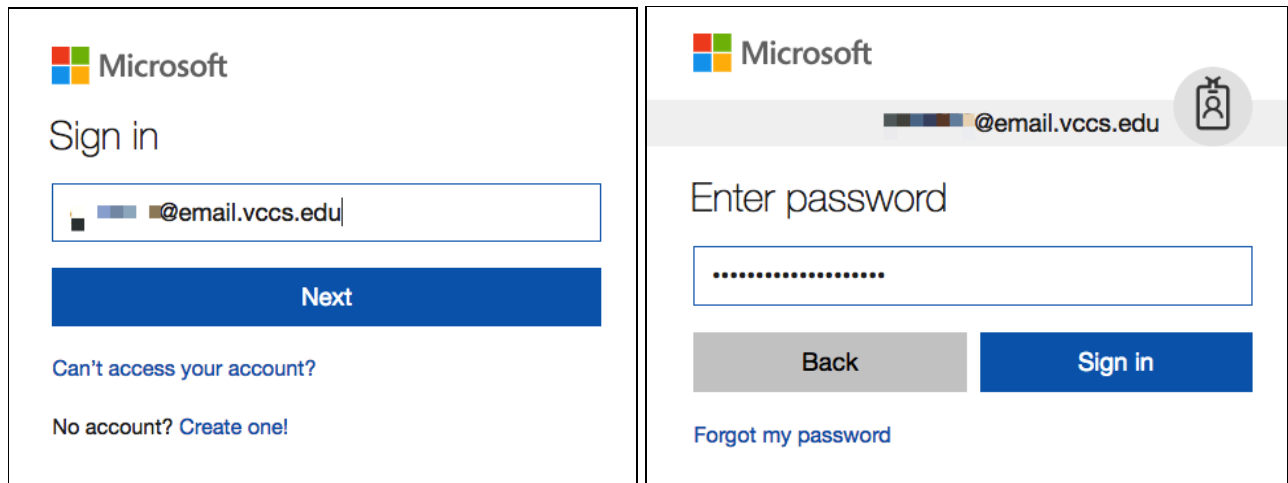


Download Microsoft Office 365 - Student

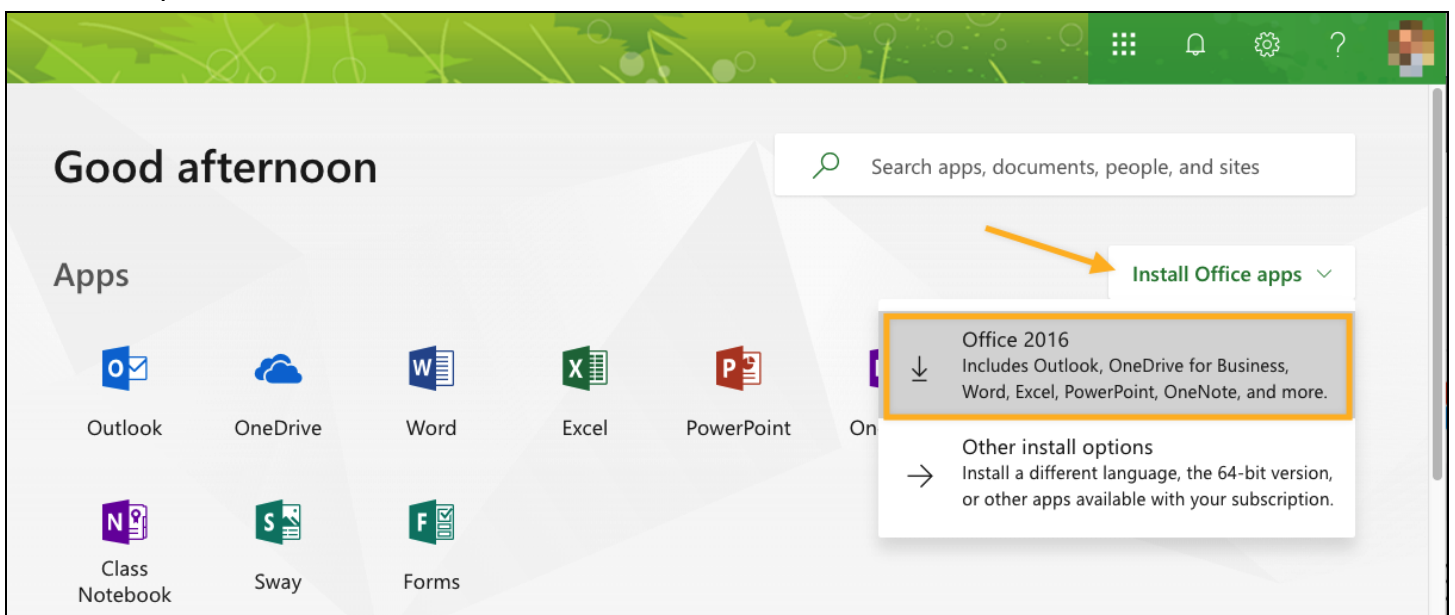
VCCS students can download Microsoft Office 365 (Word, PowerPoint, Excel, OneNote, and others) for free.

A help guide for employees is also available.

1. Open a web browser and navigate to the VCCS Office Portal at: <http://office.vccs.edu>
2. Use your full student email address as your username (userid@email.vccs.edu), and your student password to log into the portal and access the download.



3. Once logged in, click on the button for **Install Office apps** on the right and click on the option for **Office 2016**. This will download the installer application to the Downloads folder on your computer.



Just a few more steps...



1 Download

Office 2016 will now start downloading.



2 Install

Open the Office .pkg file in your Downloads folder and follow the steps to install Office.



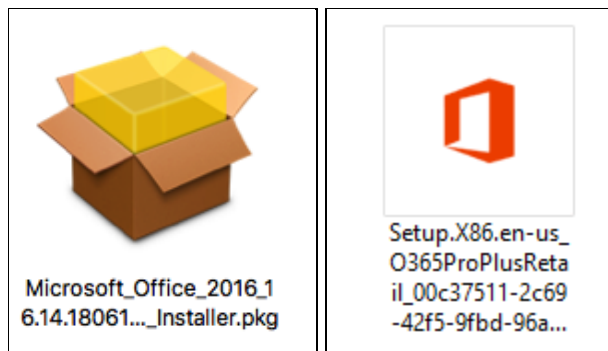
3 Sign in

To activate Office, sign in with the account you use for Office 365:
[redacted]@email.vccs.edu.

Close

[Need help installing?](#)

4. Double-click the **Microsoft_Office_2016** (macOS) or **Setup.x86** (Windows) installer in your Downloads folder.



5. Follow the prompts to install Microsoft Office. When you launch an Office application for the first time, you may be prompted to sign into your Microsoft account. You can optionally sign in with your same VCCS email address and password.



Requirements:

- You must be a current VCCS student, faculty, or staff.
- Your desktop/laptop must be running a minimum of either Windows 7 or Mac OS X 10.11 in order for Office 365 to install.
- You can install Office apps on up to 5 devices at a time.

Mobile Devices:

In order to install Office 365 on your mobile device(s), you will need to go to the appropriate app store and download the free apps separately. Direct download links below:

iOS (Apple iPhone/iPad) - [More information...](#)

- [Word](#)
- [Excel](#)
- [PowerPoint](#)
- [Outlook](#)
- [OneNote](#)

Android (Google) - [More information...](#)

- [Word](#)
- [Excel](#)
- [PowerPoint](#)
- [Outlook](#)
- [OneNote](#)

Windows Mobile, [More information...](#)

- Office apps are preinstalled on most Windows 10 phones and tablets. If not, please visit the [Windows Store](#).

