VCCCD STUDENT
OFFICE 365 ACCOUNT SETUP
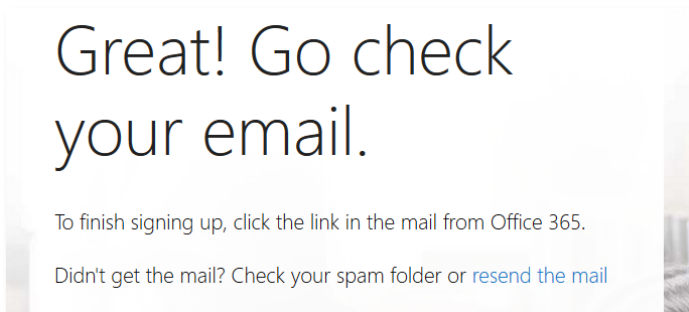
1. Open Internet browser to http://office.com/getoffice365

2. Click "Get started for free."
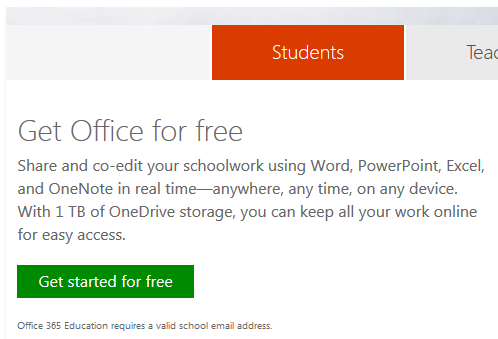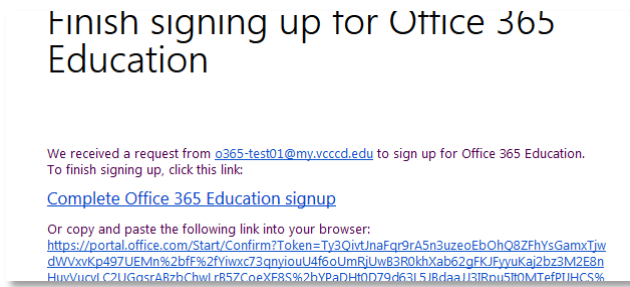

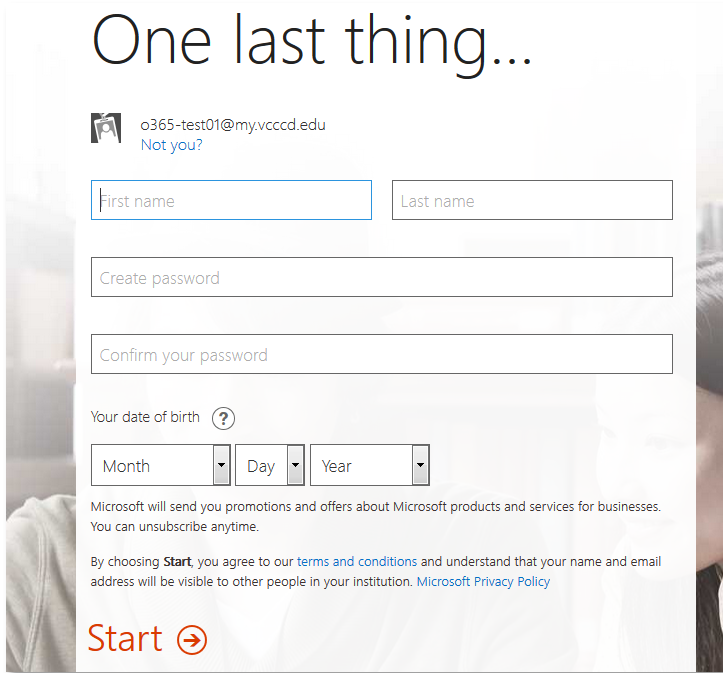3. Enter your student email address ending in @my.vcccd.edu. Then click "Sign up."
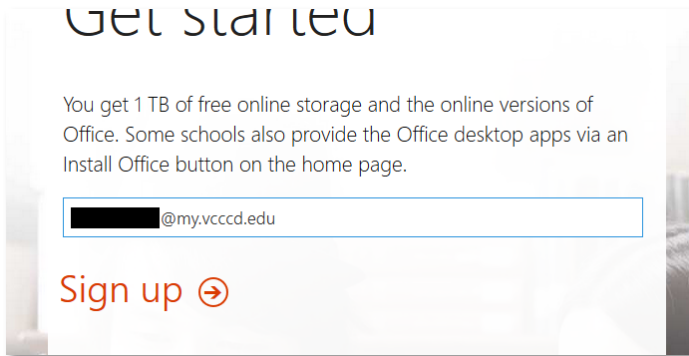
4. Check your student email ending in @my.vcccd.edu.

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."

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