

# Student 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:** Have you applied for admission to any Virginia community college within the past three (3) years?

- If **Yes**, proceed to **Step 2**.
- If **No**, fill out an admissions application by going to <http://www.reynolds.edu> and clicking on *Apply Now!* at the top of the page. Once you have submitted your application, proceed to **Step 2**.

**Step 2:** Have you enrolled in classes within the past two (2) semesters, including this current semester?

- If **Yes**, proceed to **Step 3**.
- If **No**, register for classes in SIS (Student Information System) and then wait 24 hours. Then, proceed to **Step 3**.

**Step 3:** Go to <http://office.vccs.edu> and login with 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](http://www.reynolds.edu/register_for_classes/technology_support/images/office365specsv2.png).
- If **No**, make sure that you are logging in with your correct VCCS email address and current password. Go to **Step 4** if you continue to have login issues.

**Step 4:** Reset your password by going to *MyReynolds* at <https://jsr.my.vccs.edu> and click *Forgot Password*; follow the instructions to setup a new password. Were you able to change your password?

- If **Yes**, wait at least 20 minutes to allow your new password to be updated in the system, then go back to **Step 3**.
- If **No**, contact the college Help Desk for further assistance.