BYOD Install Office 365

The Dept of Education Victoria provides all students with access to office 365 using their cloud account.

Before we start, ensure you have your child's cloud account details – username and password:

- The username is a "schools" email address, e.g. adjpb1@schools.vic.edu.au
- The password will usually be comprised of 2 words, a number and a character e.g: Pot7Gab$

If you don't have the cloud account details, contact your child's teacher.

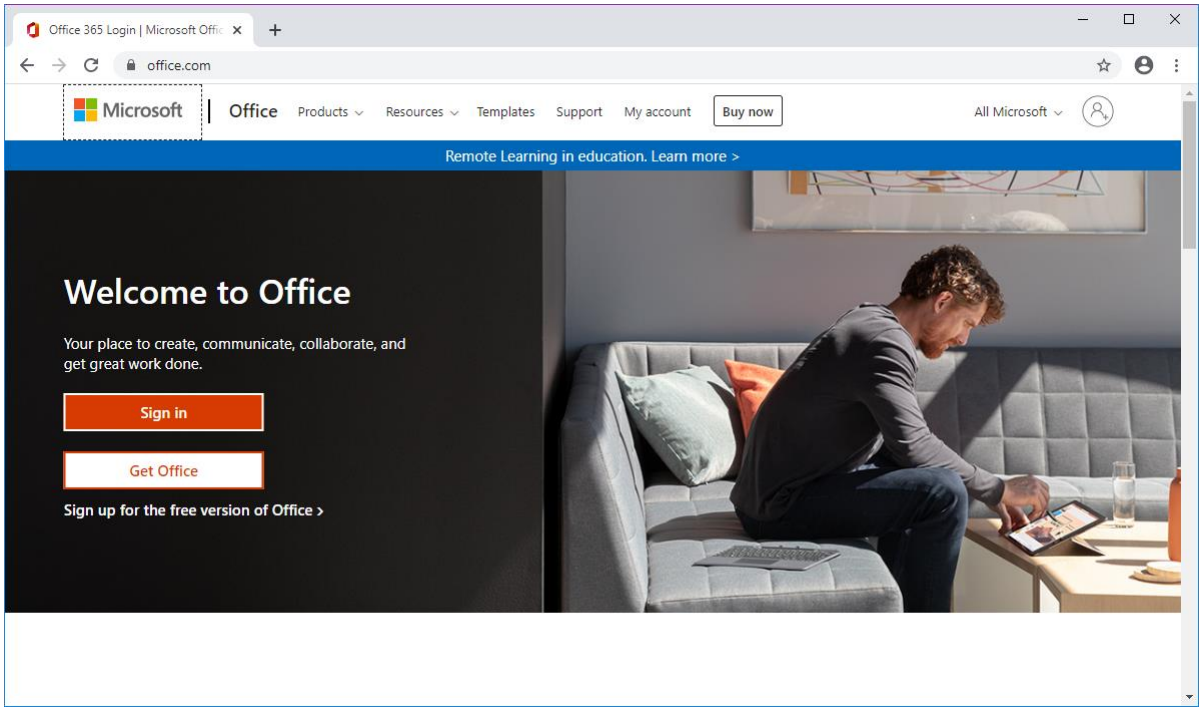
There are two main parts:

Installation

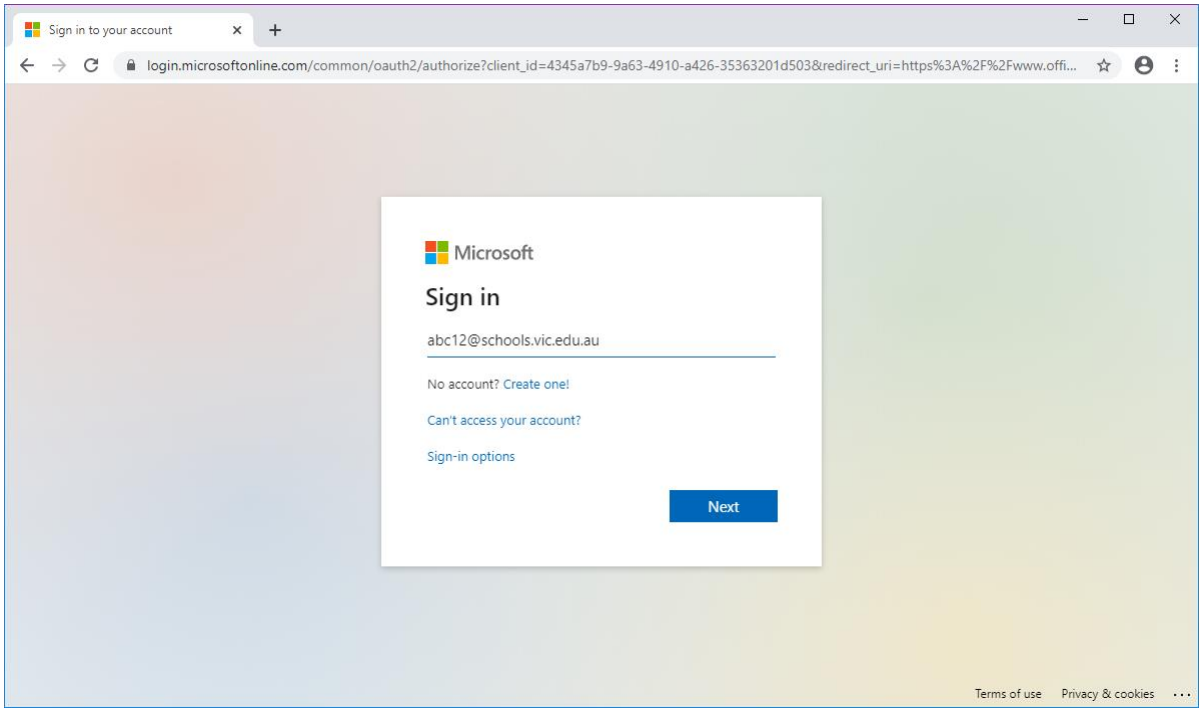
Activation

Part 1 Installation

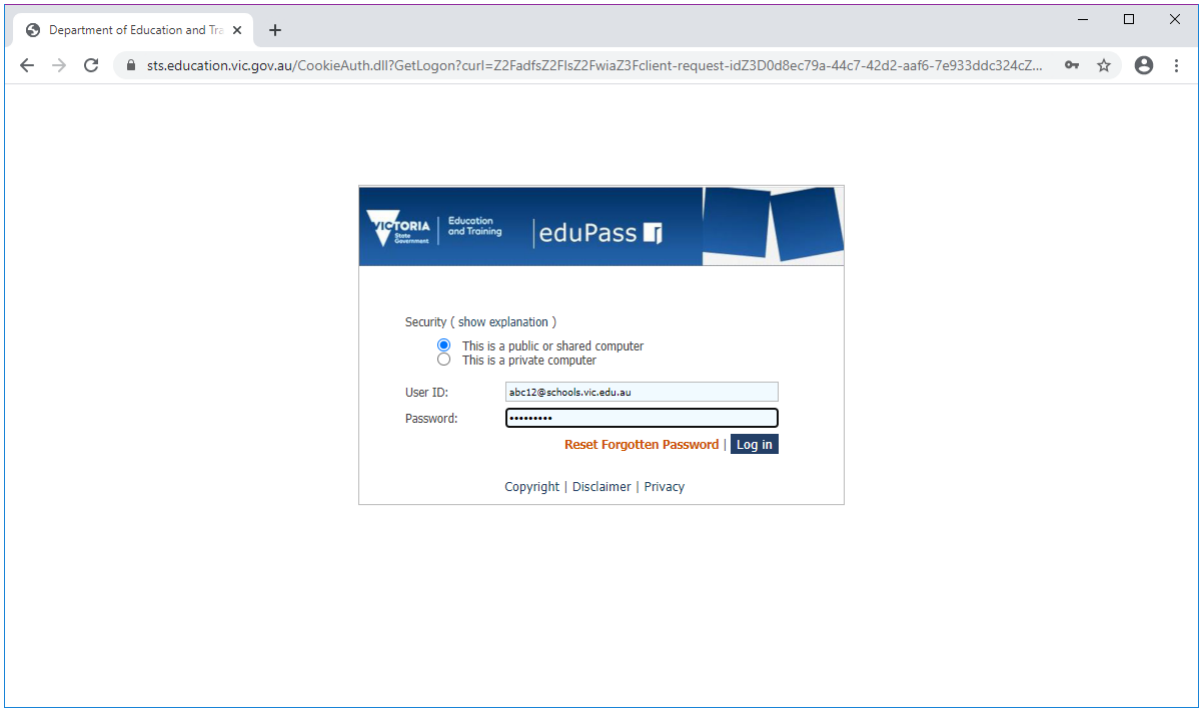
1. Open browser (e.g. Chrome) and go to office.com
   Click “Sign in”



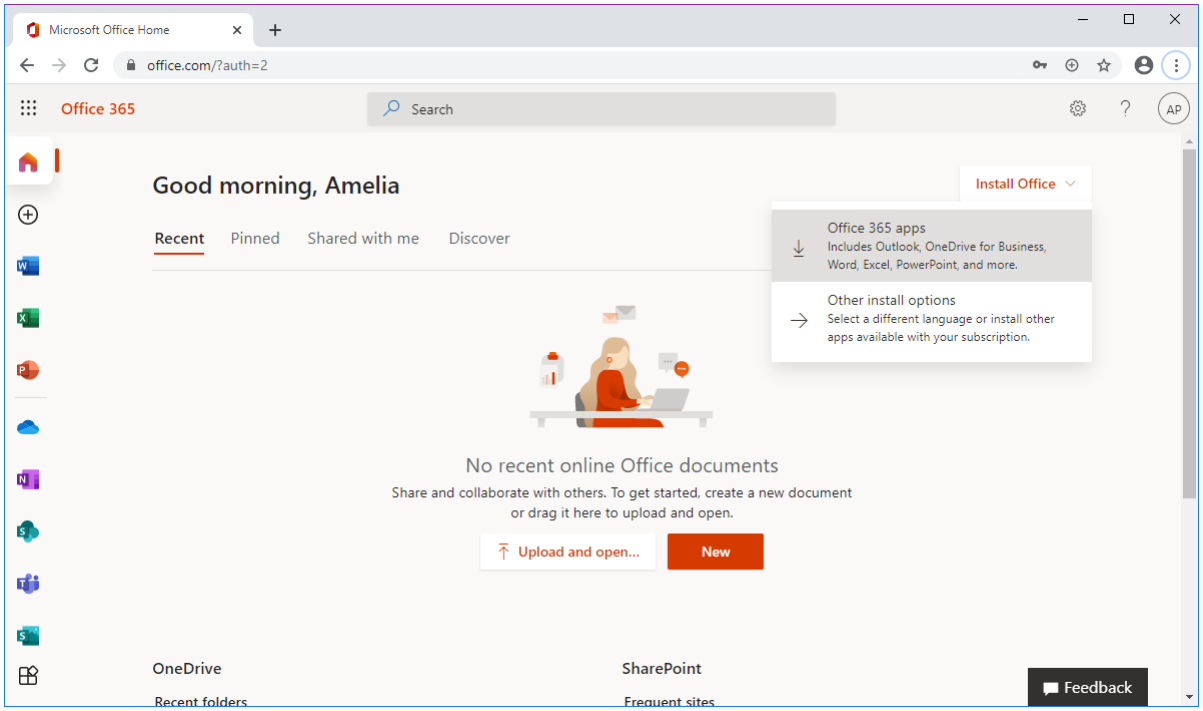
2. Enter the username and click “Next”



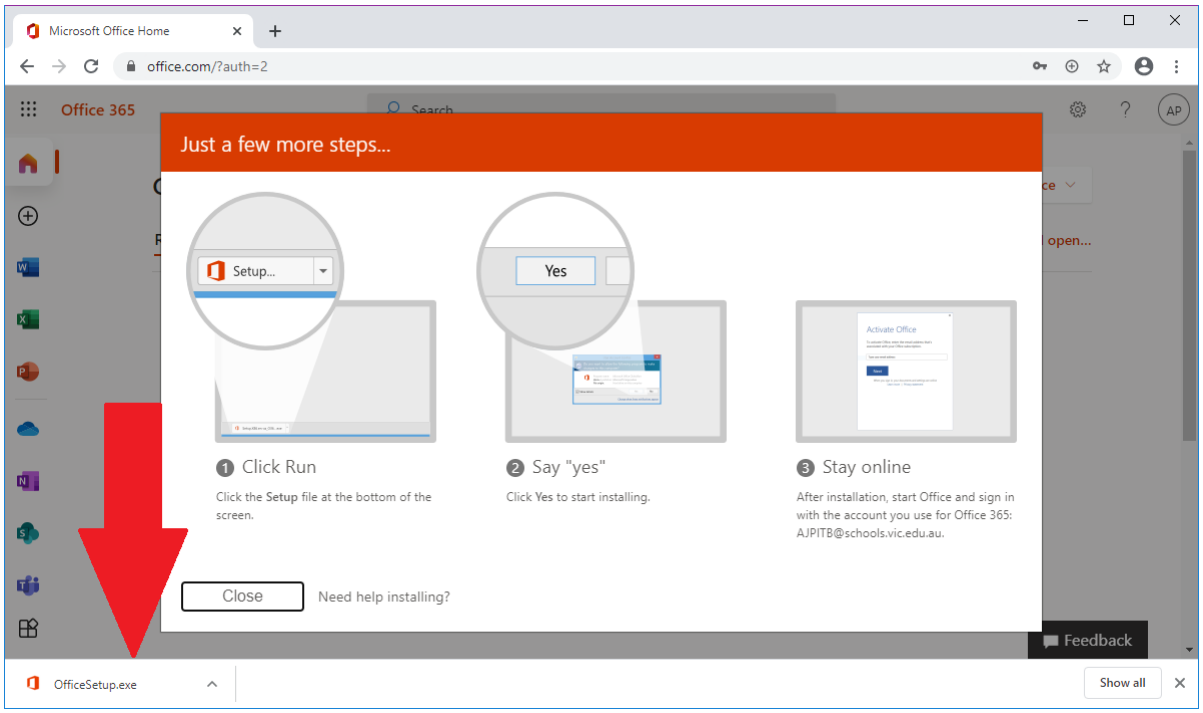
3. Enter the username and the password and click “Log in”



4. Across the right and near the top you will see “Install Office”. Click on it, then click on “Office 365 apps”

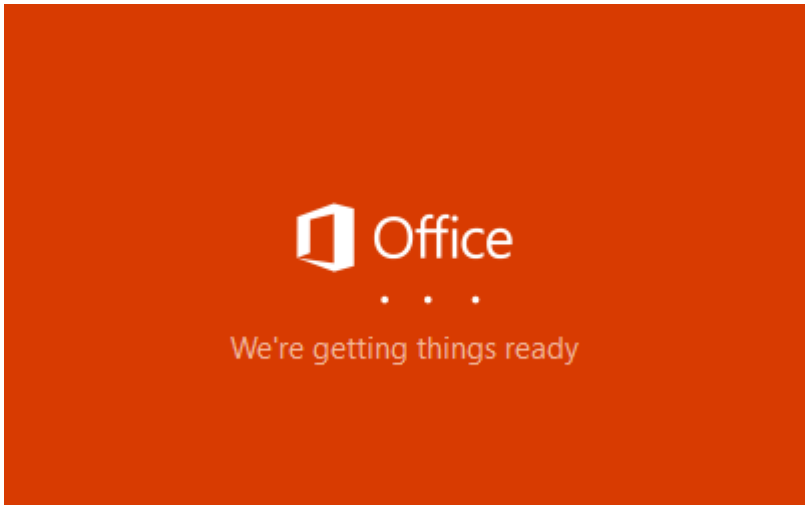


5. In the bar at the bottom, you will see the “OfficeSetup.exe” program has downloaded. Click on it to start the program.

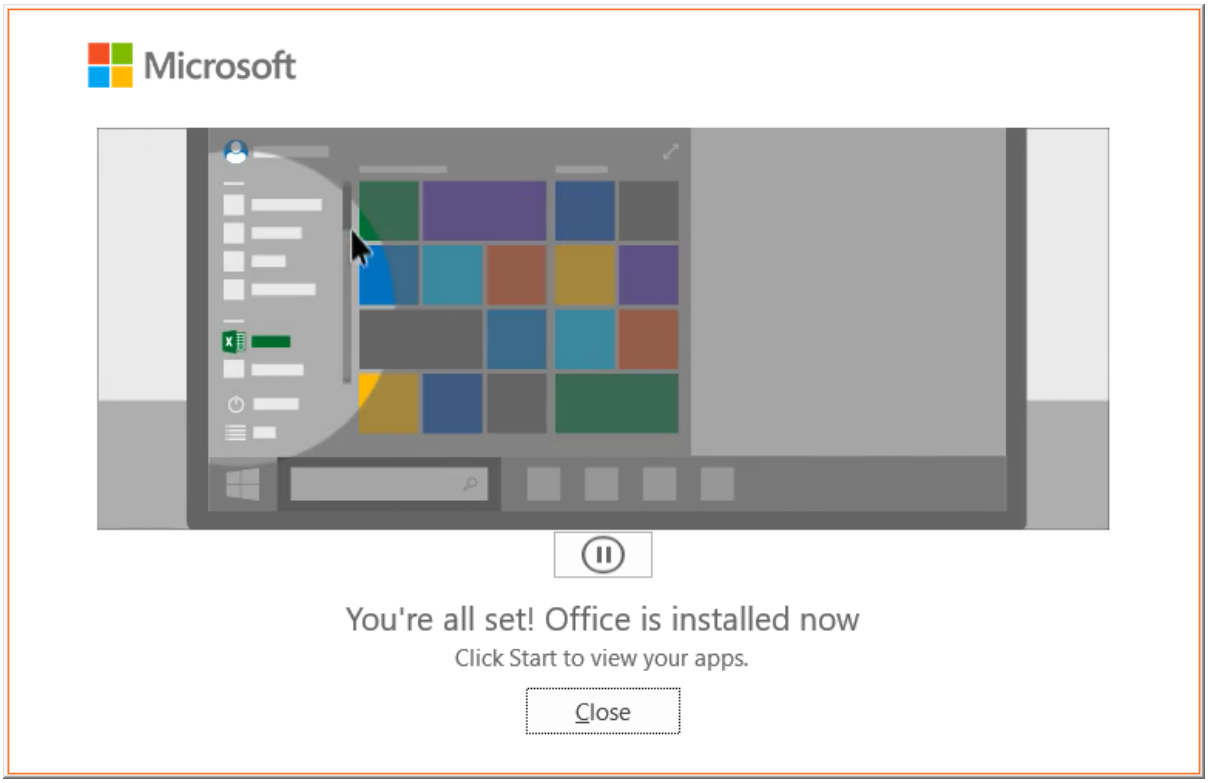


6. There will be a popup saying “Do you want to allow this app to make changes to your device?” Click “Yes”

7. The installation will start. This step takes a long time. Be patient.



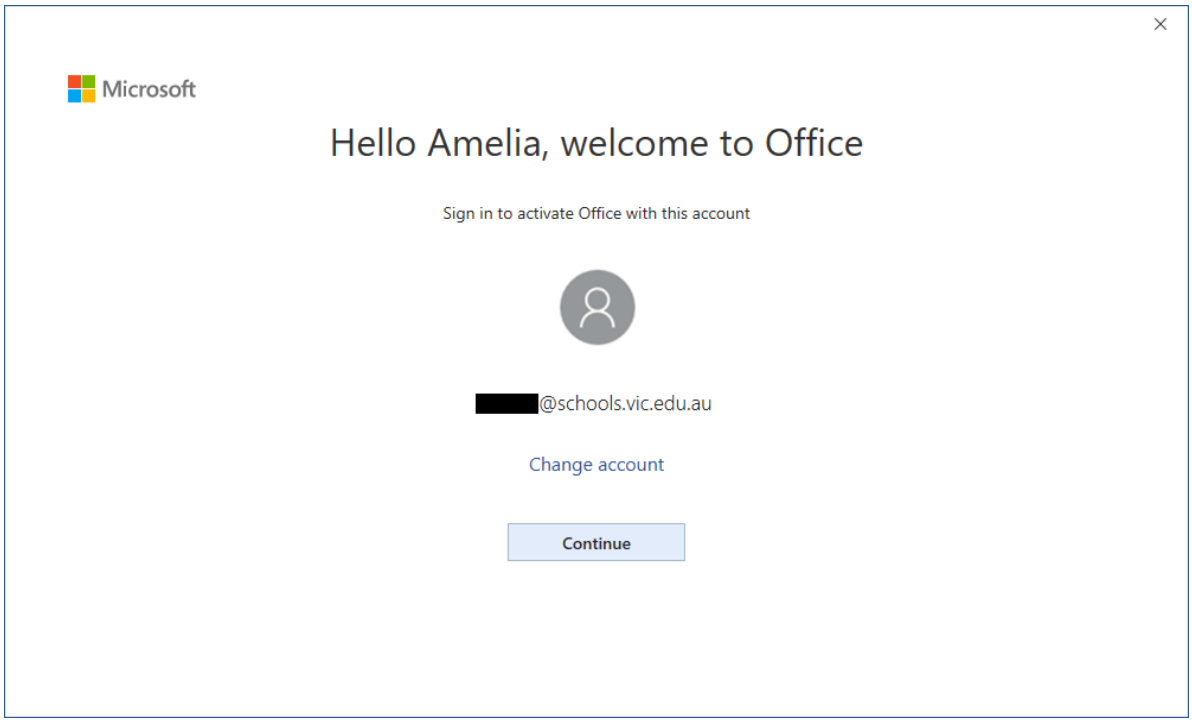
8. You will see this when its done. Close it.



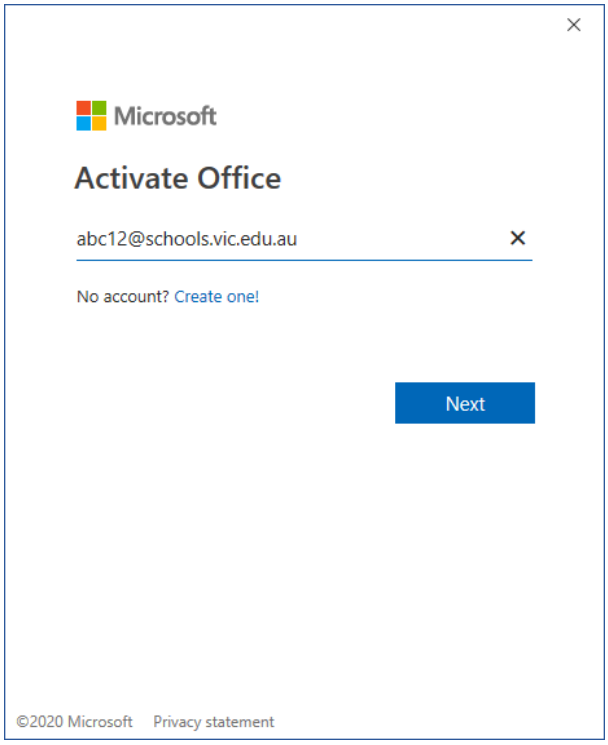
Office is now installed.

Part 2 Activation

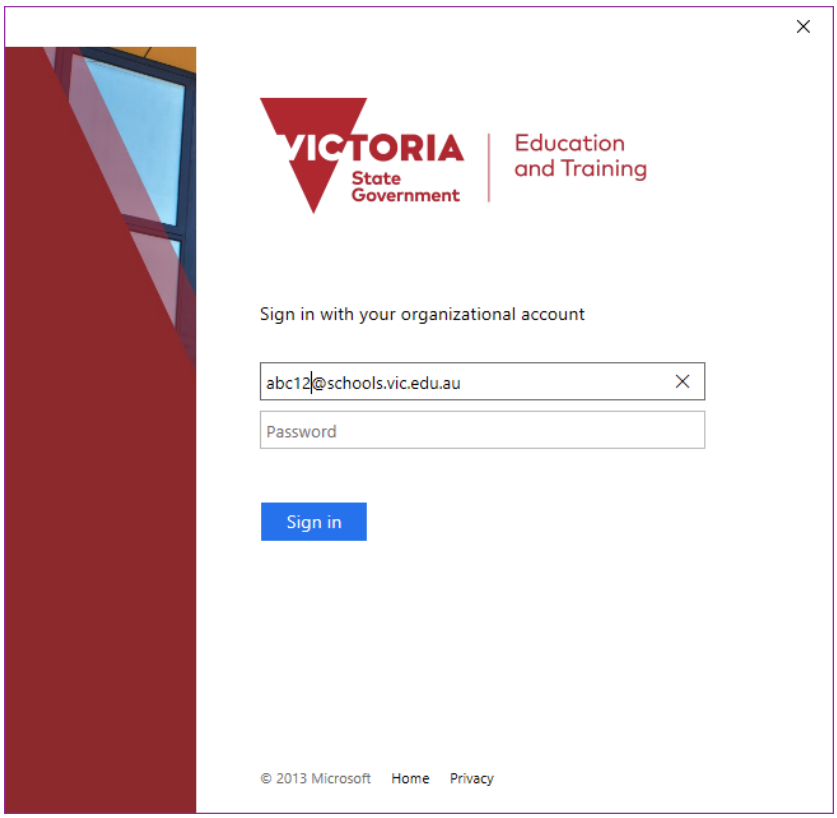
9. From the windows menu start Word. After a while you will see the welcome. Click “Continue”



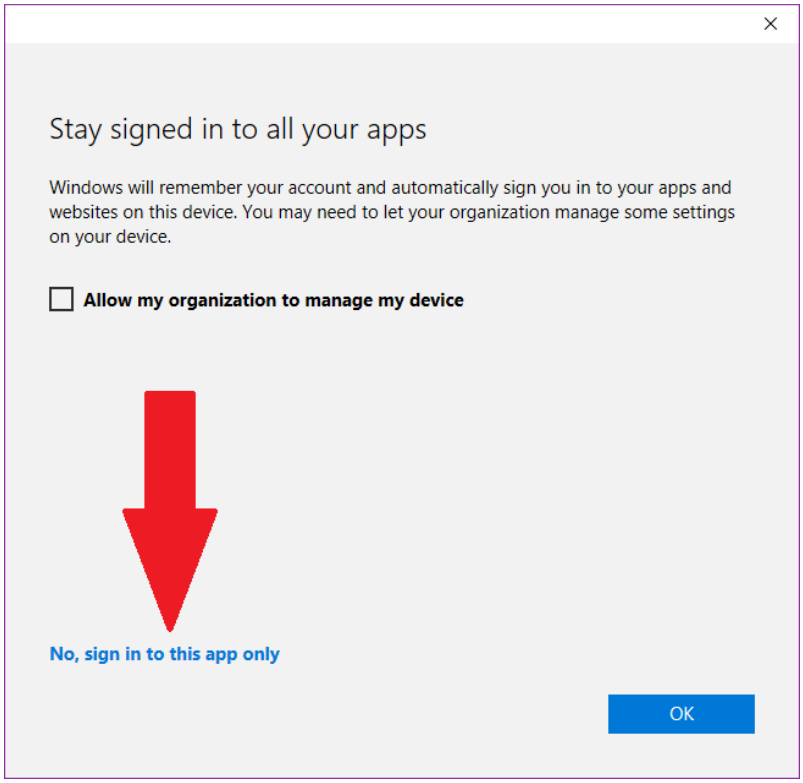
10. In the Activate Office window, the username will be already filled in. Click “Next”



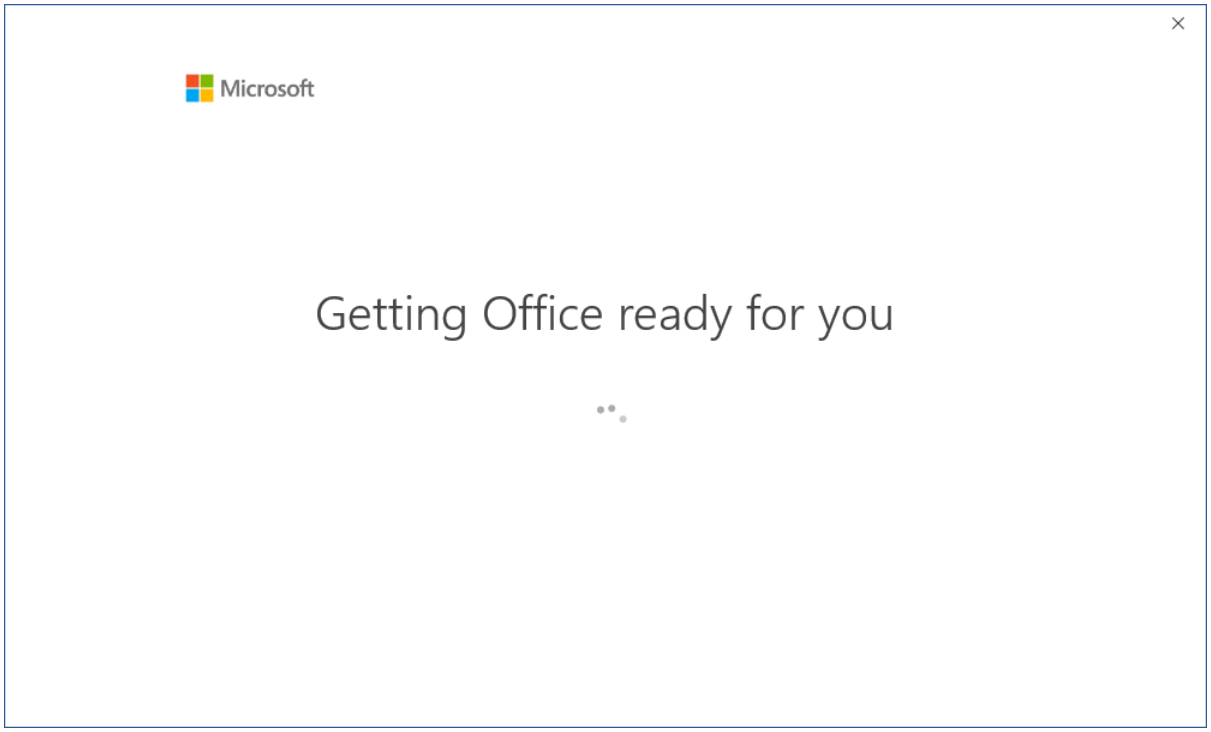
11. Put in the password and click “Sign in”



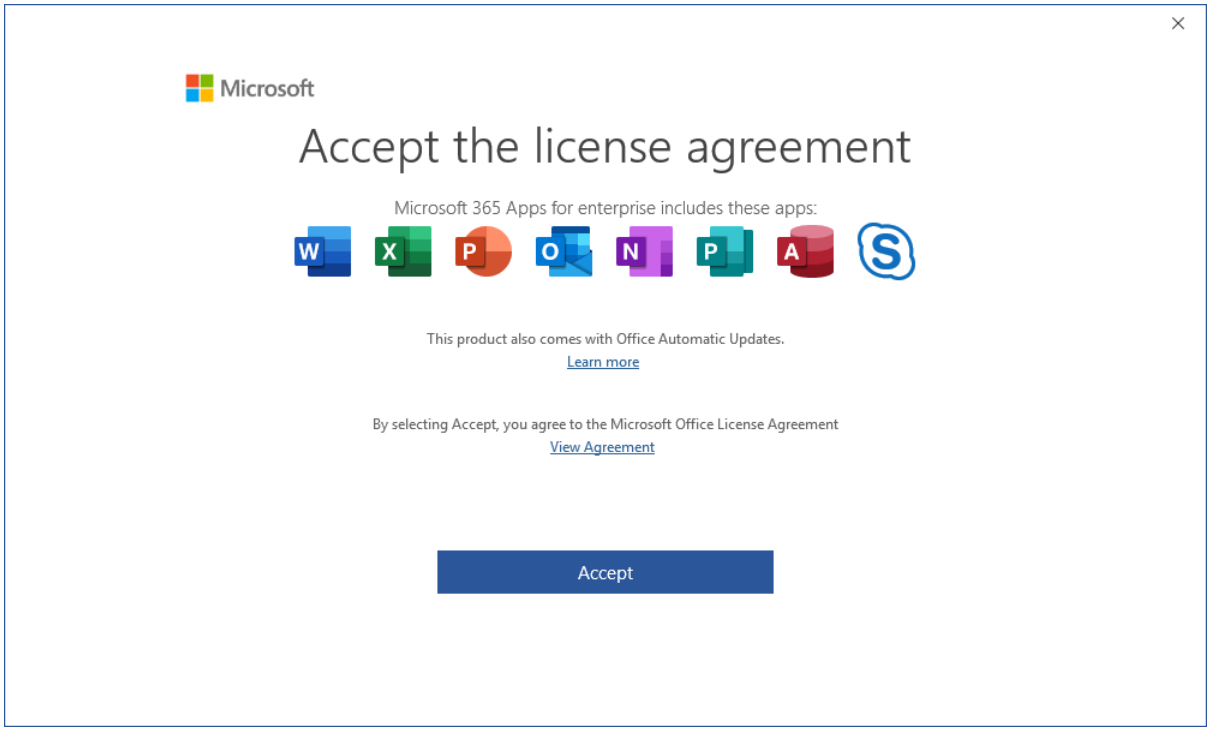
12. Untick “Allow my organisation to….”
    DO NOT CLICK “OK”
    Click “No, sign in to this app only”



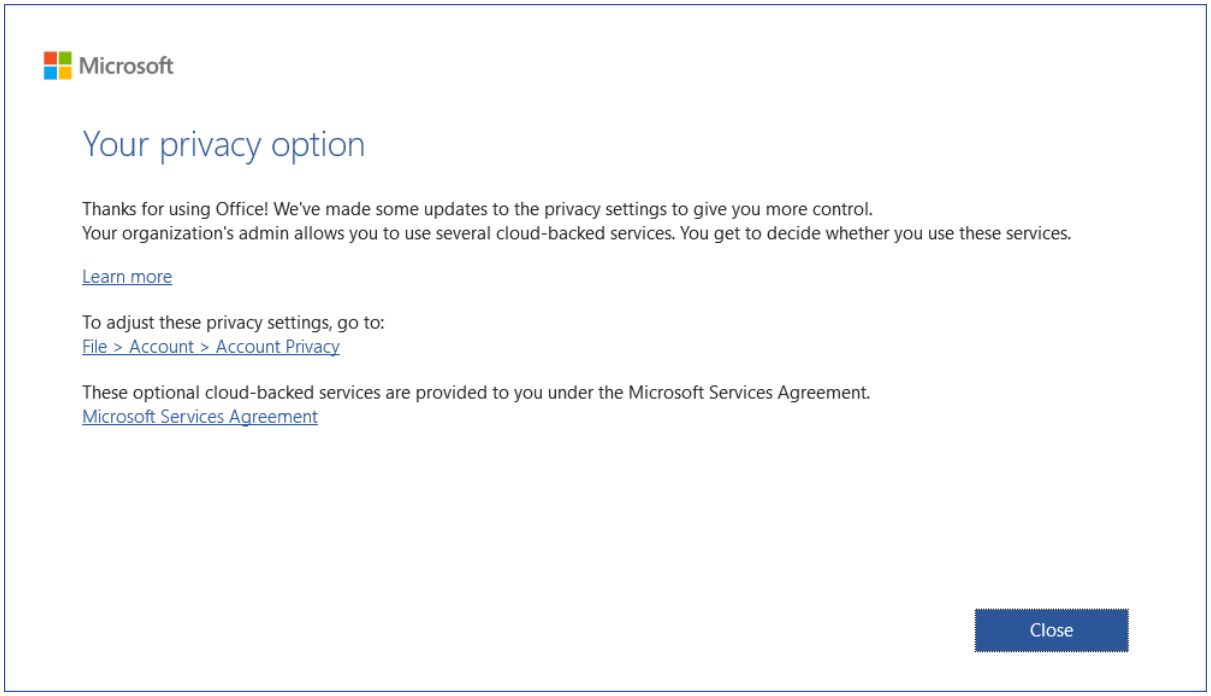
13. Microsoft will make you wait while it activates…



14. Click “Accept”



15. Click “Close”



Office is ready to use.