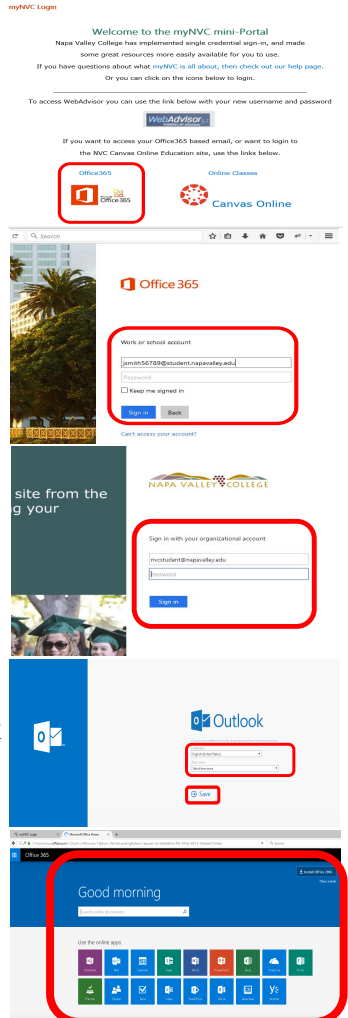


⇒ **Microsoft Office365 is an exciting addition to the systems we use here at NVC. While you are a student, you will have access to email, Word, Excel and more! Follow the steps below to login to your Office365 account.**

- 1) Open a web browser and go to:
<http://mynvc.napavalley.edu>
- 2) At the mini-Portal Page, select the Office365 icon.
- 3) Enter your complete NVC email address as your username. Then click in the password box and you will be automatically redirected to the Welcome to *myNVC* portal.
- 4) Your username should already be in top field. Type your password below, then click Sign in.
- 5) Great! Now you're in Office365!
If this is your first time using Office365, you will see this Outlook icon. Set language and time zone, then click "Save".
- 6) Finally you will arrive at your Office365 Dashboard. Feel free to explore and learn how it all works!



Need Additional Assistance?! Contact the Welcome Center