

# Faculty and Staff Procedure for Downloading and Installing Office 365 on a Personal Computer

**Follow the steps below -- in sequence -- to download and install Office 365.**

**Step 1:** Are you currently employed at any Virginia community college? **Note:** This means you have a signed contract on file with the college's Human Resources office.

- If **Yes**, proceed to **Step 2**.
- If **No**, **STOP HERE**. You are **not** eligible to download and install Office 365 that is offered by the Virginia Community College System (VCCS) **unless you are taking classes as a student – in that case, follow the student procedure located [here](#)**. Otherwise, your place of employment may offer their own version of Office 365.

**Step 2:** Go to <http://office.vccs.edu> and login with your faculty/staff email address and current password. Can you login?

- If **Yes**, click on the *Install Office* button and then click on *Office 365 Apps*. Follow the instructions as shown on your screen to complete the download and installation.
  - If necessary, review the minimum Office 365 software/hardware requirements at [http://www.reynolds.edu/register\\_for\\_classes/technology\\_support/images/office365specsv2.png](http://www.reynolds.edu/register_for_classes/technology_support/images/office365specsv2.png).
- If **No**, make sure that you are logging in with your correct faculty/staff email address and current password. Go to **Step 3** if you continue to have login issues.

**Step 3:** Reset your password by calling the Help Desk at 804-523-5555. Follow the instructions you are given to setup a new password. Were you able to change your password?

- If **Yes**, wait at least 10 minutes to allow your new password to be updated in the system, then go back to **Step 2**.
- If **No**, alert the Help Desk for further assistance.