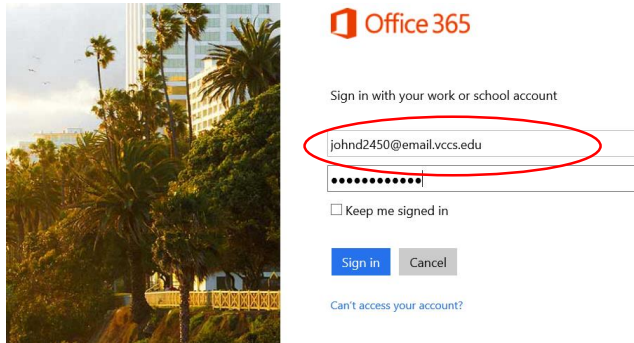


Microsoft Office 365 is available to all current VHCC students, faculty and staff for installation on up to 5 of your personally owned devices. To obtain the software for a PC or MAC computer, open a browser to <http://office.vccs.edu>. See below for information about Office 365 for phones and tablets.

Login using your college email address and password as shown below.



If you are unable to login at this web site go to <http://vh.my.vccs.edu> and login. Change your password, wait 30 minutes then attempt to login at office.vccs.edu again.

If you are still unable to login, make sure that you are currently enrolled in classes at any Virginia Community College and that the class has started.

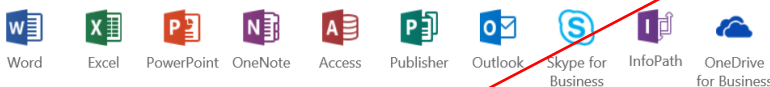
If you meet these requirements and are still unable to login, call the VHCC helpdesk at 276 739 2500 for assistance.

When you are successfully logged into the Office portal, click on the **Review System Requirements** to make sure your computer can run the Office programs. Please note that if you already have any version of Office on your computer, please un-install it prior to installing Office 365.

Office

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive for Business



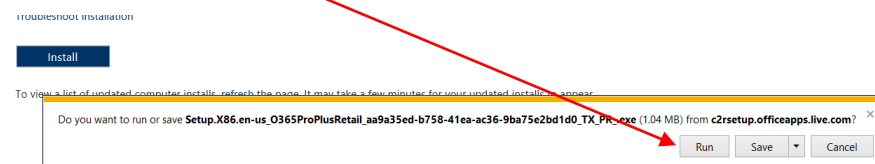
Language: English (United States) Version: 32-bit (Recommended) Advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

Review system requirements
Troubleshoot installation

Install

When you are ready to continue, click **the install button** and then you will be prompted to run or save the installer. Click the **Run button**.



Follow the prompts to install the program. Remember that your computer must be connected to the internet via a high speed connection to install this software. Dial-up internet is not recommended for use while installing Office 365 due to the size of the program.

Office365 is available to currently enrolled students and for one semester after the last semester of enrollment.

Office 365 for phones and tablets may be installed from the Google Play Store or the Apple App Store.