Harrisdale Senior High School

Installing Office 365 for students

I have Office 365 already installed on my device and it is giving me Activation errors, please go to page: 2

I do not have Office 365 installed and need instructions on how, please go to page: 5
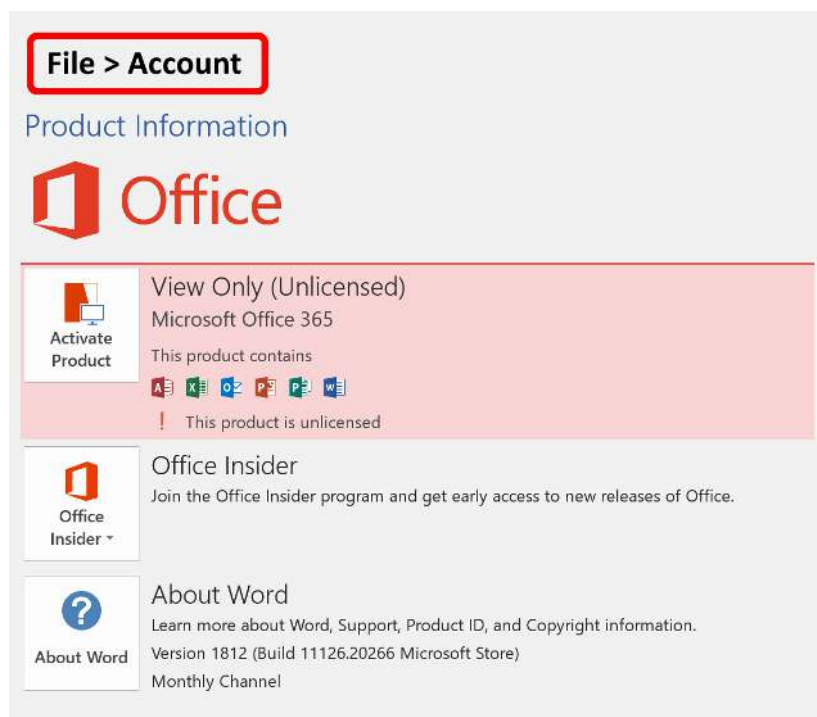
Before you start:

The Department of Education provides a free copy of Office 365 ProPlus to students currently attending Department schools. This can be installed on up to 5 PCS/macs, and 5 tablets/smartphones.

- You will need at least 1GB of internet download allowance
- You will need your **Student** Connect username and password.
- Office 365 <u>CANNOT</u> be downloaded at school. It must be downloaded at home.
- Every 30 Days Office 365 will need to get onto the internet to check if you are still registered at a Department school. If this check fails, you will be given 30 days of use before Office 365 is locked into "Read Only" and it will not allow any editing

How can I tell if Office 365 is Activated?

If you open a Microsoft Office product, such as Word, then Click the "File" button and then the "Account" option, an unlicensed product will display the following on the right of the screen.
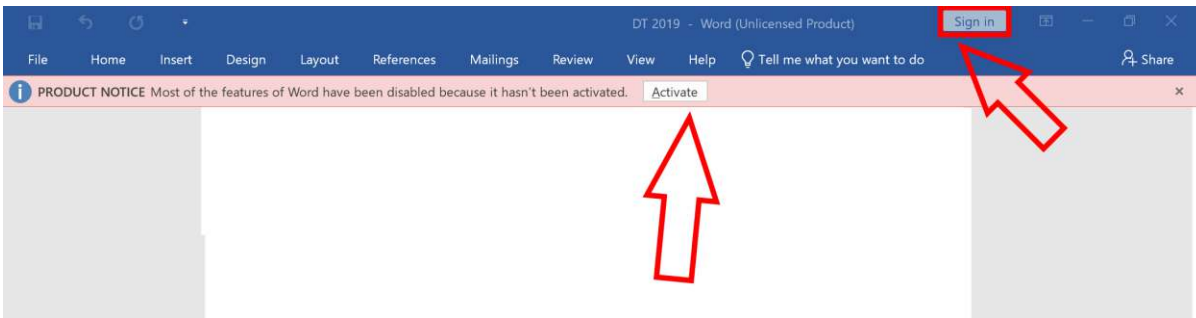
Office 365 is already installed.

If you already have office 365 installed on your device, you will need to activate it with your school student account. Failure to do so will result in Office 365 installing as a trial that will lock after 30 days and give you this error message:

This error message means that your <u>trial</u> of Office 365 has expired and it wants you to pay. In order to install the free copy that the Department of Education provides, please follow these steps.

1. Click the "Activate" button.
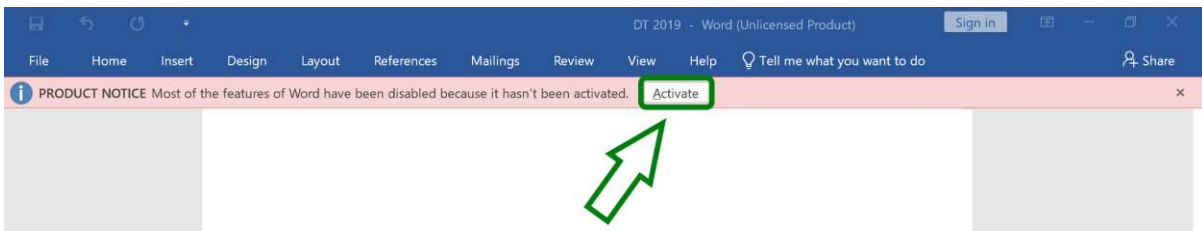
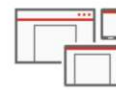2. In the window that pops up, select "Sign In"

3. At the sign in screen, you must enter your **STUDENT** EMAIL ADDRESS

   If my <u>student connect username</u> is "jade.ling" I would type in the following:

   jade.ling@student.education.wa.edu.au

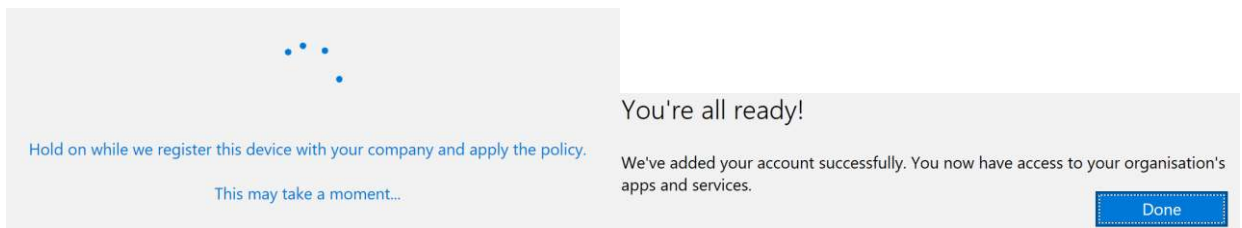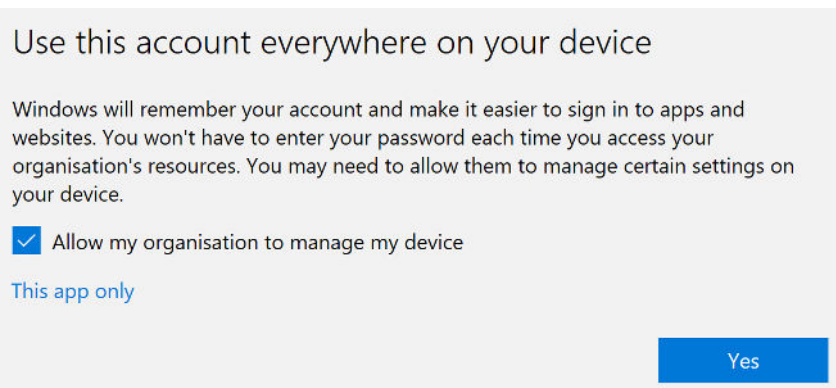4. You then need to sign in exactly the same way you normally do to Connect with your **student account.**

5. You should then see a screen similar to this.

Getting Office ready for you

6. You may see the following screens; Click "Yes" if you do.

Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organisation's resources. You may need to allow them to manage certain settings on your device.

☑ Allow my organisation to manage my device

This app only

Yes

Hold on while we register this device with your company and apply the policy.

This may take a moment...

You're all ready!

We've added your account successfully. You now have access to your organisation's apps and services.

Done

7. Microsoft Office 365 should now be activated against your <u>student</u> account. You can confirm this by opening a Microsoft Office 365 product, such as Word, going to the "File" menu, and then the "Account" option on the left. You should see this:

Product Information

Office

Product Activated

The following is a guide on how to Install Office 365 on your device.

1. **Students** need to login to Connect via http://connect.det.wa.edu.au

   a. If you do not know what your connect username / password is, please speak to a Teacher, or see the IT Tech in the Library at break 1 or 2.

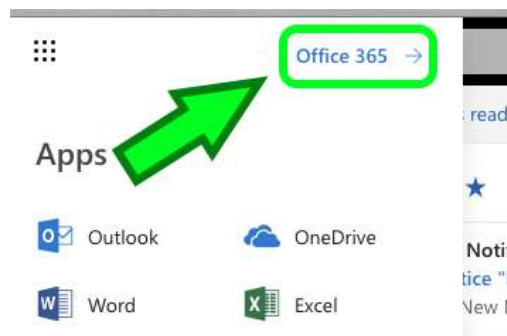2. Click on the email icon in the very top right of the screen

   Note: if you do not see this icon, you are logged in as a parent. *YOU MUST BE LOGGED IN AS A STUDENT!*

3. In the top left, click on the grid icon.

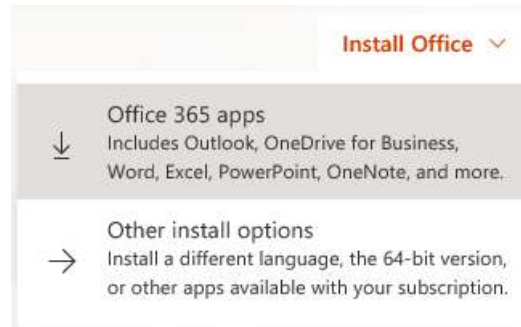4. On the panel that appears, in the top right click "Office 365"

5. On the next screen, on the right hand side click the arrow next to "Install Office" and then select "Office 365 apps" as the option.

6. Download the Installer. Once it is finished, double click to run it.

7. During the install process, carefully read each page and then click next or agree as necessary.

   a. If, during the install process you are asked to log in to anything it must be your **student connect username and password** that is used.

   b. If you need to login with an email address, it must be your Connect username, then @student.education.wa.edu.au like this:

      If my Connect username is "Jade.Ling" then my email address would be "Jade.Ling@student.education.wa.edu.au"

8. If the install processed successfully, you should find the full suite of MS Office applications available from your main menu.

Installing Applications on a tablet or smartphone

Navigate to the appropriate store to search for and download the Word, Excel, PowerPoint, or OneNote apps:
- Android devices: Google Play Store
- Apple devices: Apple App Store
- Windows Phone or Windows 10 device: Windows Store

When asked to login, pleasure make sure to use your **student connect username and password.**