



Baldivis
Secondary College

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 an Apple iPad.

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Installing Microsoft Office 2016 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:

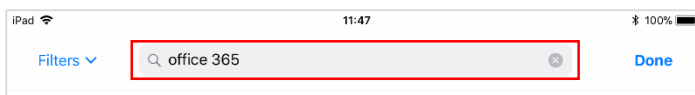
1. The MS Office software should only be installed on personal equipment - not on school managed computers.
2. The MS Office software should only be downloaded over a personal, home or non-school data network and it will consume up to 2GB of data allowances in the initial install.
3. The MS Office download 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

1. Open the **App Store**.



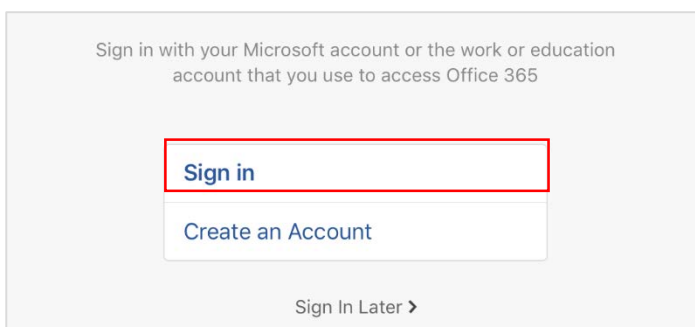
2. Search for **Office 365**



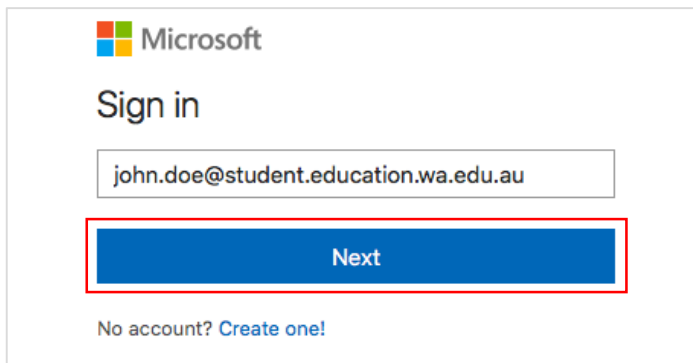
3. From here you can install the following **Microsoft Office** applications for **iPad**.



4. When launching the **Microsoft Office** applications the first time after installation you will be required to sign-in with your **DOE Student Email** address. Select the **Sign-in** button.



1. Enter your **DOE Student Email** address and click **Next**.



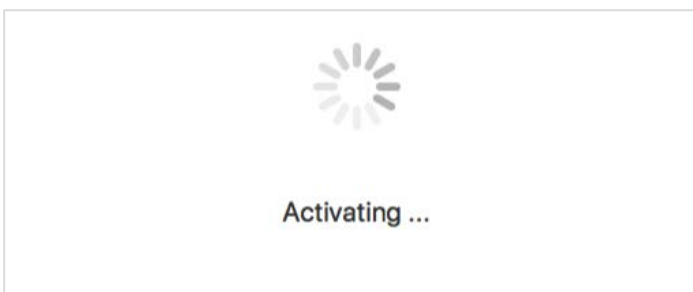
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "john.doe@student.education.wa.edu.au". Below the input field is a blue button with the text "Next", which is highlighted with a red rectangular border. At the bottom of the page, there is a link that says "No account? Create one!"

5. You will be redirected to the **DOE Portal Logon** page. Login with your **DOE Student Username** and **Password**.

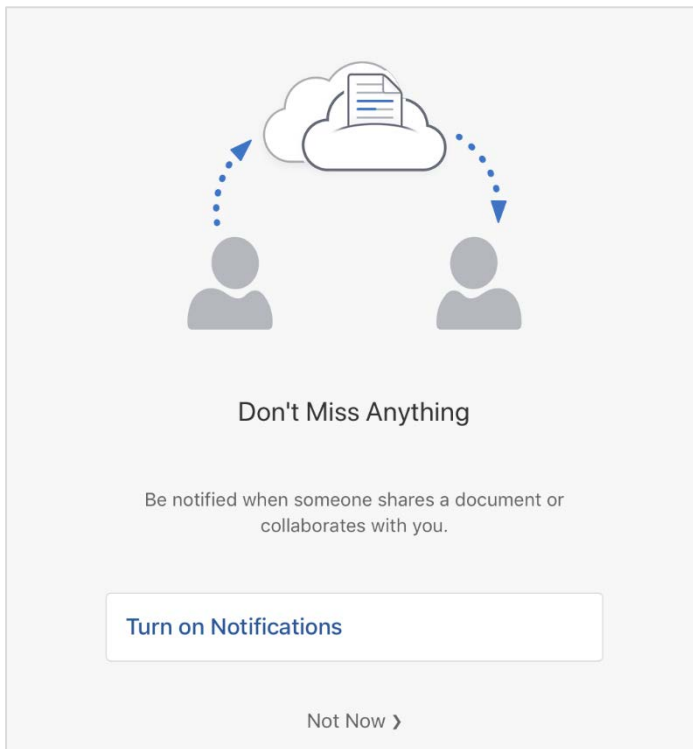


The image shows the Department of Education sign-in page. At the top left is the Department of Education logo for Western Australia. To the right of the logo, the text "Department of Education" is displayed. Below the logo and text, the heading "Sign In" is prominently displayed. Underneath the heading, the instruction "Enter your Single Sign-On user name and password to sign in" is shown. There are two input fields: "User Name" with the value "john.doe" and "Password" with masked characters. A blue question mark icon is to the right of the User Name field. Below the input fields is a checkbox that is checked, with the text "I have read and understand the Appropriate Use of Online Services information." Below the checkbox are two buttons: "Login" and "Cancel".

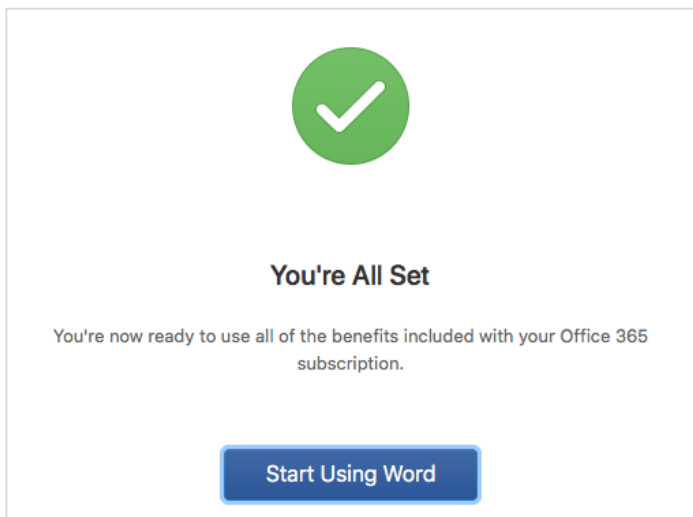
6. **Microsoft Office 2016** will now look be activated.



7. Select **Turn on Notifications** to receive notifications from this application or select **Not Now**.

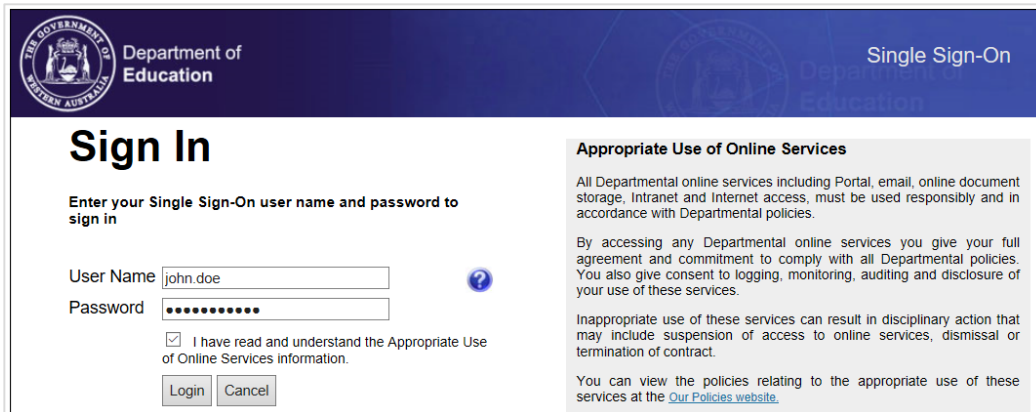


8. The **Microsoft Office 2016** applications are now **activated** and ready for use.



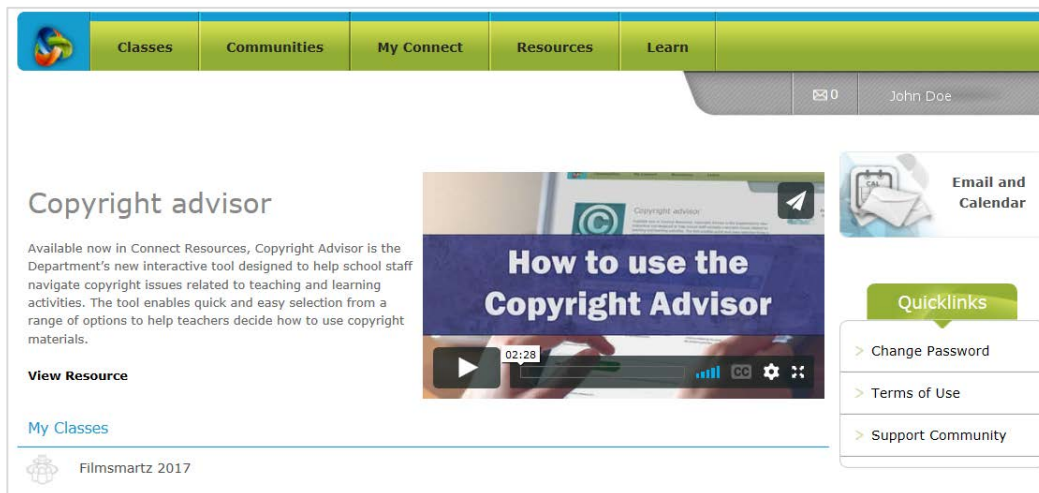
Connect Portal Access

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.



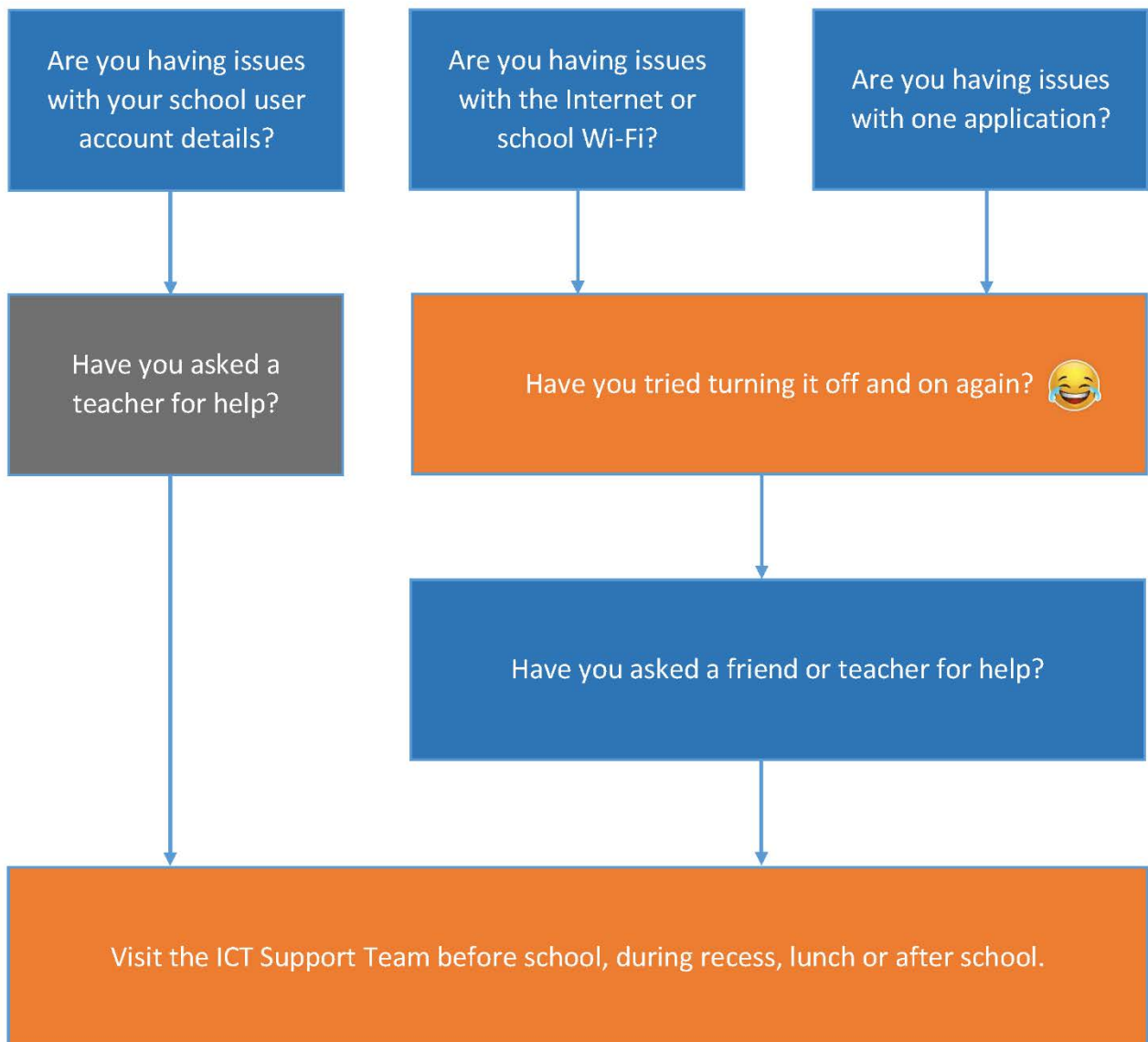
The screenshot shows the 'Single Sign-On' page for the Department of Education. At the top left is the Department of Education logo and name. At the top right is the text 'Single Sign-On'. The main heading is 'Sign In'. Below this, it says 'Enter your Single Sign-On user name and password to sign in'. There are two input fields: 'User Name' with the text 'john.doe' and 'Password' with a masked password '••••••••'. A checkbox is checked with the text 'I have read and understand the Appropriate Use of Online Services information.' Below the checkbox are 'Login' and 'Cancel' buttons. To the right of the login fields is a blue question mark icon. Further right is a grey box titled 'Appropriate Use of Online Services' containing text about the use of online services and a link to 'Our Policies website'.

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



The screenshot shows the 'Connect Student Portal' dashboard. At the top is a navigation bar with tabs: 'Classes', 'Communities', 'My Connect', 'Resources', and 'Learn'. On the right side of the navigation bar, there is a user profile for 'John Doe' with an email icon and the number '0'. Below the navigation bar, the main content area features a 'Copyright advisor' section with a video player showing 'How to use the Copyright Advisor'. To the right of the video player is an 'Email and Calendar' widget. Below the video player is a 'Quicklinks' widget with three links: 'Change Password', 'Terms of Use', and 'Support Community'. At the bottom left, there is a 'My Classes' section and a 'Filmsmartz 2017' logo.

Troubleshooting ICT Related Issues



Baldyvis Secondary College ICT Support Team

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

