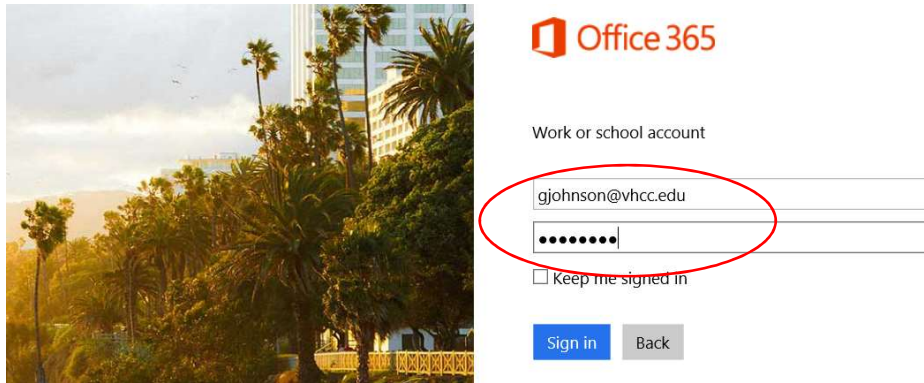
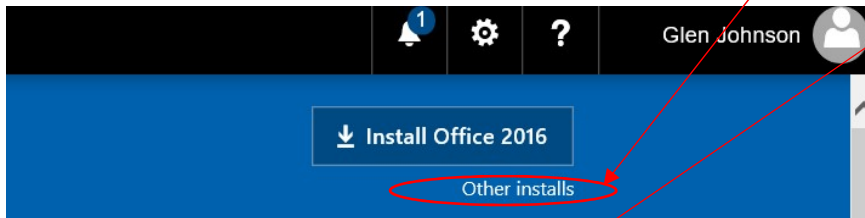


Microsoft Office 365 is available to all current faculty and staff for installation on up to 5 of your personally owned devices for as long as you are employed at VHCC. To obtain the software for a PC or MAC computer, open a browser to <https://portal.office.com> Use internet explorer for best results. See below for information about Office 365 for phones and tablets.

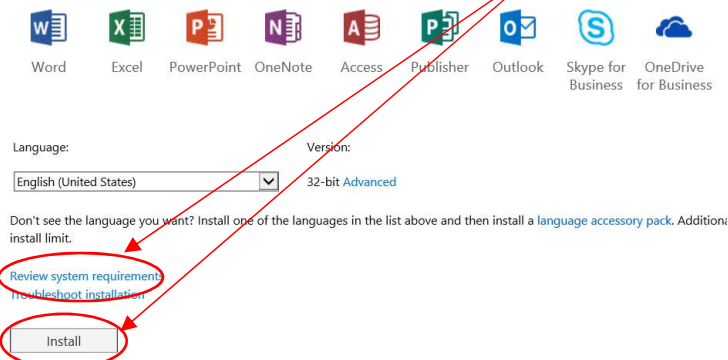
Login using your college email address and password as shown below.



When you have successfully logged into the Office portal, click on Other Installs then click on 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.

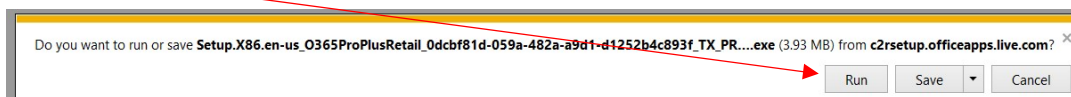


When you are ready to continue, click the install button. installer.



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.

Office 365 for phones and tablets may be installed from the Google Play Store or the Apple App Store. After you have installed the apps on your phone or tablet, open one and login using your VHCC email address and password.

You will be able to use this software while you are employed at VHCC. It will revert to unlicensed approximately 90 days after your VHCC email account has been de-activated upon your separation from VHCC. While unlicensed, it will allow you to open and print documents, but not allow editing.