

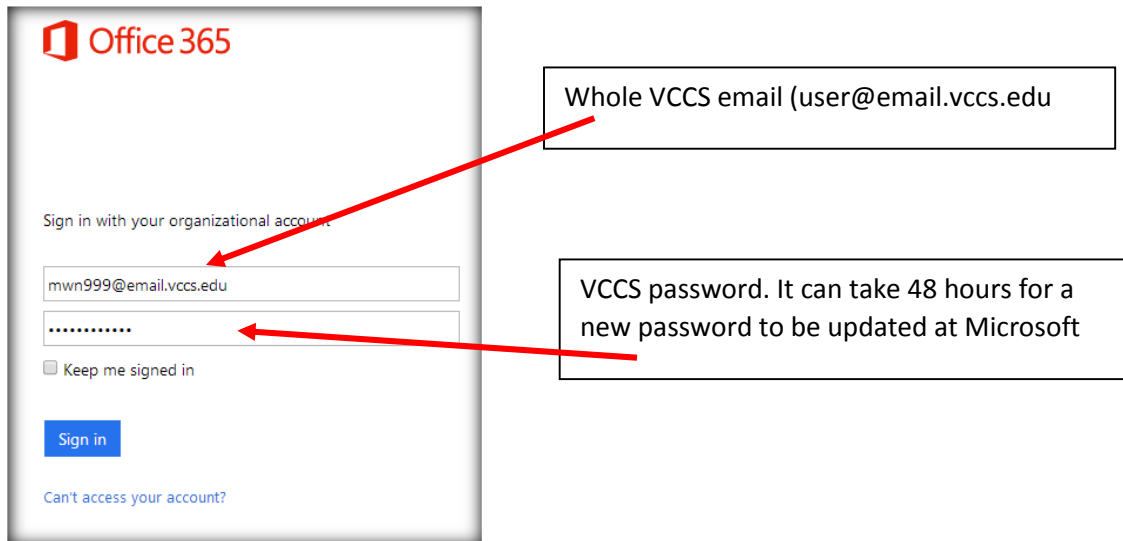
Free Office 365 Download Instructions for students at Patrick Henry Community College

VERY IMPORTANT: Patrick Henry Community DOES NOT offer installation or usage support for Office 365.

If you currently have a version of office installed, either purchased, trial or one that came with your computer, make sure you have the original media or some way to re-install this copy before proceeding, in case you decide to go back to this version.

Please un-install any office programs and reboot prior to attempting to install the Office 365/2013 programs or you will have problems.

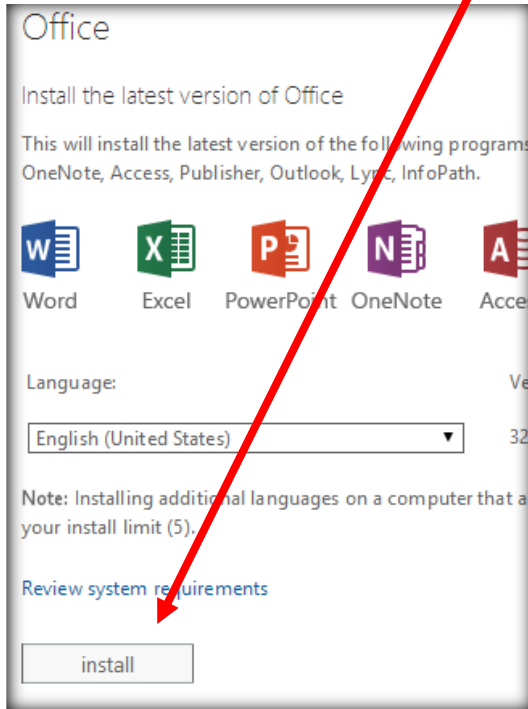
- 1) Go to <http://office.vccs.edu>
- 2) Login with your VCCS (BlackBoard/myPHCC) credentials



The image shows a screenshot of the Office 365 login page. At the top left is the Office 365 logo. Below it, the text "Sign in with your organizational account" is displayed. There are two input fields: the first contains the email address "mwn999@email.vccs.edu" and the second contains a masked password ".....". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom left, there is a link that says "Can't access your account?". Two red arrows point from callout boxes to the email and password fields. The first callout box contains the text "Whole VCCS email (user@email.vccs.edu)". The second callout box contains the text "VCCS password. It can take 48 hours for a new password to be updated at Microsoft".

VERY IMPORTANT: Click the *Review System Requirements* link to determine if your computer meets the Microsoft minimum system requirements for running Office 365/2013.

3) On the next screen click the *Install* button



4) You should RUN the file that is starting to download:

