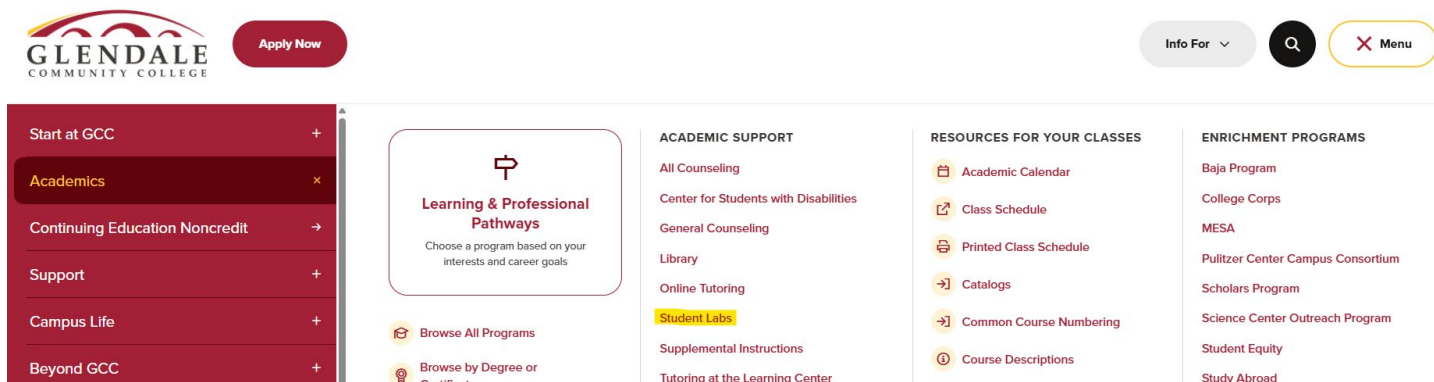


- To start setting up Office 365, visit the GCC home page and click on the Menu option in the upper right corner. From there, click on 'Academics' and then under 'Academic Support', choose 'Student Labs'.



- Click on 'Sierra Vista Learning Commons'.
<https://www.glendale.edu/students/learning-commons/index.html>
- Scroll down to 'Computers & Technology'.



Print, Scan & Copy

Print documents in black and white or color, scan materials, and make copies.



Computers & Technology

Use desktop computers, charging stations, and large monitors for studying, group work, presentations, and other schoolwork.

Software Discounts for Students

CollegeBuys powered by the Foundation for California Community Colleges, offers exclusive savings on software and more.

➡ Get Office 365 for free! All you need is a valid school email address.

[View How to Register for Office 365 instructions here](#) (pdf)



Canvas Help

Get help navigating Canvas and solving common course technology questions.

We also help with the following:

- How to Navigate MyGCC
- Add/Drop Classes
- Activate Your Student Email or Reset Your Password
- Provide Information for Other Support Services on Campus

- Click on the hyperlink that will take you to the Office 365 set up page.

- <https://www.microsoft.com/en-us/education/products/office>



- **Do NOT click 'Get started for students'.**
- **Scroll down to the Office 365 A1 (Free) card and click 'Get started'.**

Office 365 A1

Includes the web-based version of core Office apps.¹

Free

Donated by Microsoft

Get started

- ✓ Includes the web-based versions of core apps (Outlook, Word, Excel, PowerPoint, OneNote)
- ✓ Includes PC-only versions of Microsoft Publisher and Microsoft Access

- **Enter your GCC student email address and click 'Next'.**

You've selected Office 365 Education

1 Let's get you started

Office 365 Education includes Microsoft Teams, Office on the web, and OneDrive. Teams is a hub for chat, assignments, content creation and connects students, teachers, and staff in an online classroom.

Some schools will also have access to Office desktop apps like Word, Excel, and PowerPoint.

Email

By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account.

[Learn More](#)

Next

2 Create your account

3 Confirmation details

- **Click 'I'm a student'.**

You've selected Office 365 Education

1 Let's get you started

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student

I'm a teacher

2 Create your account

3 Confirmation details

- **Fill out the form to create an account and click 'Next'. You must use your GCC student email to create the account.**

You've selected Office 365 Education

1 Let's get you started

2 Create your account

First name *

Last name *

Date of birth *
 

Field is required

Country or Region *
 

Email

Enter a password to sign in to your account.

Create password * 

Confirm password * 

We've sent a verification code to **jstudent001@student.glendale.edu**. Enter the code to complete sign up.

Verification code * [Resend code](#)

☐ I understand that Microsoft may contact me about my trial.

☐ I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

☐ I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing **Next**, you agree to our [terms and conditions](#) and [Privacy Statement](#).

3 Confirmation details

- **Once your account has been created, follow the prompts for accessing Office 365 virtually or installing to your device. You may install it on up to five devices.**

If you need further assistance, please come to the Sierra Vista Learning Commons (Sierra Vista Building, Room 132):

Mon-Thurs; 7am-9pm

Saturday; 10am-2pm

Or

Join our Canvas Live Help Zoom meeting <https://glendale-edu.zoom.us/j/83216032970>:

Mon-Thurs; 4pm-10pm

Saturday: 10:00 am - 2:00 pm (Fill out the Canvas Issues Form <https://www.glendale.edu/canvas/issue-form.html> to get assistance via email during these hours)