

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.

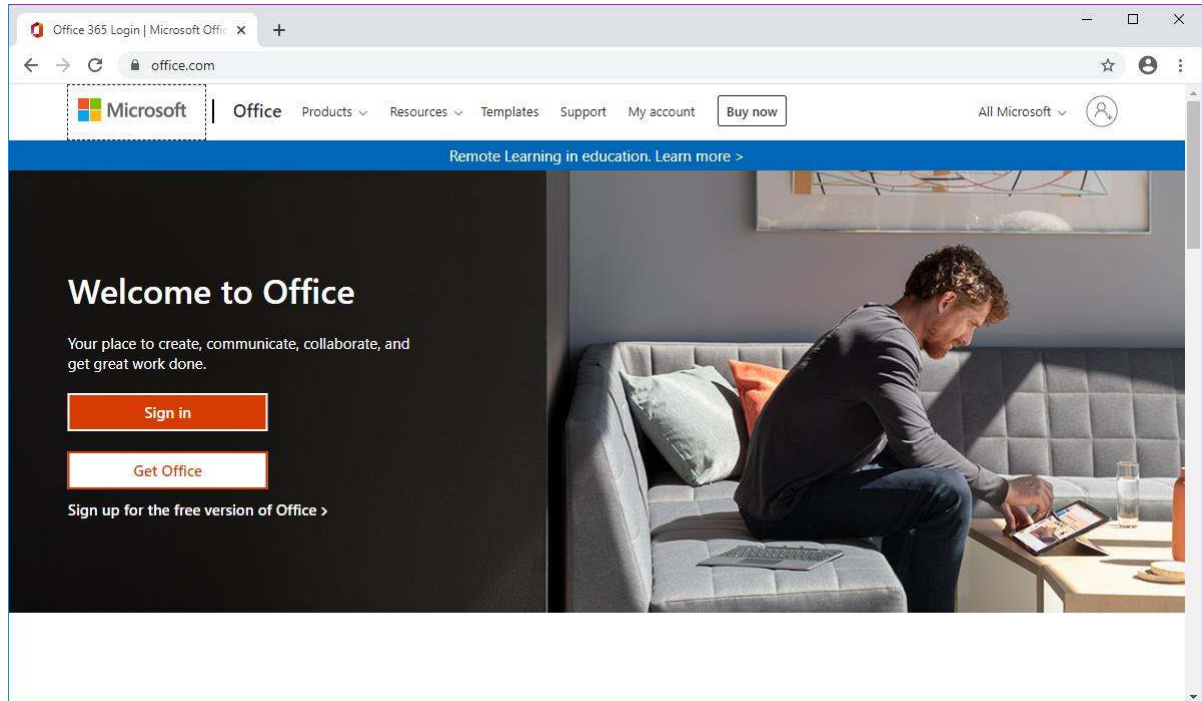
There are two main parts:

Installation

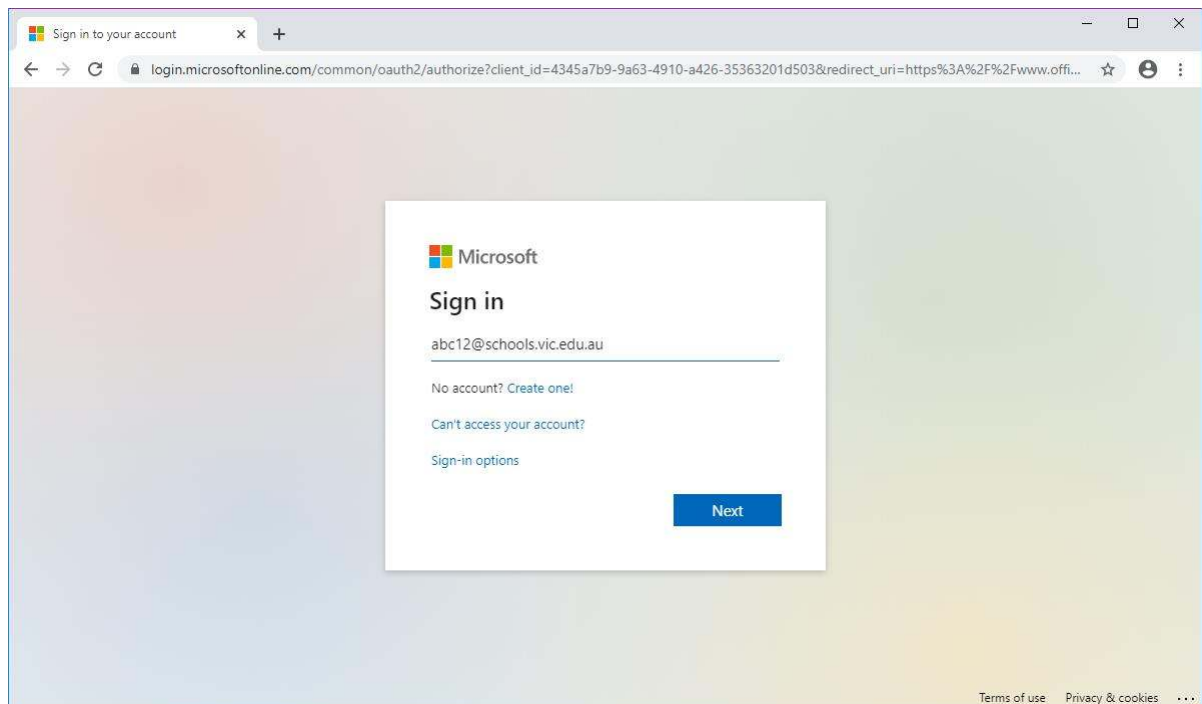
Activation

Part 1 Installation

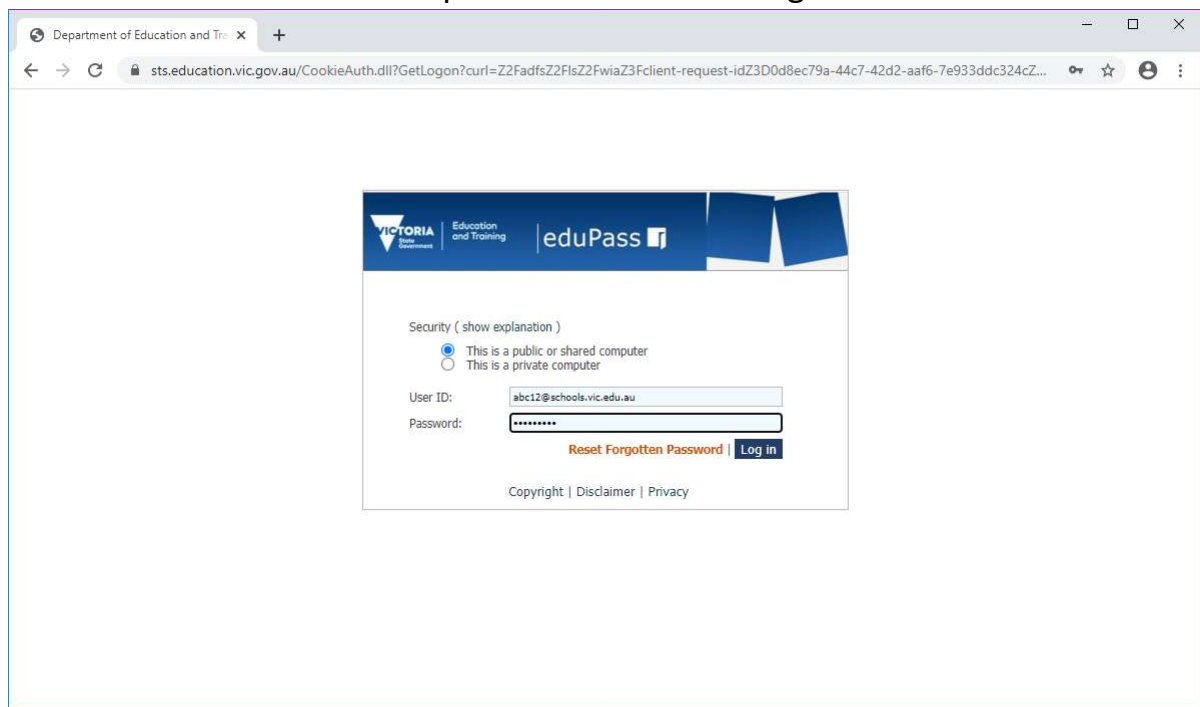
1. Open browser (e.g. Chrome) and go to office.com
Click "Sign in"



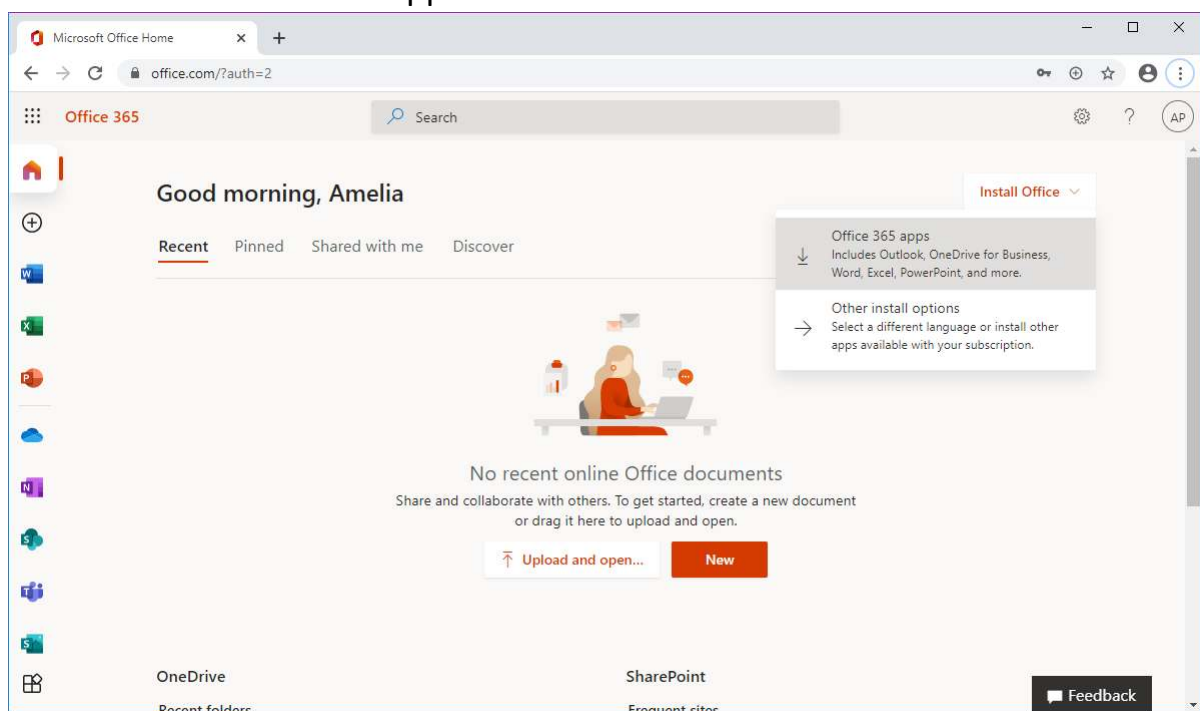
2. Enter the username and click "Next"



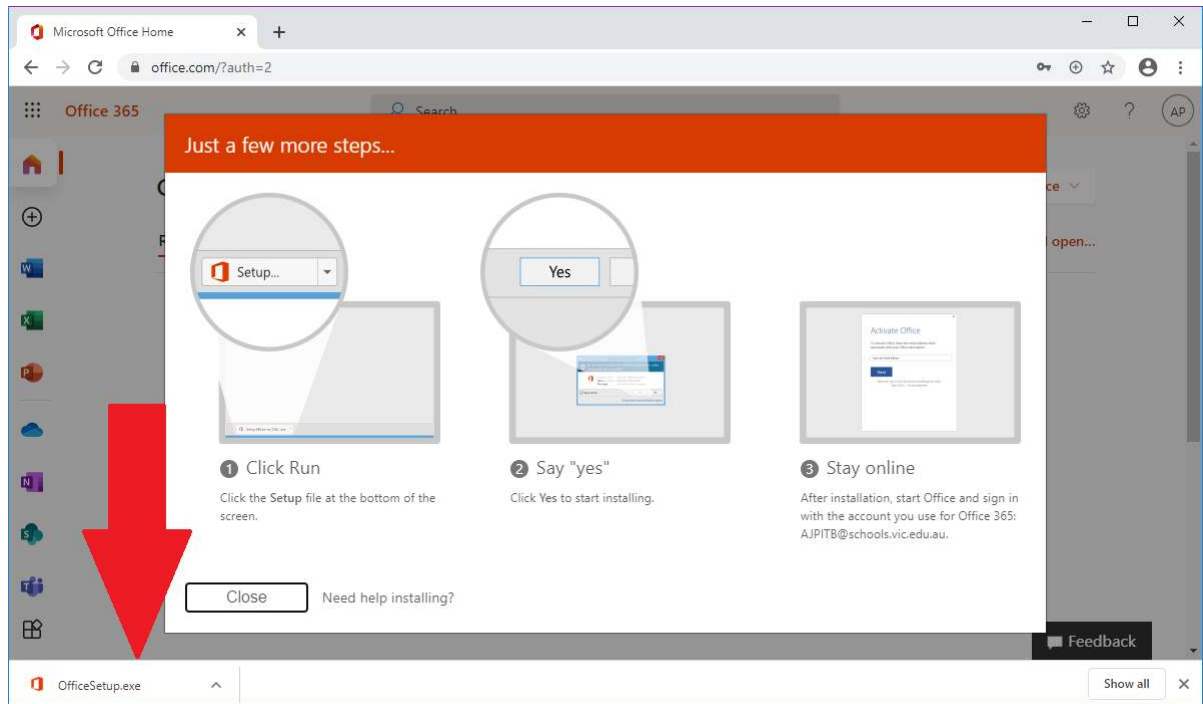
3. Enter the username and the password and click “Log in”



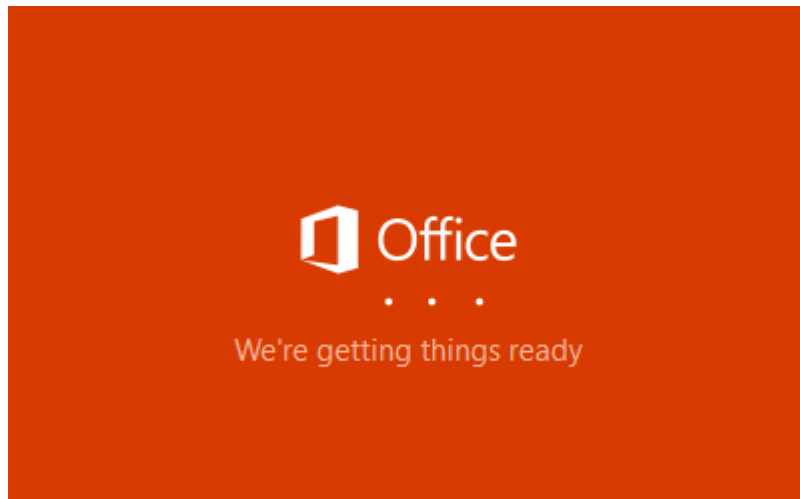
4. Across the right and near the top you will see “Install Office”. Click on it, then click on “Office 365 apps”



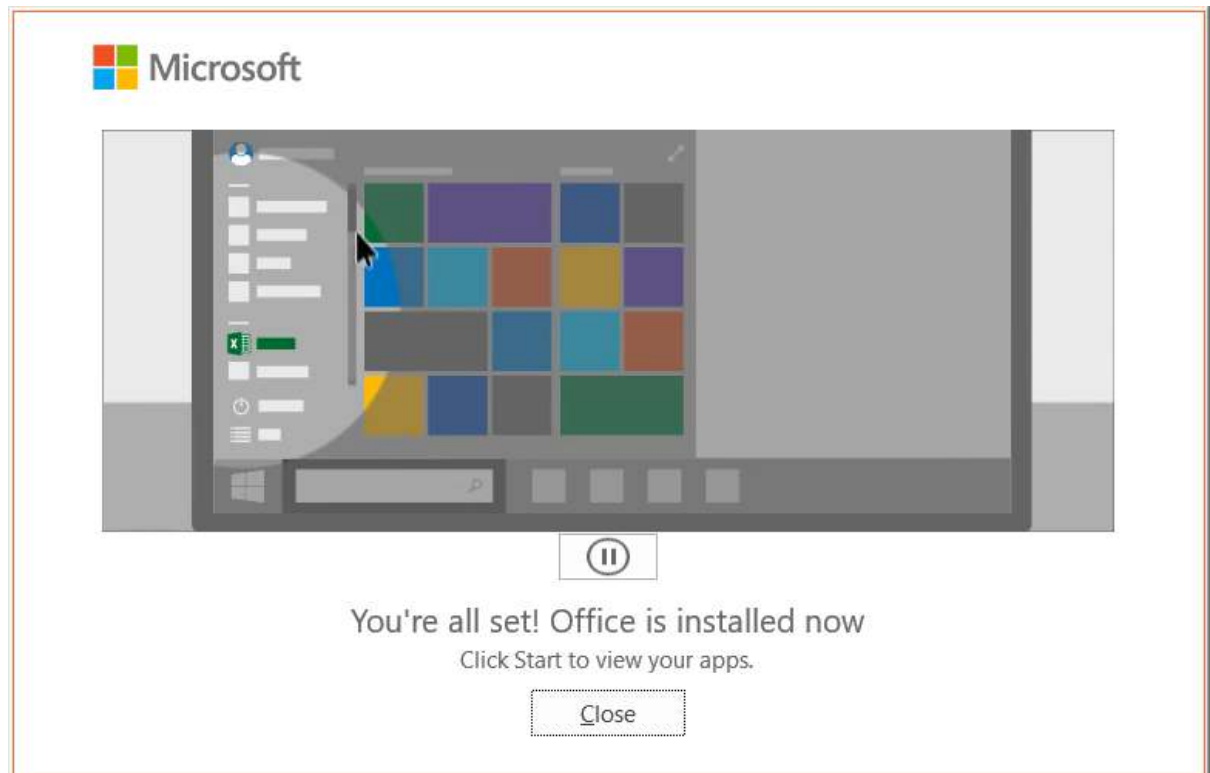
5. In the bar at the bottom, you will see the “OfficeSetup.exe” program has downloaded. Click on it to start the program.



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.



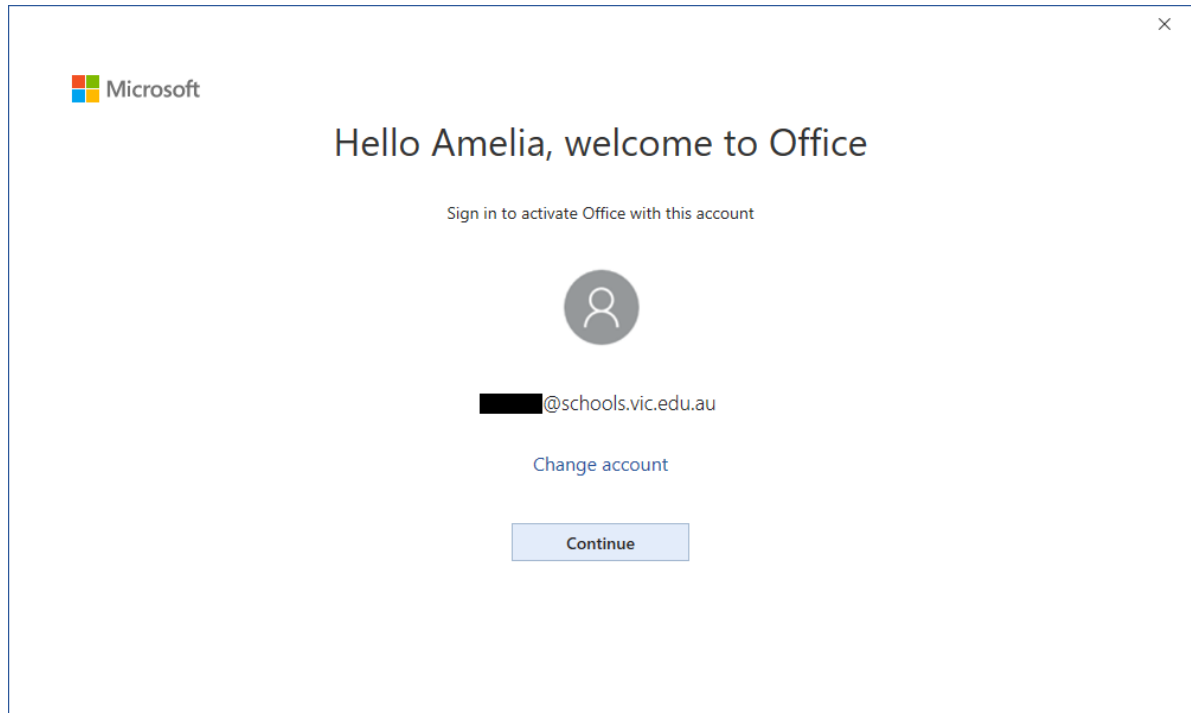
8. You will see this when its done. Close it.



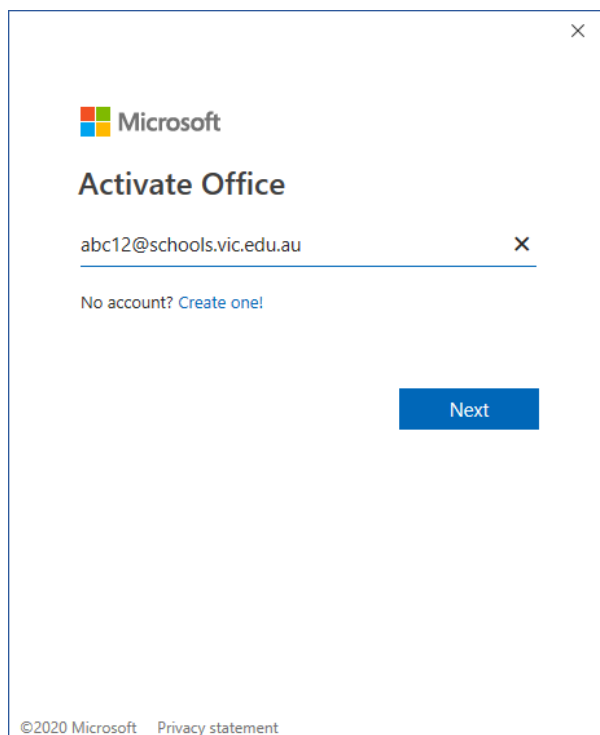
Office is now installed.

Part 2 Activation

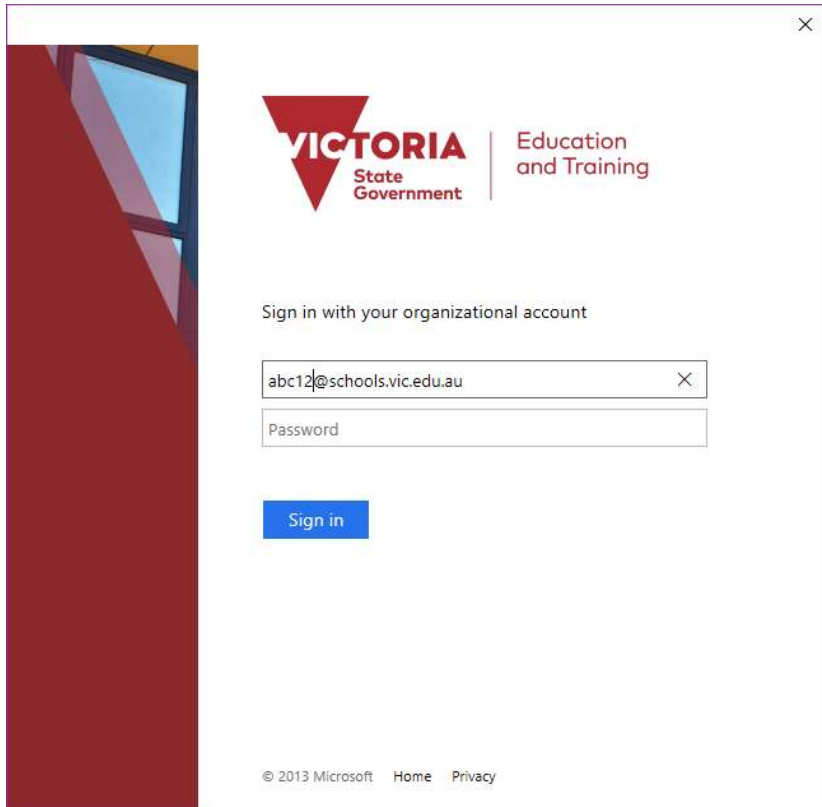
9. From the windows menu start Word. After a while you will see the welcome. Click “Continue”



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



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

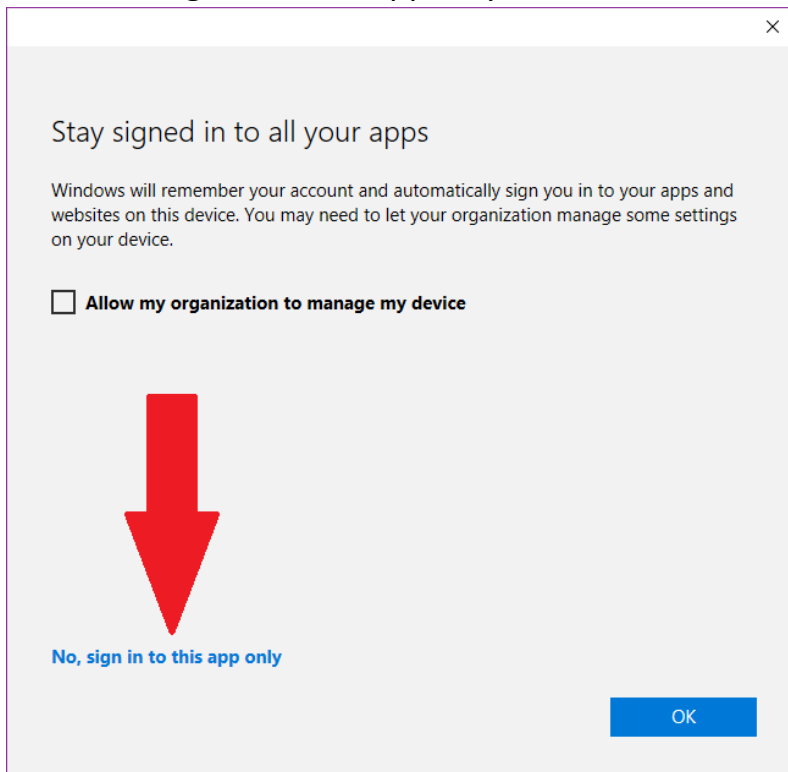


A screenshot of a web sign-in page for the Victoria State Government. The page features the Victoria State Government logo (a red triangle with the word 'VICTORIA' and 'State Government' below it) and the text 'Education and Training'. Below the logo, it says 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'abc12@schools.vic.edu.au' and the second is labeled 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the page, there is a copyright notice '© 2013 Microsoft' and links for 'Home' and 'Privacy'.

12. Untick “Allow my organisation to....”

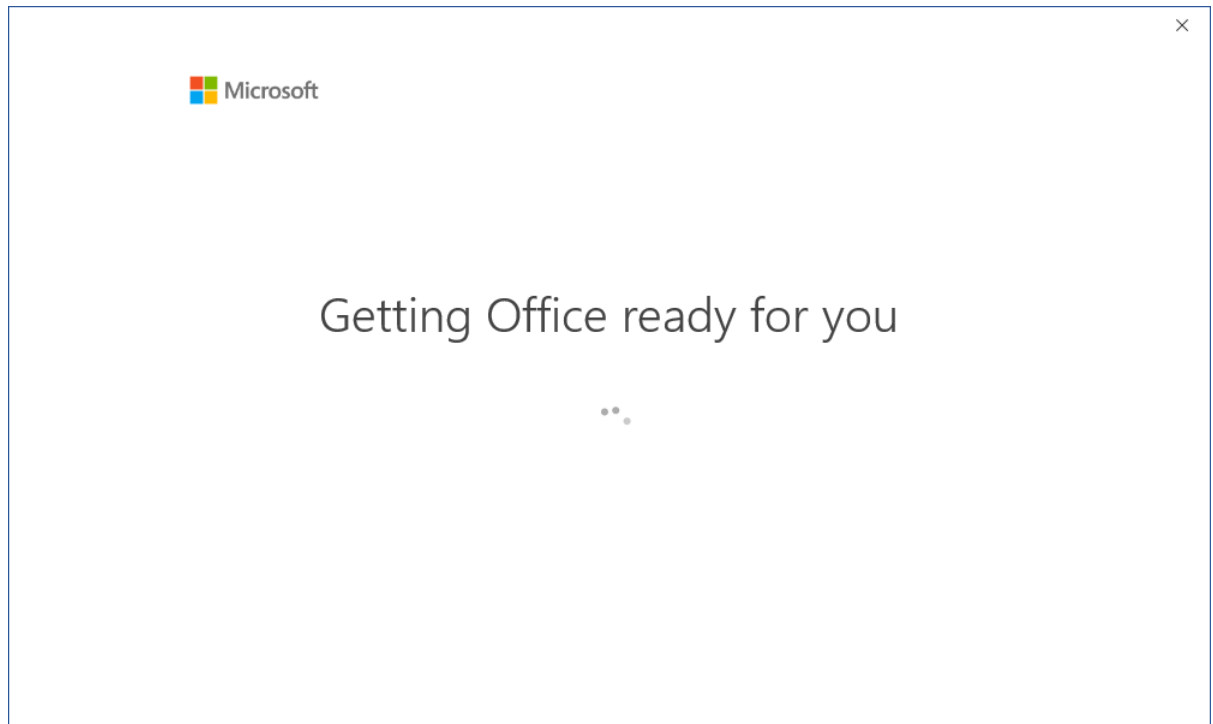
DO NOT CLICK “OK”

Click “No, sign in to this app only”

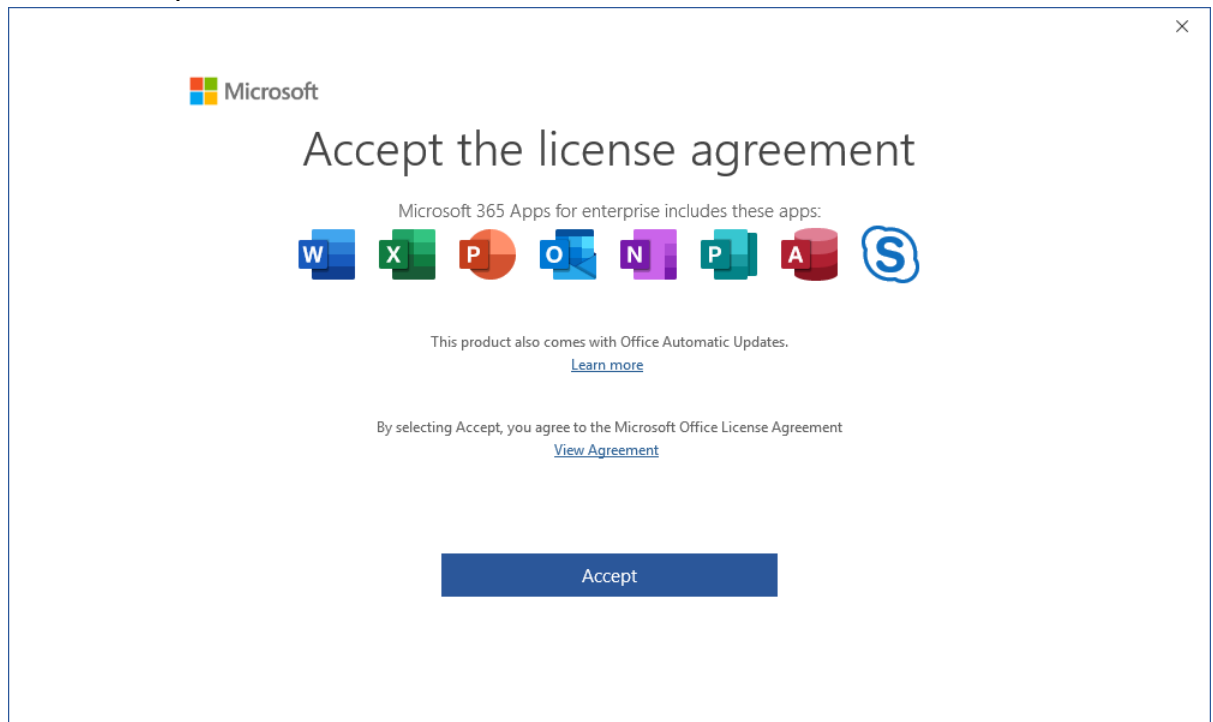


A screenshot of a Windows sign-in consent dialog box. The title is 'Stay signed in to all your apps'. The text reads: 'Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.' Below this text is a checkbox labeled 'Allow my organization to manage my device', which is currently unchecked. A large red arrow points down from the checkbox area to the text 'No, sign in to this app only' at the bottom left. At the bottom right, there is a blue 'OK' button.

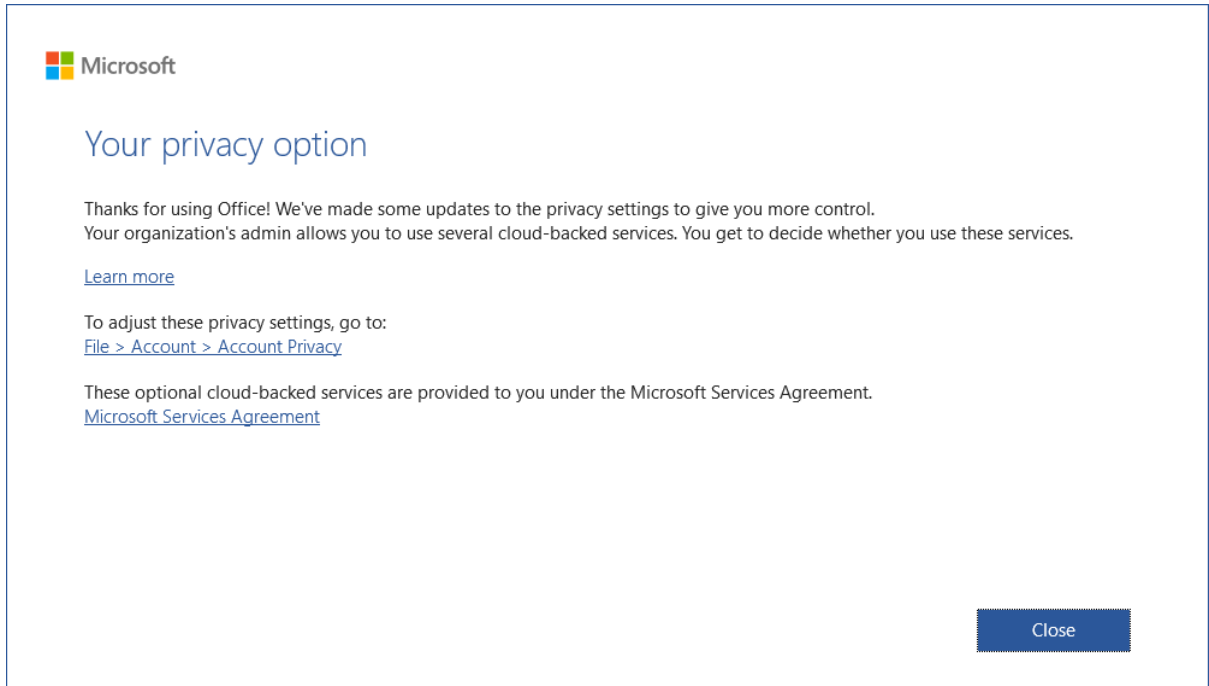
13. Microsoft will make you wait while it activates...



14. Click "Accept"



15. Click “Close”



The screenshot shows a white dialog box with a thin blue border. In the top-left corner is the Microsoft logo (four colored squares) followed by the word "Microsoft". Below the logo is the heading "Your privacy option" in a blue font. The main text reads: "Thanks for using Office! We've made some updates to the privacy settings to give you more control. Your organization's admin allows you to use several cloud-backed services. You get to decide whether you use these services." Below this is a blue link "Learn more". The next line says "To adjust these privacy settings, go to:" followed by a blue link "File > Account > Account Privacy". The final paragraph states "These optional cloud-backed services are provided to you under the Microsoft Services Agreement." with a blue link "Microsoft Services Agreement". In the bottom-right corner, there is a dark blue rectangular button with the word "Close" in white text.

Office is ready to use.