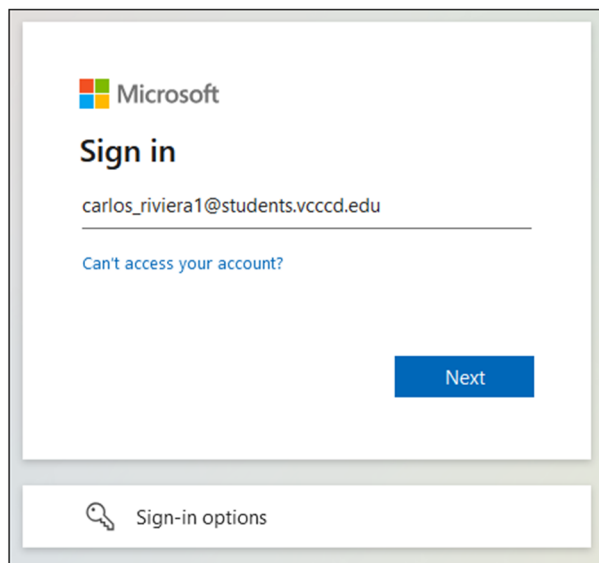![Microsoft]

Access OneDrive, Copilot, and download Office 365 for VCCCD students

MICROSOFT WEBSITES

Note: For the Microsoft services, your username will be "[username]@students.vcccd.edu". For instance, if your student email is "carlos_riviera1@my.vcccd.edu", your Microsoft username would be "carlos_riviera1@students.vcccd.edu"

Once you put in that @students.vcccd.edu username and hit "Next", it will redirect you to the VCCCD portal login page, and once you've logged in there, it will send you back to the Microsoft service you were trying to use.

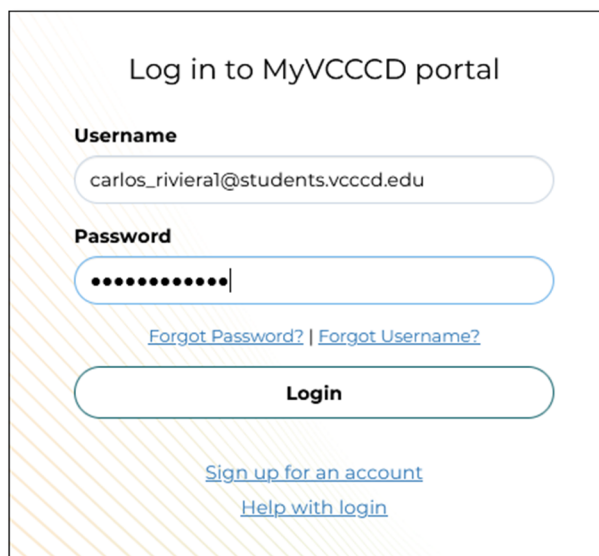Copilot Chat Website:
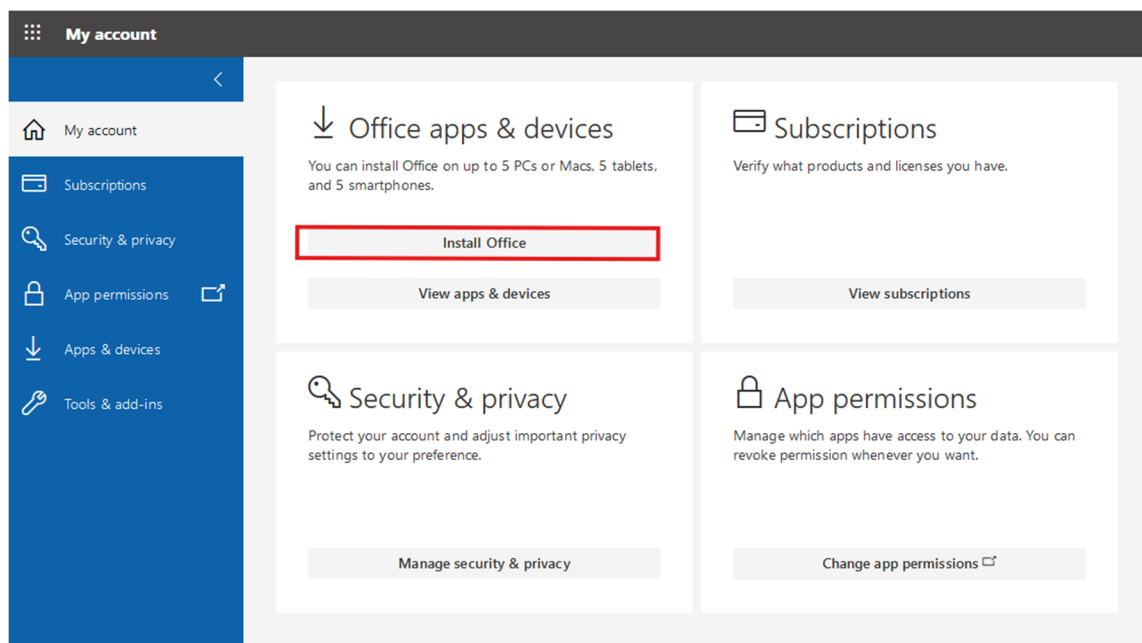
https://m365.cloud.microsoft/chat/

Copilot Mobile (Android or iOS) Download QR Code:

https://www.microsoft.com/en-us/microsoft-365/office-appstore-direct?ocid=m365_app_qrcode

Download O365 Desktop App:

https://portal.office.com/account/?ref=Harmony

<u>Note</u>: from this page go to the section in the below screenshot and click "Install Office"

OneDrive (documents)

https://vcccdventura-my.sharepoint.com/

GOOGLE WEBSITES

Note: For these services, use your regular Username@my.vcccd.edu email. It will redirect you to the MyVCCCD portal login page, and once you've logged in there, it will send you back to Google.

Google Meet (online meetings for study groups and project collaboration)

https://meet.google.com/landing

Google Chat (chat with your other classmates)

https://mail.google.com/chat/u/0/#chat/home

Microsoft

FAQs

Q. Will my college-issued email change?

A. No. The @students.vcccd.edu login is used for Microsoft services only and does not include email/Outlook. Your @my.vcccd.edu will continue to be your source of communications from your college or the college district.

Q. What happens if I have difficulty with these services?

A. If you're having difficulty with the MyVCCCD portal login (my.vcccd.edu), then you can reach out to the District Helpdesk at 805-652-7777.

For issues logging in to a Windows computer in the new classrooms/labs at Ventura or Oxnard College, refer to the login help signage in the classroom, or have your instructor reach out to the local IT department.

For issues with using the provided Microsoft services, please note that these are provided as-is and due to limited staffing, we're unable to assist past your initial login. For any issues with downloading Office, or using OneDrive, we would suggest asking the newly provided Microsoft Copilot Chat, which tends to be very effective at troubleshooting Microsoft's own products.

Q. Is the provided Copilot the premium version? Does it work within my download copy of Office 365?

A. No. While the version the college district is providing is better than the version you can get on your own as a free desktop or mobile app, it does not integrate within other Microsoft products to be able to do things like "create an email response written in my own style based off my past writings". It has no access to anything you've created in Word, Excel or any other Microsoft program and will be limited to generating more general content. It can, however, still generate graphics and do most other things any generative AI service can do while using enterprise-grade encryption and security features.

Q. Can my college see what I write in Copilot Chat?

A. Yes, however this is very unlikely. The Ventura County Community College District (VCCCD) generally goes through great lengths to keep student data confidential and private, but the content could be accessed and reviewed in certain extreme circumstances such as when necessary to protect our students from events in progress, or to prevent future harm to our students and staff.

In general, access to this data would be restricted to a select group of high-level individuals within the college district and a very small number of IT staff, and would only be accessed when absolutely necessary.
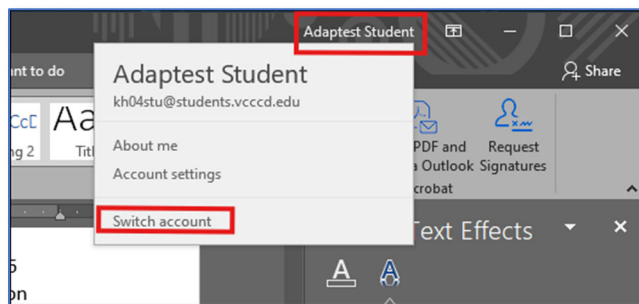
Q. I have previously signed up for Microsoft services under my @my.vcccd.edu email through a self-enrollment form. Can I continue to use that account, or do I need to switch to the new one?

A. You can continue to use your old account through the end of the semester. Once the spring 2026 semester starts, the old accounts will be accessible but locked down and no changes can be made on that account. In other words, if you have anything stored on that account in OneDrive, you'll continue to be able to download things from it, but you'll no longer be able to modify those documents or upload anything new to it. The accounts will be fully decommissioned at the end of the spring semester.
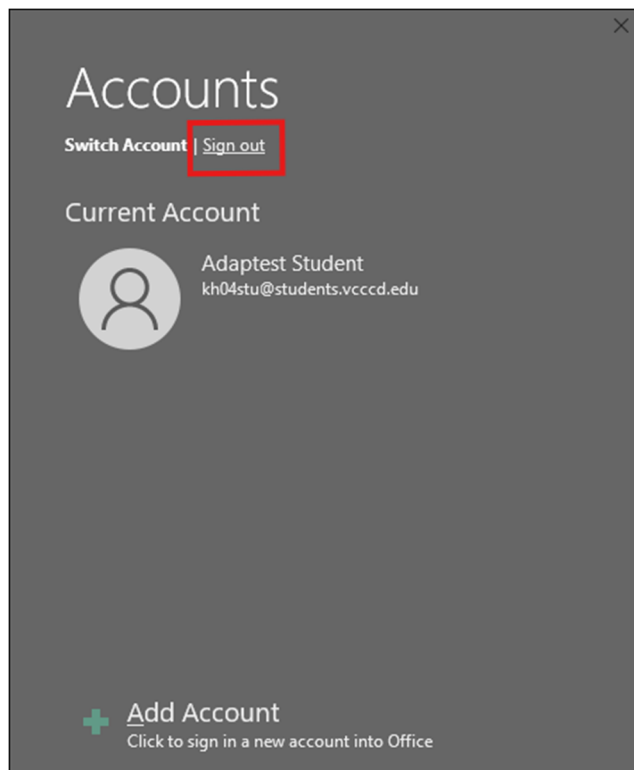
If you are using a downloaded copy of Office 365 (Word, Excel, and so on), you'll need to log out of your @my.vcccd.edu account and switch over to your new @students.vcccd.edu account. The easiest way to do this is in Microsoft Word:

Method 1:

Click on your name in the upper-right corner, then click "switch account"

Click "Sign Out"

Once you sign out, it will ask you to log in with another account. You'll put in your new @students.vcccd.edu account:
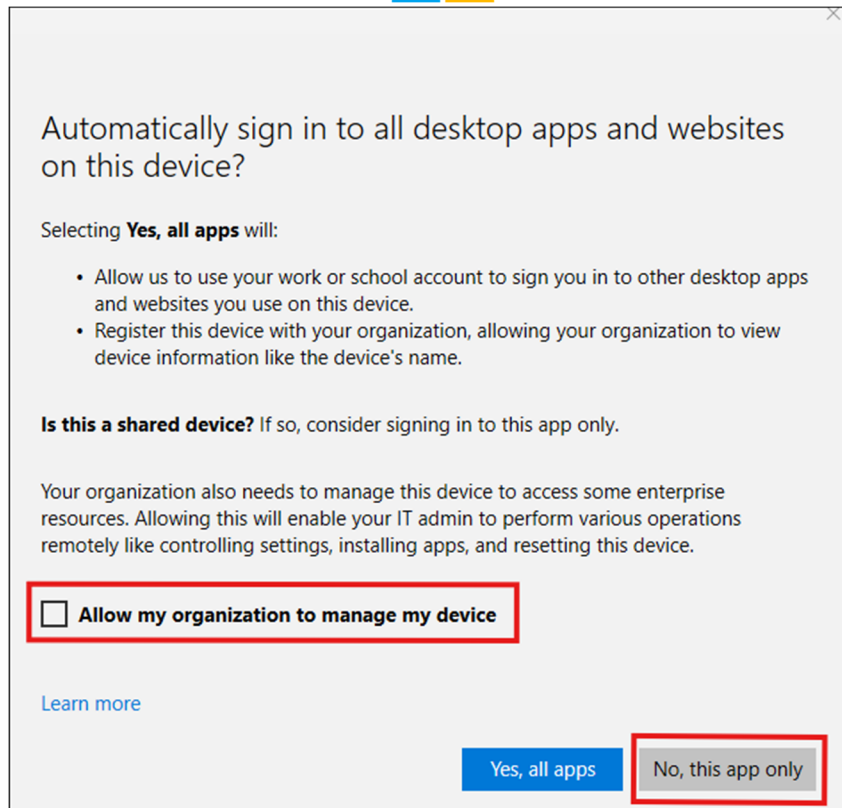

It will redirect you to our portal, just put in your password.

Then you'll see this screen. Unselect the checkbox and click "this app only".
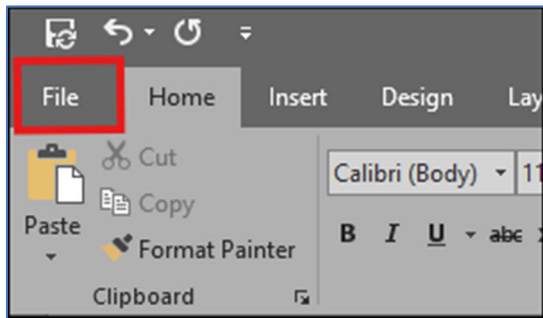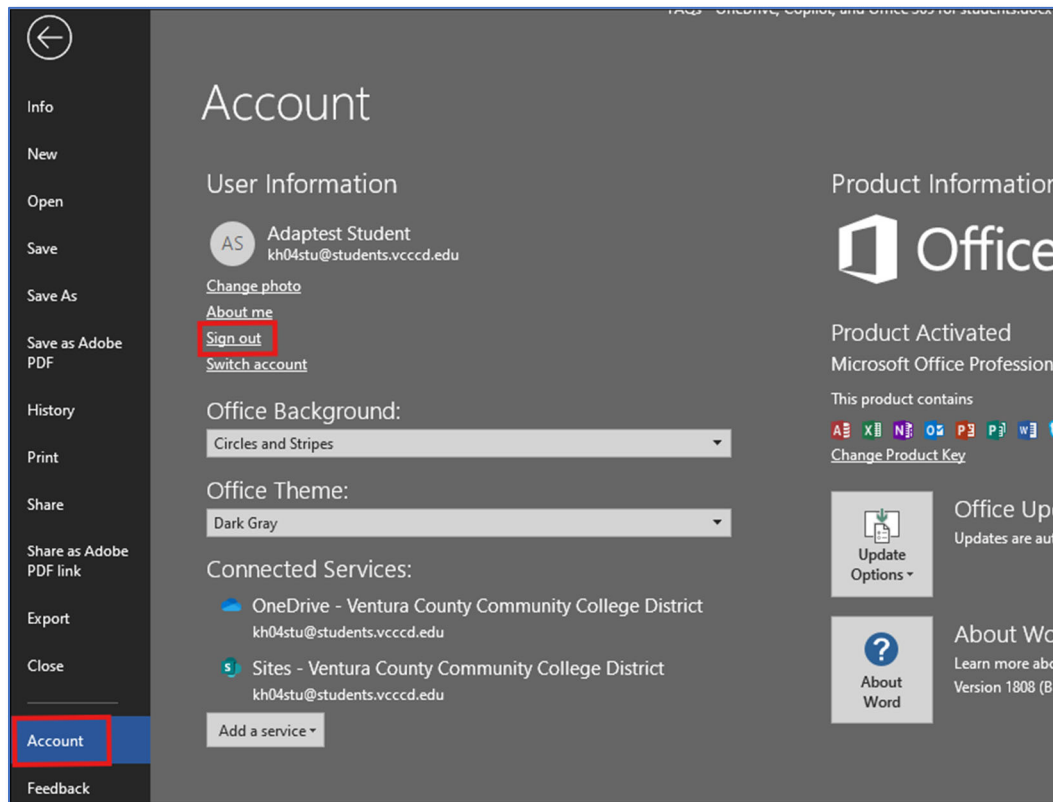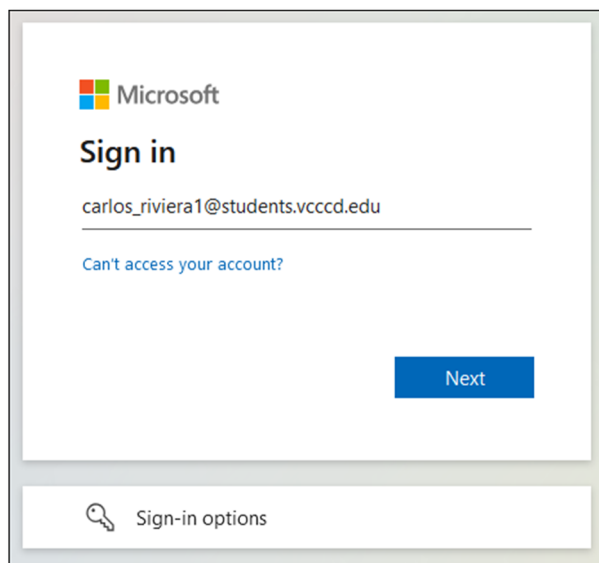
Done!

Method 2:

Click on "file" in the upper left-hand corner

Then go to "Account" and choose "Sign out"

Once you sign out, it will ask you to log in with another account. You'll put in your new @students.vcccd.edu account:

It will redirect you to our portal, just put in your password.

![Microsoft]

Log in to MyVCCCD portal

Username

carlos_riviera1@students.vcccd.edu

Password

••••••••••••

Forgot Password? | Forgot Username?

Login

Sign up for an account

Help with login

Then you'll see this screen. Unselect the checkbox and click "this app only".

Automatically sign in to all desktop apps and websites on this device?

Selecting **Yes, all apps** will:

- Allow us to use your work or school account to sign you in to other desktop apps and websites you use on this device.
- Register this device with your organization, allowing your organization to view device information like the device's name.

Is this a shared device? If so, consider signing in to this app only.

Your organization also needs to manage this device to access some enterprise resources. Allowing this will enable your IT admin to perform various operations remotely like controlling settings, installing apps, and resetting this device.

☐ **Allow my organization to manage my device**

Learn more

Yes, all apps   No, this app only

Done!