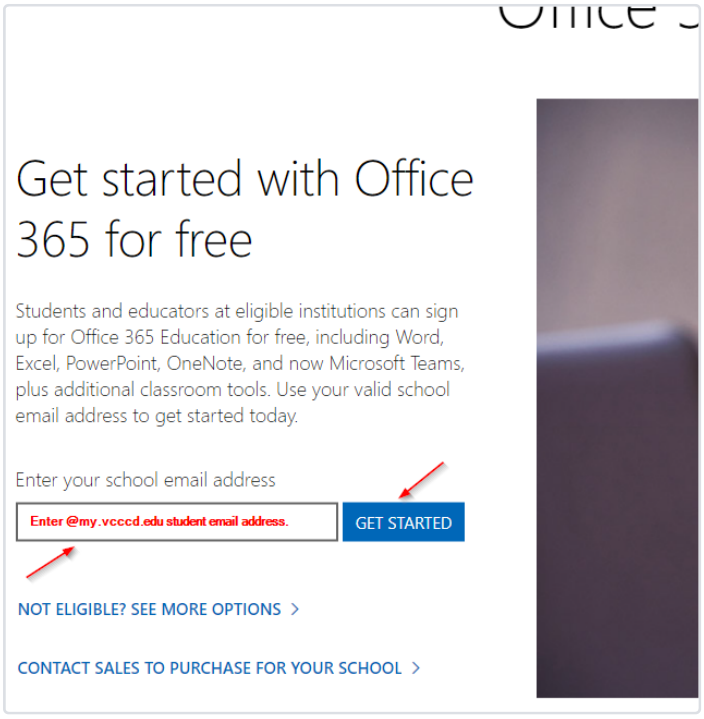
Microsoft 365 VCCCD Student Sign-up Guide

Pre-requisites

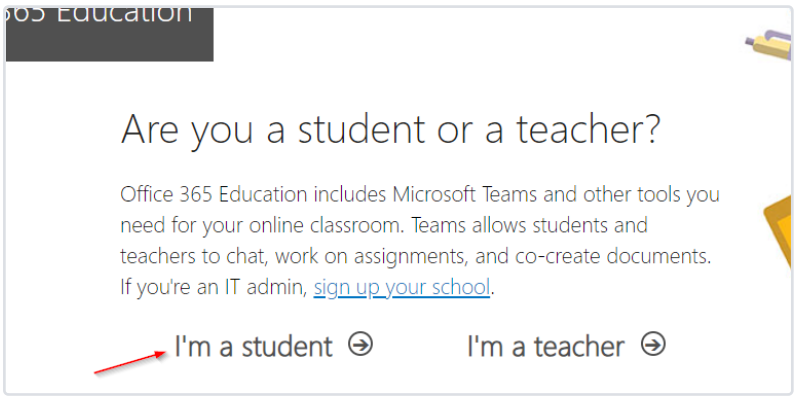
As a student of the VCCCD colleges, you must have an active and accessible @my.vcccd.edu student email account.

Steps

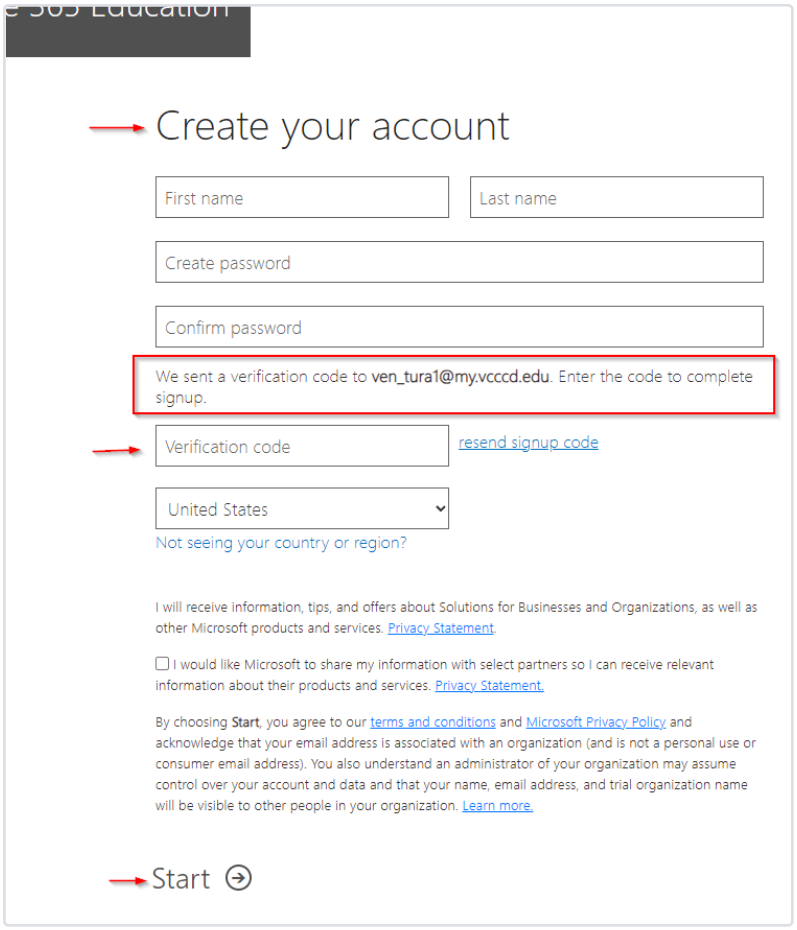
1. Open an Internet browser and go to https://office.com/getoffice365
2. Type in your full student email address ending in @my.vcccd.edu and click “Get Started” button. A verification code will be emailed to student email.



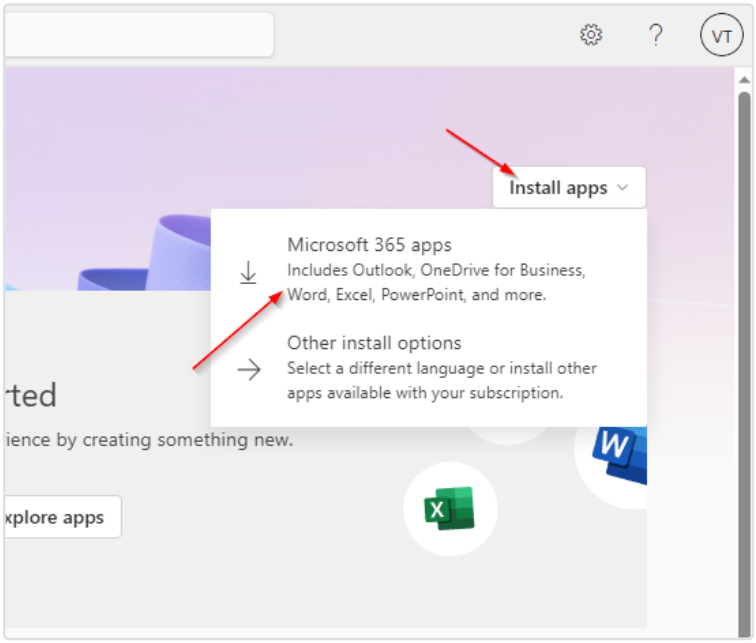
3. Click on “I’m a student” option.



4. Retrieve the verification code from the email from Microsoft found in your student email. Enter your first and last name and create a password. Enter the verification code collected. Click “Start” button to continue.



5. After the sign-up is complete, you will be presented with your Microsoft 365 account. To install the Office 365 applications, click on “Install apps” and then “Microsoft 365 apps” button.



6. Additional help with installing Office 365 can be found at the following link, https://support.microsoft.com/en-us/office/download-and-install-or-reinstall-microsoft-365-or-office-2021-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658