How to install the Office 365 suite for VCCS students

Open your web browser and in the URL bar, enter this address: http://office.vccs.edu

This will take you to a log-in page. Here, enter your student email address (username@email.vccs.edu) and your myGCC password.
After logging in, you will be taken to an installation screen. Select the language most suitable to your needs.

When you've selected your language, and you're ready to install Office, click install.

When you click install, you should have a pop-up asking you if you would like to save an .exe file. Click “Save File” or whatever is applicable to your web browser.
Select the folder you wish to save your file in. Be sure to remember where you save it. It's a small file, so it should not take long to download. When you've found an appropriate folder, click save.

When you click save, the file should start downloading. Once it has finished downloading, find the file on your computer. It should look like a transparent orange box. When you find the file, double click it.
When you click Yes, this screen should pop up.

You may get a security warning or two when you click the file. Bypass them by clicking Run and Yes.
After you proceed through the installation prompts, a window will appear on the bottom right side of your screen showing your progress with installing office. While this is up, do NOT restart your computer or disconnect from the internet.

You will get a notification when the installation finishes. After that, you are able to disconnect from the internet and restart your machine. To continue the installation, click the .exe file you saved again.
When you click the file, a new screen should pop up that looks like this. Click Next.

Welcome to your new Office.
We think you’ll love it. Let’s get started.

Sign in and get the most out of Office.

When you sign in, you can save your documents online to access them almost anywhere and share with anyone. Your settings are also online, so you’ll always find Office just the way you left it.

Learn more | Privacy Statement

After viewing a short video, you will be asked to sign-in to Office. Doing so will give you the ability to save your documents online. If you wish to use this feature, click Sign In. If not, click No thanks, maybe later.
If you choose to sign in, a window will pop up asking you to type in your email address. Use your VCCS email address and click Next.

You will be taken to a sign-in page. Type your VCCS email address in the username and your myVCC password for the password and click Sign-in.
Hello!

How would you like your Office to look?

- Circles and Stripes
- Circles
- Clouds
- Doodle Circles

*Your theme is the basic look for your Office programs. It will not affect the functionality of said programs.

Once signed in, you will be asked to pick a theme for your Office programs. Pick a theme, then click Next.

We're getting things ready.

Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.

Take a look

Once you pick a theme, you will be asked to watch a video about Office 2016. Click Take a look to watch it, otherwise click No, thanks.
The installer will now finish up installing Office 2013 completely on your computer. Please stay online for this process.

Once the program has finished loading, you will now be free to go offline and use Office 2013. Click "All done" to exit the installer.