MICROSOFT OFFICE 2016

Desktop Applications

Student User Guide Overview

This document provides detailed instructions to students of Baldivis Secondary College on how-to download and install a free copy of Microsoft Office 2016 Desktop applications on a Microsoft Windows 10 device.

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Installing Microsoft Office 2016 Desktop Applications

Student email and calendar has been extended at your school to include free downloads of Microsoft Office 2016 Software makes it easy to download and install the full MS Office suite on up to 5 PCs or Macs and 5 tablets or smartphones.

There is no charge for using Microsoft Office 2016 - it can be reached through the student email link on the Department of Education (DOE) or Connect portal.

What you will need:

1. A valid Student login for the Department portal (provided by DOE)
2. An internet connection with sufficient download allowance for over 2GB per installation (not the school network)

What you need to be aware of:

1. The MS Office software should only be installed on personal equipment - not on school managed computers.
2. The MS Office software should only be downloaded over a personal, home or non-school data network and it will consume up to 2GB of data allowances in the initial install.
3. The MS Office download is blocked on the Department network to prevent interference with essential data traffic. If you attempt to launch the software installation while connected to a school network, it will appear to work and will proceed through a number of stages before failing and issuing an error message. There is no way round this.
4. The software installed via Office 365 will automatically try to verify online that the user is still licenced. As long as the student remains registered with a Department of Education and an internet connection is available, this check will succeed. Once the student is no longer registered, the software will issue an onscreen notice of impending expiry and thirty days later will no longer allow editing of documents.
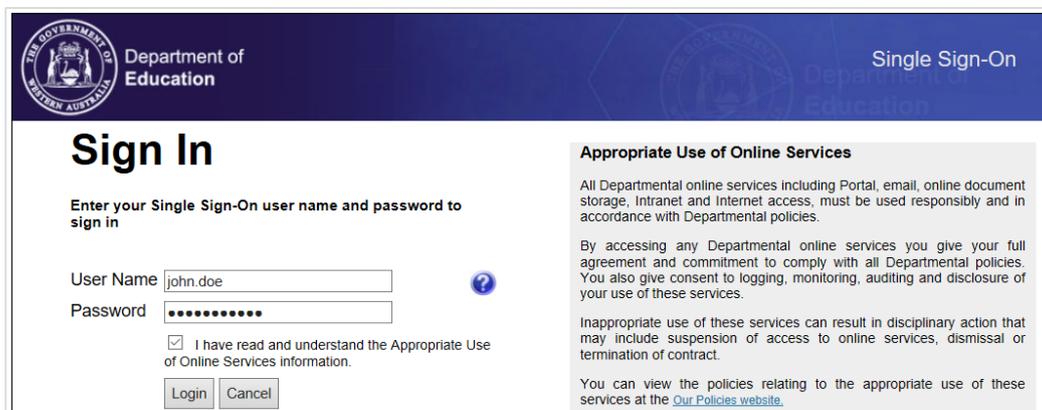
How to install Microsoft Office 2016 Applications

The following information has been designed to support students with the download and installation of the Microsoft Office 2016 Application Suite via a fully provisioned Department of Education Student account. If you have any problems with this process, contact the ICT Support Staff.
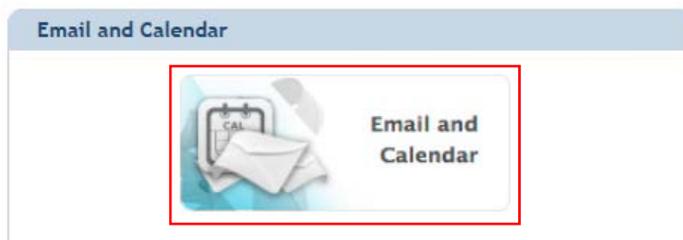
1. Access the Department of Education Portal in your preferred web browser at: http://portal.det.wa.edu.au and then click on **Login**.

2. Login to the Department Portal at: http://portal.det.wa.edu.au Contact your ICT Support Staff if you don't already have a username and password.

3. On successful login, click on the **Email and Calendar** icon to launch Office 365:
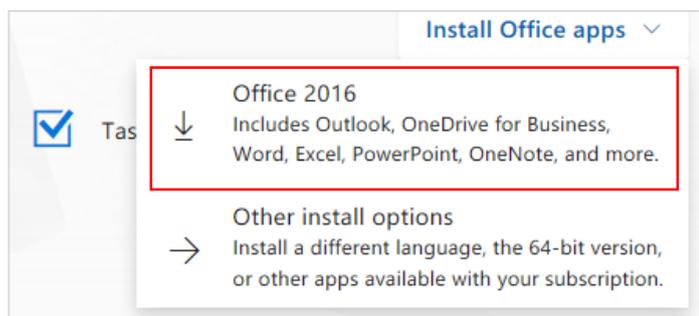

4. If you have not previously used the Office365 student email service here or if you are unfamiliar with the layout, simply click on **Office 365** at the top left of the screen:
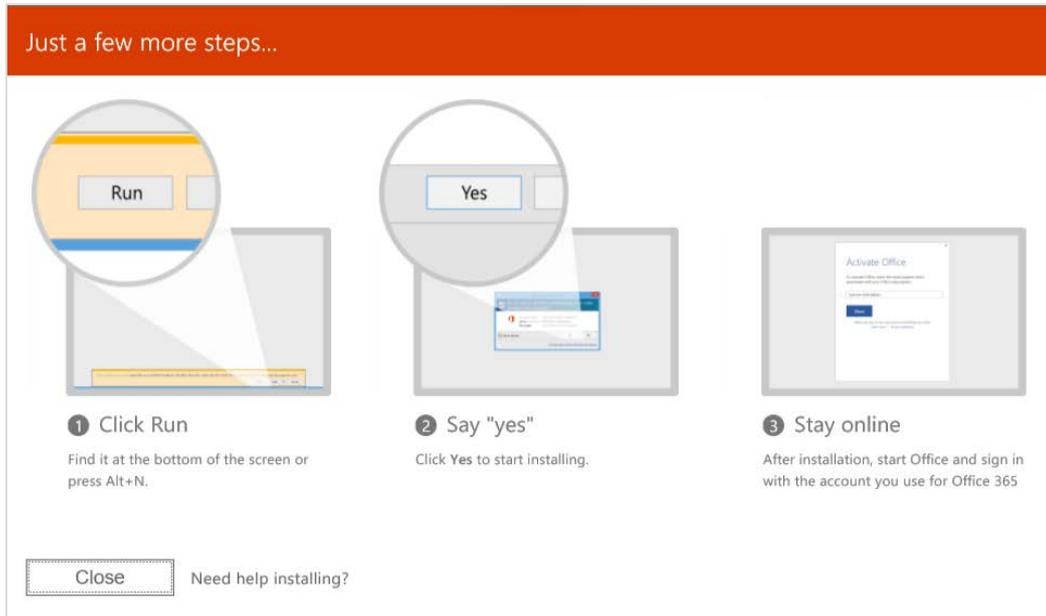

5. Clicking on the Office 365 link will display all the options available to you and you should see a screen similar to this:
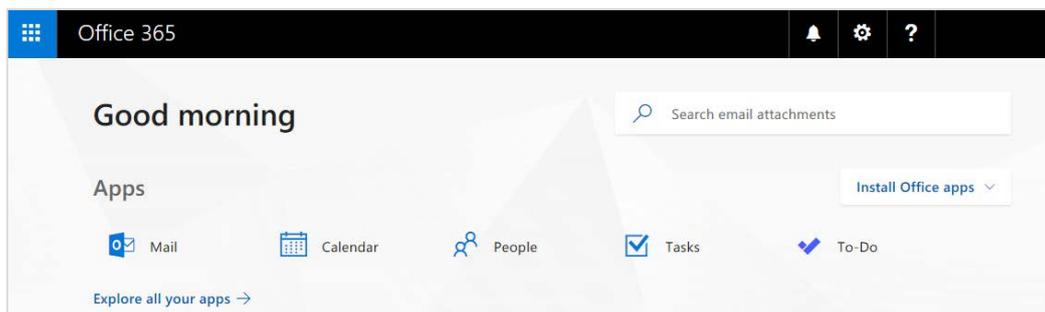

6. Click on the **Install Office apps** link and then click on **Office 2016**.

7. Once you have click on **Office 2016**, follow the onscreen instructions to start the installation process of Microsoft Office 2016 applications.


8. If you see the **User Account Control** prompt that says, **Do you want to allow this app to make changes to your device?** Click **Yes**. The installation will now begin.
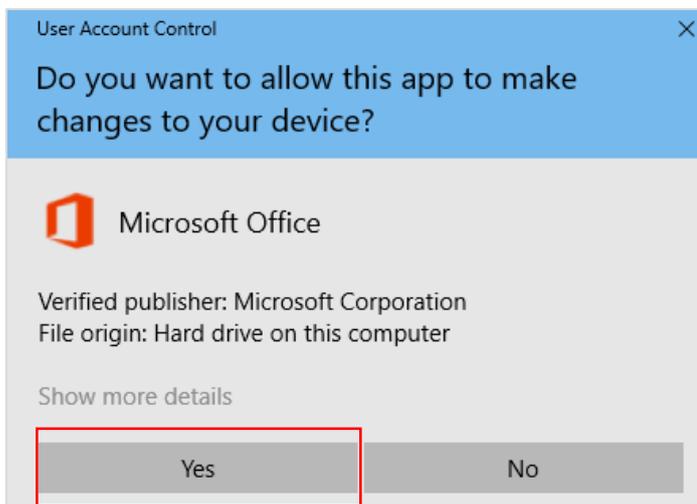
9. The **Microsoft Office 2016 Desktop Applications** will now be installed.
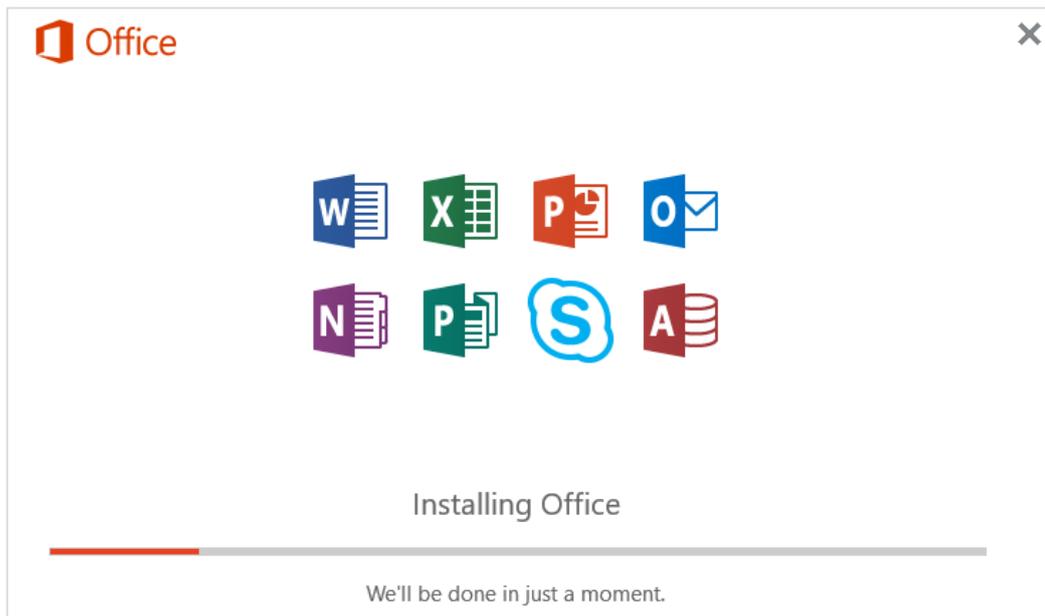
10. Your install of Microsoft Office 2016 is finished when you see the phrase: **You're all set! Office is installed now** and an animation plays to show you where to find Office applications on your computer. Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.
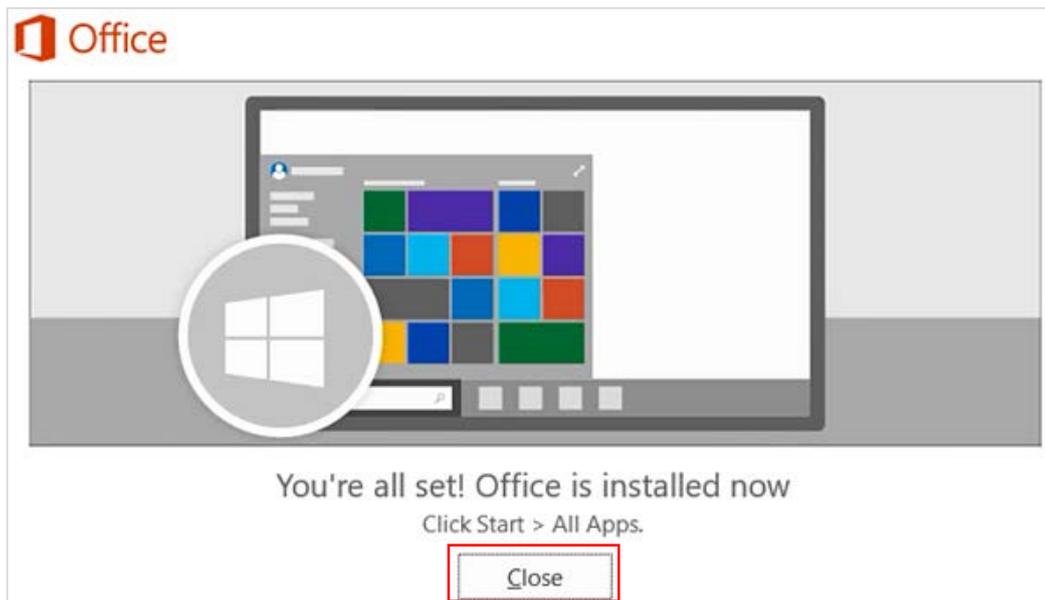

11. You can now proceed to the **Setup Student Email Account in Microsoft Outlook 2016** section, which will assist you in configuring your student email account in **Microsoft Outlook 2016**.

Setup DOE Student Email Account in Microsoft Outlook 2016

1. Click **Start > All Apps** and then click on **Outlook 2016** to open **Microsoft Outlook 2016**.
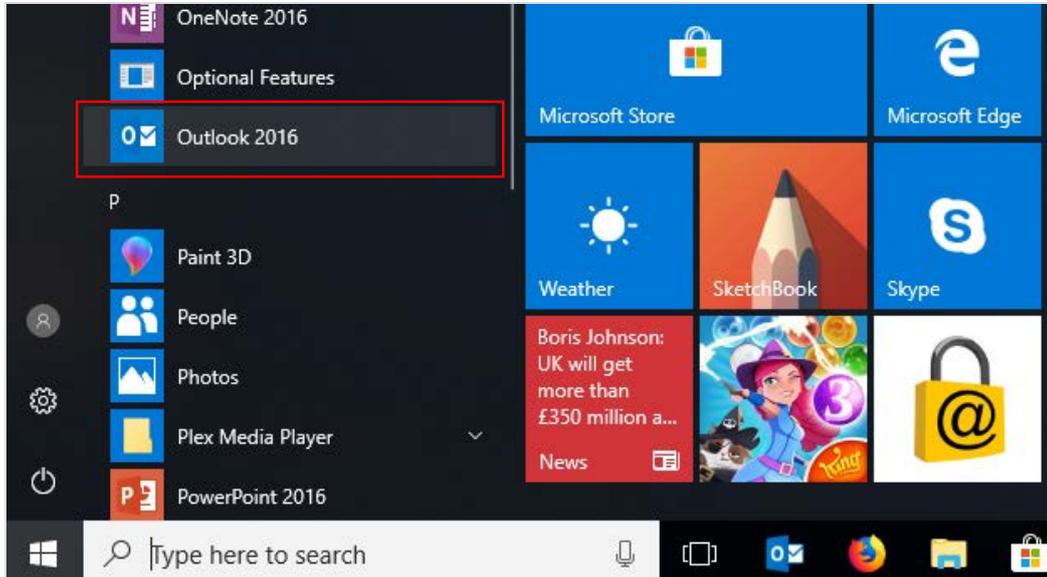
2. At the **Welcome to Outlook 2016** window click on **Next** to start the email setup.
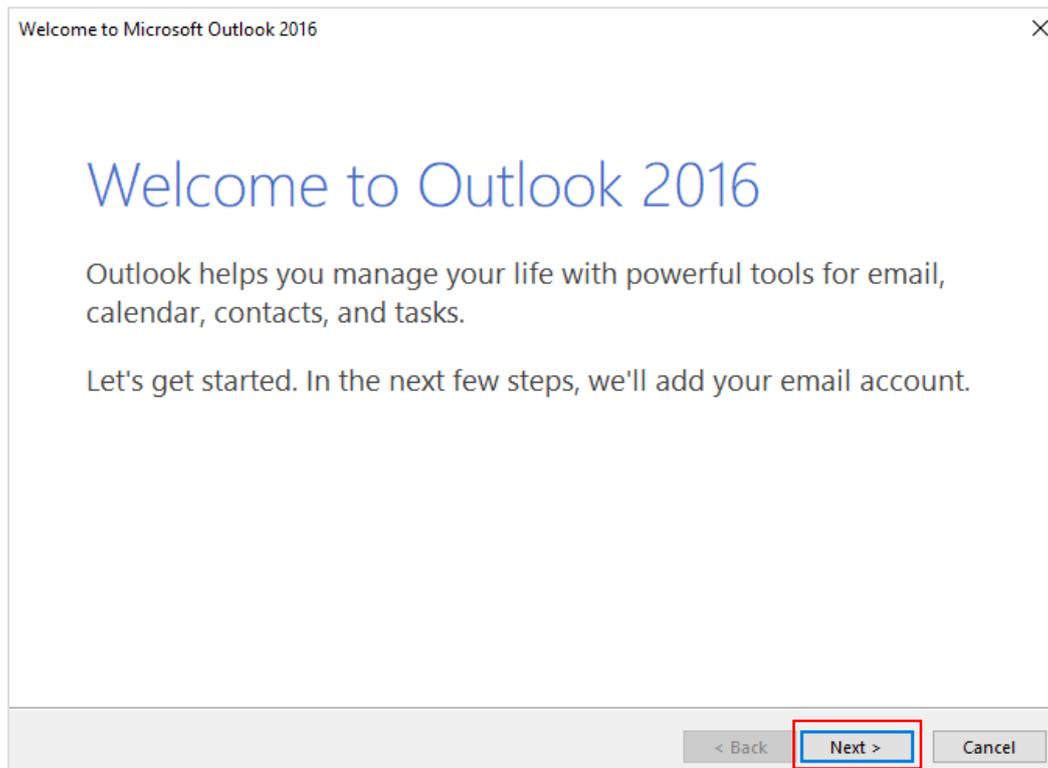
3. In the **Add an Email Account** window, select **Yes** to allow Outlook to automatically connect to the Exchange server, then click **Next**.

4. In the **Auto Account Setup** window, select **Email Account** and complete all the fields with your DOE account information and click **Next**.
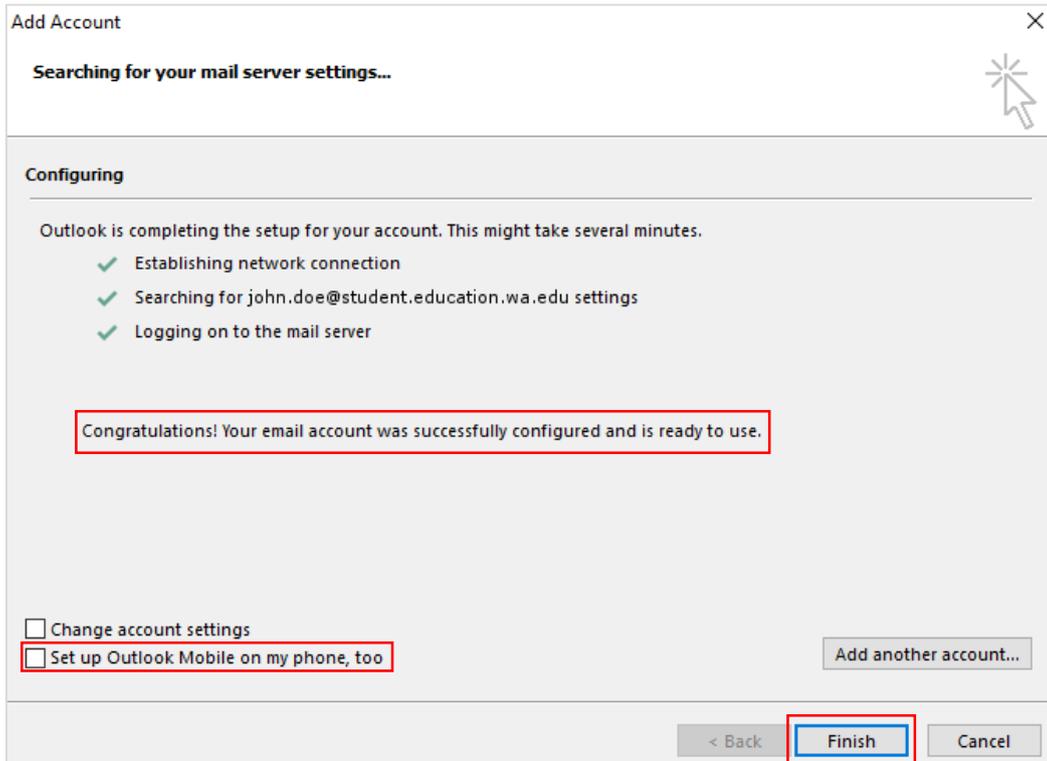
5. Microsoft Outlook 2016 will now search for the DOE Microsoft Exchange server settings for your account.
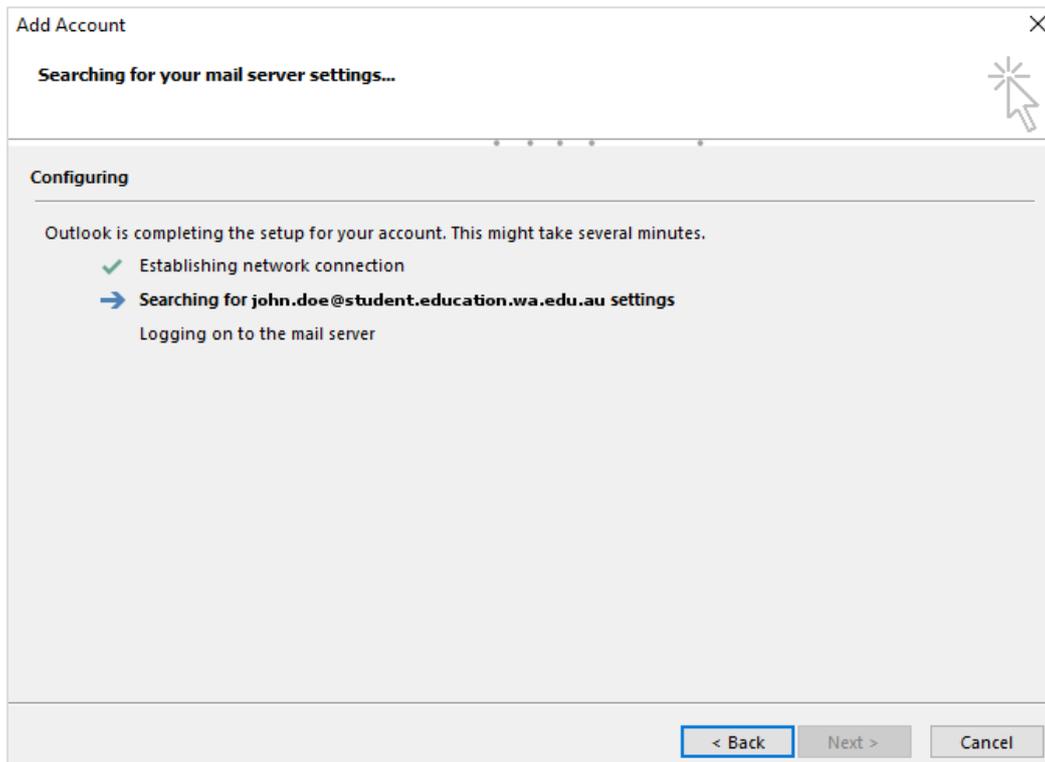
6. The **Microsoft Security** window will appear. Enter your **DOE Student Username password** to authenticate with the DOE Microsoft Exchange server and select the **Remember my credentials** option, then click **OK**.
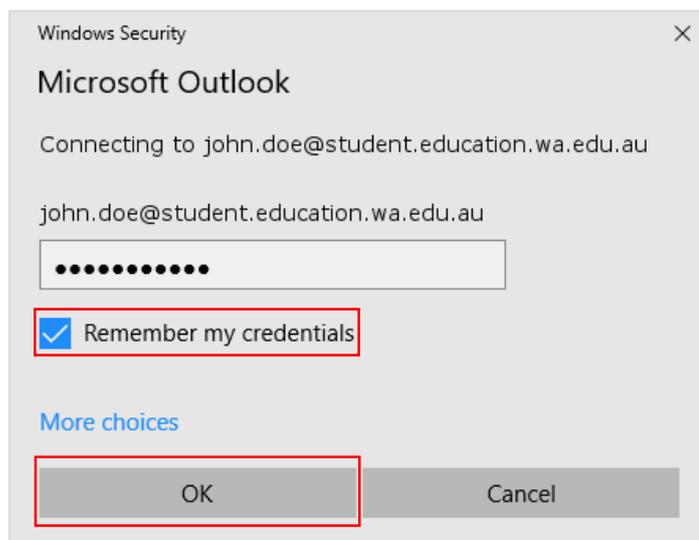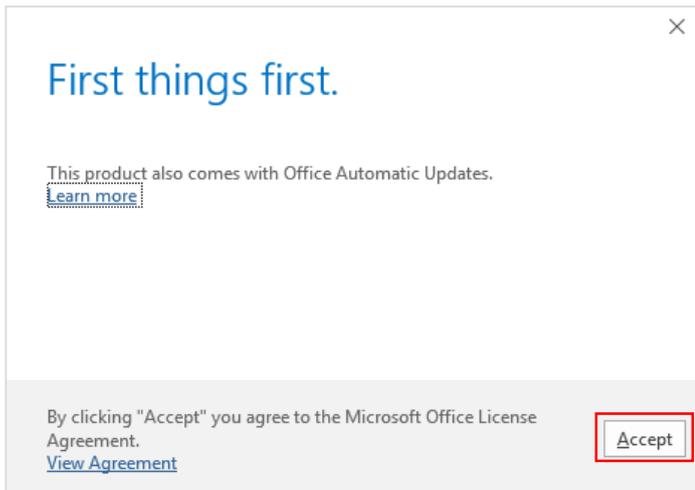
7. Once your email account has been successfully configured **untick** the **Set up Outlook Mobile on my phone, too** checkbox and click **Finish**.
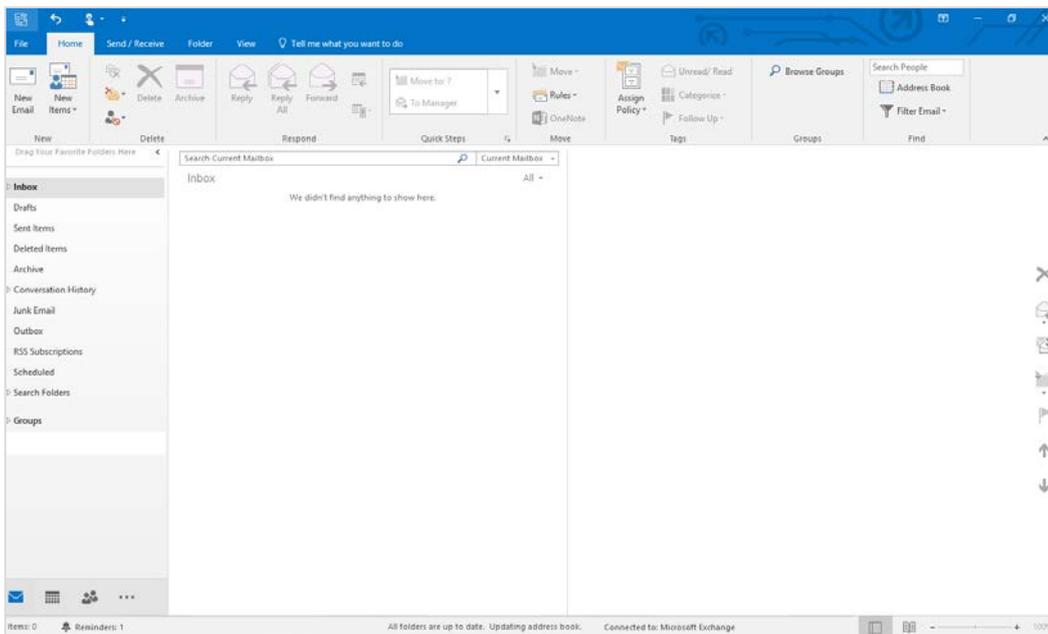

8. The **Microsoft Outlook 2016** application will now load and be prepared for first use.
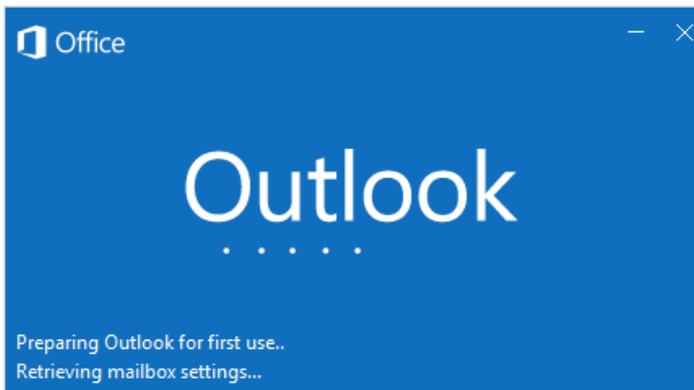
9. **Microsoft Outlook 2016** will open and the **First things first** window will appear. Click on **Accept** to continue.
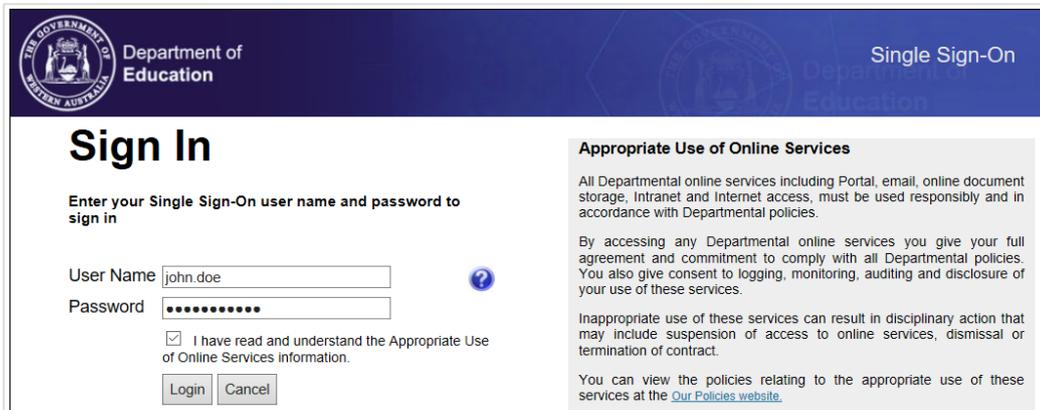

10. Your DOE Student email account has been successfully configured in **Microsoft Outlook 2016** and is ready for use.

Connect Portal Access

1. Access the **Connect Portal** in your preferred web browser at: https://connect.det.wa.edu.au
   Login to the **Connect Portal** with your **DOE Student Username** and **Password**. Contact your ICT Support Staff if you don't already have a username and password.
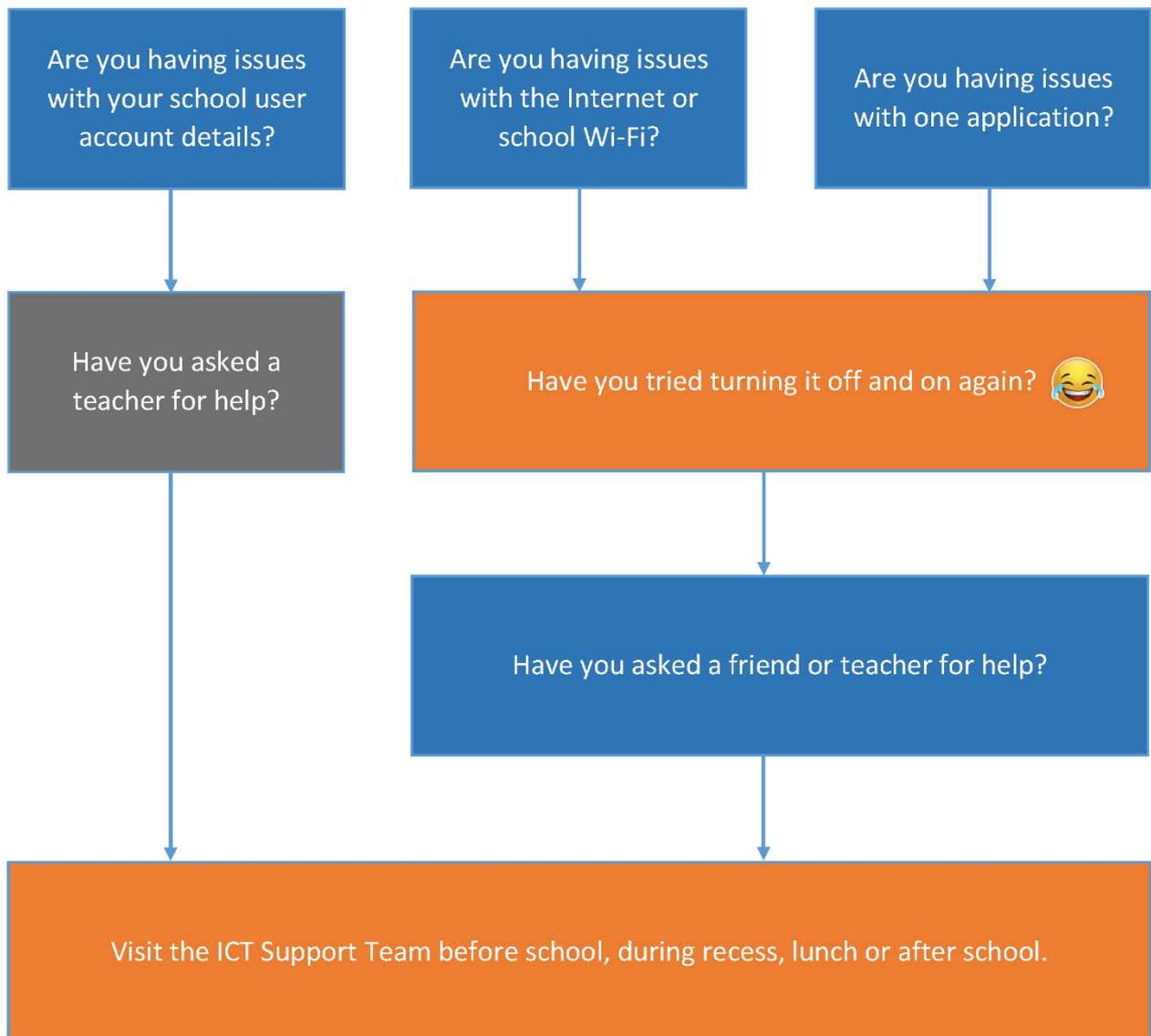

2. The page below will be displayed when successfully logged on to the **Connect Student Portal**.

Troubleshooting ICT Related Issues

Are you having issues with your school user account details?	Are you having issues with the Internet or school Wi-Fi?	Are you having issues with one application?

Have you asked a teacher for help?	Have you tried turning it off and on again? 😂

Have you asked a friend or teacher for help?

Visit the ICT Support Team before school, during recess, lunch or after school.

Baldivis Secondary College
ICT Support Team

Location: Block 7, 1st Floor
Contact Number: (08) 9523 3600
Office Hours: 08:00am to 04:00pm