VCCCD STUDENT OFFICE 365 ACCOUNT SETUP

- 1. Open Internet browser to <u>http://office.com/getoffice365</u>
- 2. Click "Get started for free."



3. Enter your student email address ending in @my.vcccd.edu. Then click "Sign up."



4. Check your student email ending in @my.vcccd.edu.



5. In the email, click "Complete Office 365 Education signup" or use the alternate copy/paste method provided.



6. Fill out the online form including the Office 365 account password and click "Start."

o365-test01@my.vcccd.ed	u
First name	Last name
Create password	
Confirm your password	
Your date of birth (?)	
Month Day	Year
Microsoft will send you promotions and You can unsubscribe anytime.	offers about Microsoft products and services for business
By choosing Start , you agree to our tern	ns and conditions and understand that your name and em

7. After the setup is complete, you will be logged into the Office 365 account. Click "Install now" to begin installing Office 2013. Complete.

