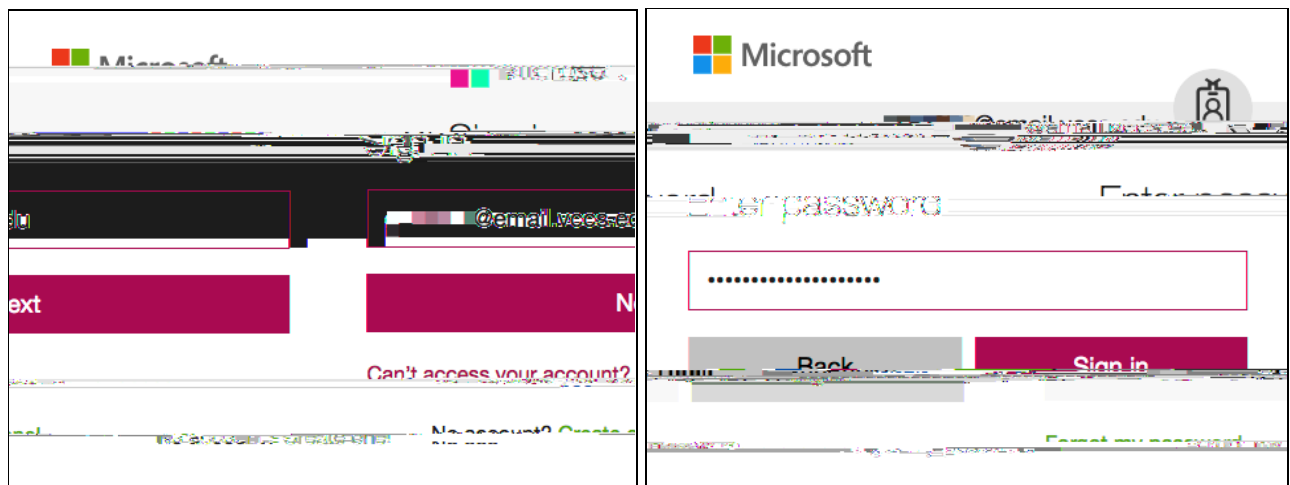


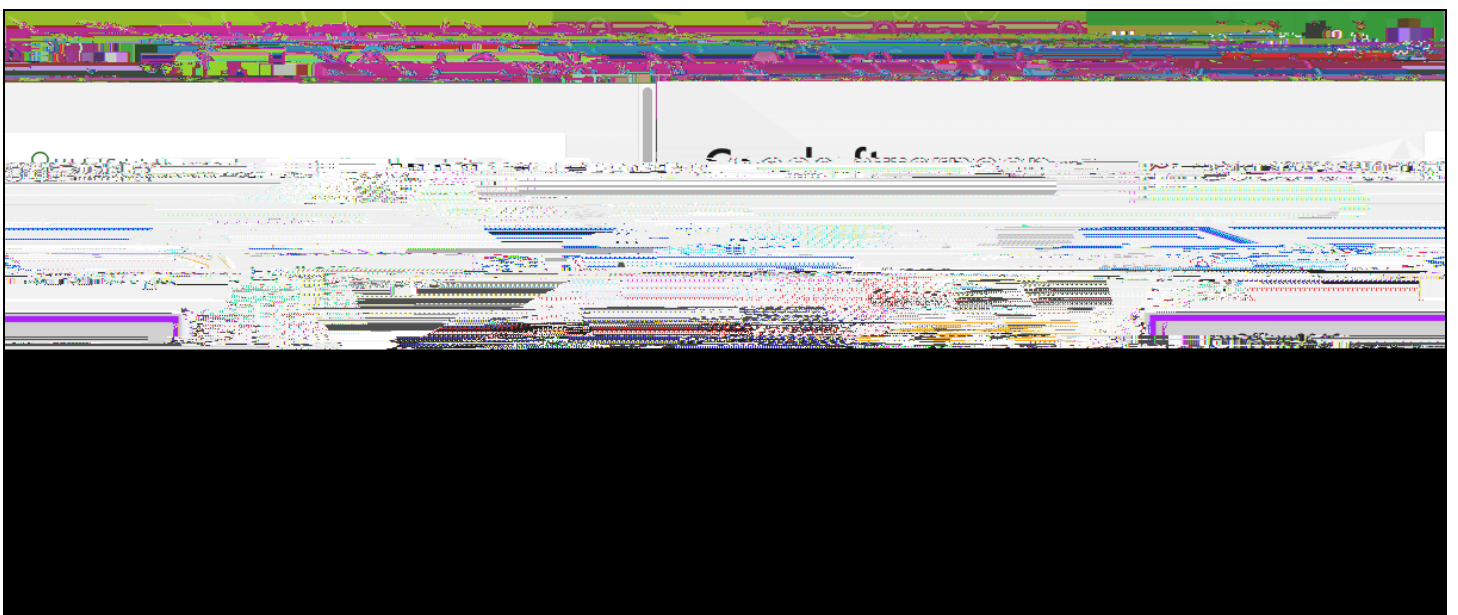
VCCS students can download Microsoft Office 365 (Word, PowerPoint, Excel, OneNote, and others) for free.

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.



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.



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, See **Mcpir** pr

