

WELCOME TO OFFICE 365

Student Accounts for Office 365

Evergreen Valley College and San Jose City College students may request a free Microsoft Office 365 account. Log into MyWeb to request Office 365. MS Office 365 includes email and online applications for use as long as you are an active student. You may also download and install Microsoft 365 applications on a up to five personal computers and devices.

To get your Office 365 follow these simple steps:

1. For PC and Mac:

- a. Visit Office.com/GetOffice365
- b. Enter your user name (MyWeb login) in the following format: username@stu.evc.edu
Example: If your MyWeb ID is jaad9999 then your username will be jaad9999@stu.evc.edu
- c. Click through to sign in with school-provided credentials & download
- d. On the installation page select your language and click install

2. For iOS and Android:

- a. Download from your app store
 - iPad: Word, Excel, PowerPoint
 - iPhone
 - Android
- b. Sign in with your school credentials for full editing capability

If you need assistance, please go to the [ITSS Help Desk Portal](#) and review the knowledge base or contact the ITSS Help Desk.