

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 as of the most recent academic semester.

- If **Yes**, proceed to **Step 4**.
- If **No**, proceed to **Step 2**.

Step 2: Did you **retire** as a full-time teaching or administrative faculty member at Reynolds Community College **and** elect to keep your Reynolds faculty/staff email address?

- If **Yes**, proceed to **Step 4**.
- If **No**, proceed to **Step 3**.

Step 3: Were you **recently** employed at any Virginia community college?

- If **Yes**, you may still be able to login to Office 365 using your VCCS email address; however, this assumes that your job record in HRMS (Human Resources Management System) is still listed as *Active*. **Go to Step 4**.
- 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 or you are re-hired as an employee**. Your **current** place of employment may offer their own version of Office 365 if you do not work for a VCCS agency.

Step 4: Go to <http://office.vccs.edu> and login with your Reynolds faculty/staff email address (or your VCCS 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.
- If **No**, make sure that you are logging in with your correct email address and current password. Go to **Step 5** if you continue to have login issues.

Step 5: 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 4**.

For VCCS email address password resets, wait at least 20 minutes for the new password to be updated in the system, then go back to **Step 4**.

- If **No**, alert the Help Desk for further assistance.