Baldivis
Secondary College

DOWNLOAD AND INSTALL MICROSOFT OFFICE 365

MacBook

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 365 applications on a MacBook.

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Installing Microsoft Office 365 Applications

Student email and calendar has been extended to include free downloads of **Microsoft Office 365** to install the Office suite of applications, including **Word**, **Excel**, **PowerPoint**, **Outlook**, **OneNote**, **OneDrive** and more, to install on up to 5 PCs or Macs and 5 tablets or smartphones.

The downloads can be reached through the student webmail link on the **Connect** portal. There is no charge for downloading and using Microsoft Office 365.

What you will need:

1. A valid Student login (username and password) for the Department portal (provided by DOE)
2. An internet connection with sufficient download allowance for over 2GB per installation (not the school network)
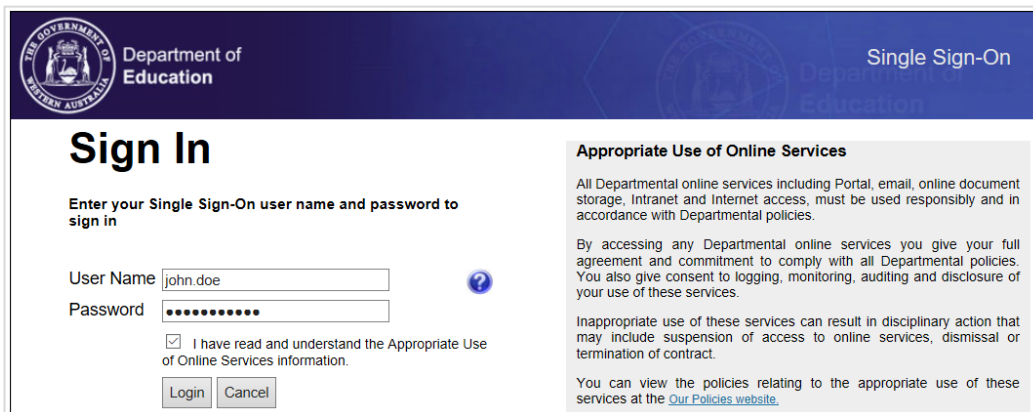
What you need to be aware of:

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 365 Applications

The following information has been designed to support students with the download and installation of the Microsoft Office 365 Application Suite via a fully provisioned DOE account. If you have any problems with this process, contact the ICT Support Staff.

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.
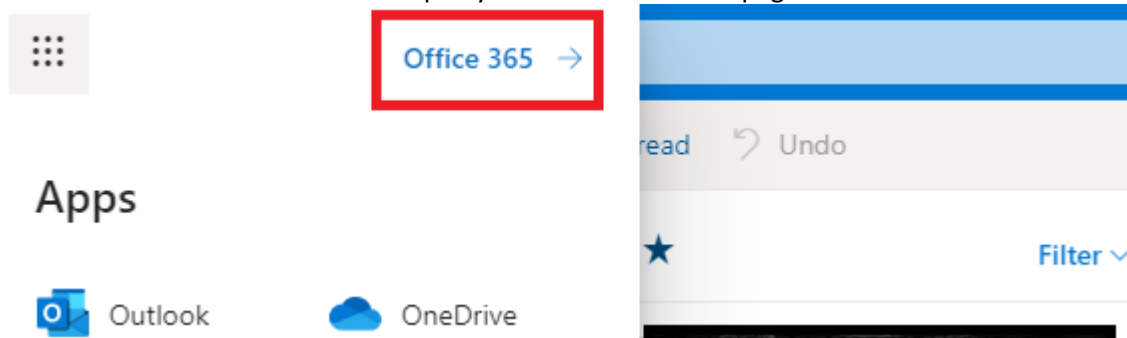

2. Click on the **Mail** (envelope) symbol in the top-right corner to access your email (**Webmail**).
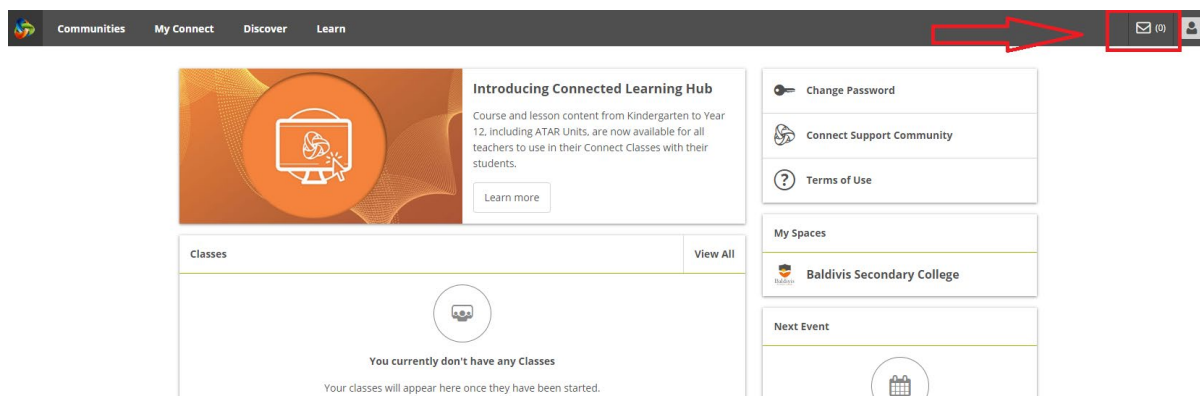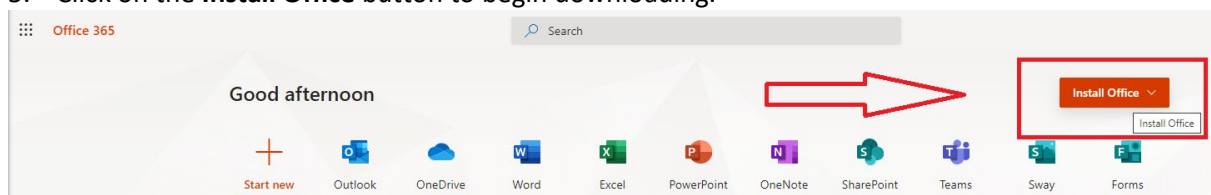
3. In the **Outlook** page, click on the **App Launcher** (9 dots) icon in the top-left corner.
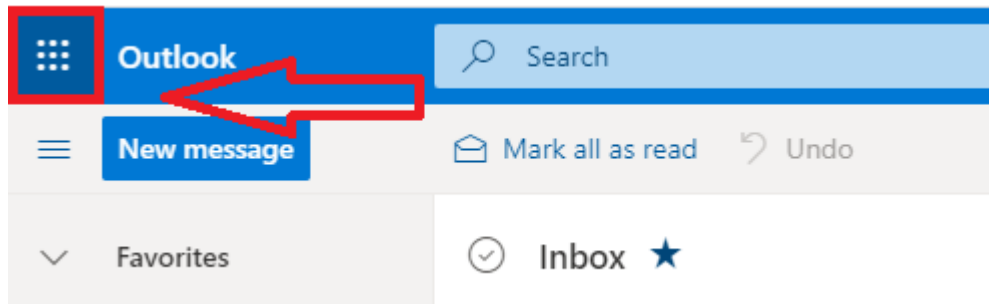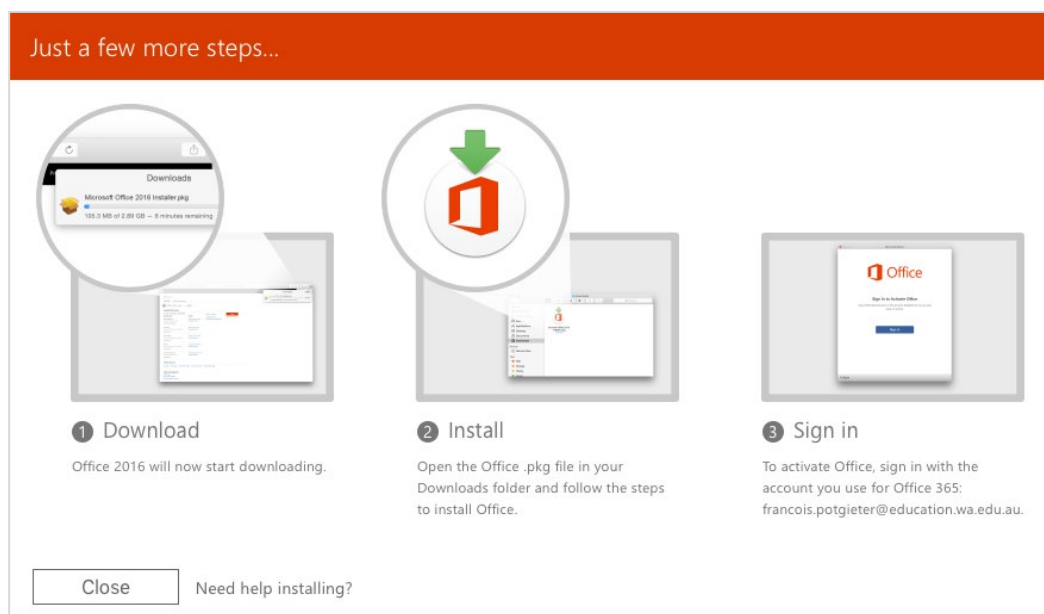

4. Click on the **Office 365** link to open your Office 365 home page in a new tab.


5. Click on the **Install Office** button to begin downloading.

6. Follow the onscreen instructions to start the installation process of Microsoft Office 365 applications.

Just a few more steps…

1 Download
Office 2016 will now start downloading.

2 Install
Open the Office .pkg file in your Downloads folder and follow the steps to install Office.

3 Sign in
To activate Office, sign in with the account you use for Office 365: francois.potgieter@education.wa.edu.au.
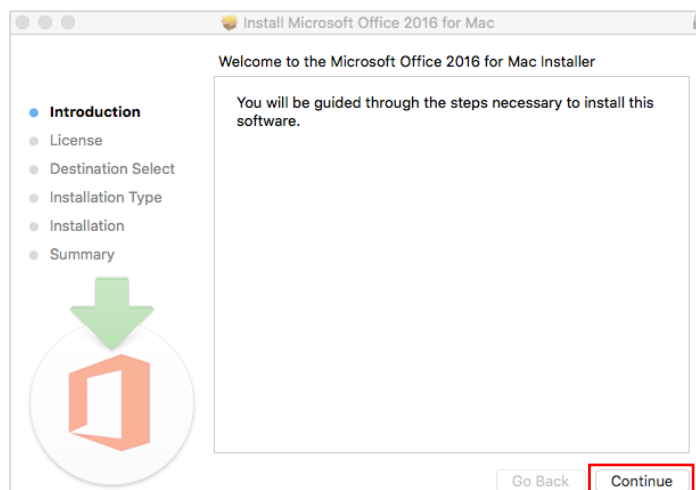
Close   Need help installing?

7. The **Microsoft Office 365 Installer.pkg** installation file will now be downloaded to your **Downloads** folder.
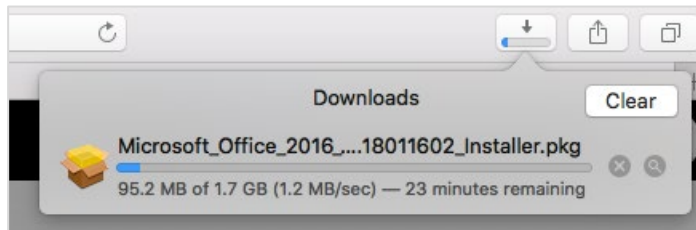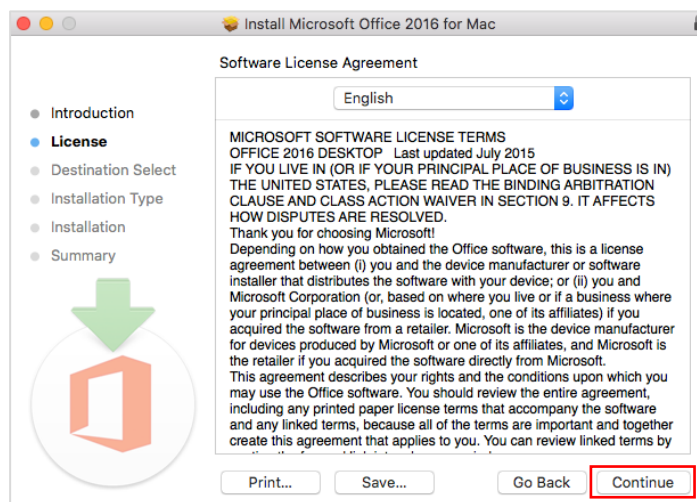

8. When the **Microsoft Office 365 Installer.pkg** file has been successfully downloaded, **double-click** on the file to start the installation process.
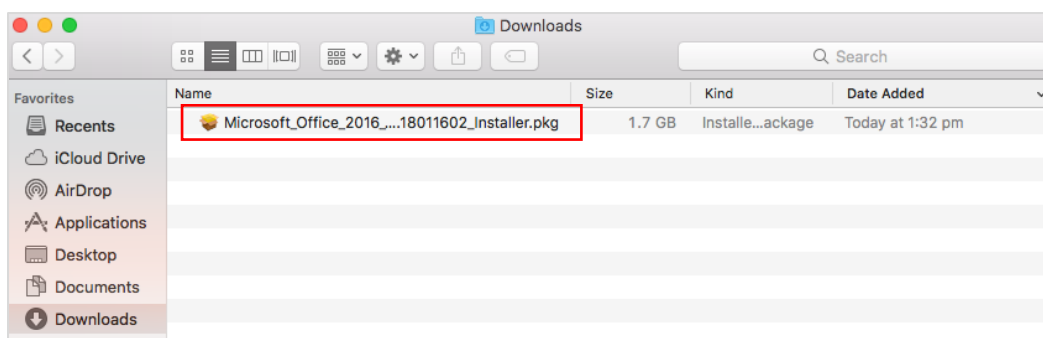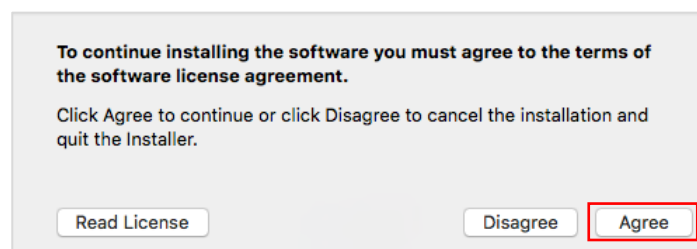

9. The **Microsoft Office 365** installation window will open. Click on **Continue**.
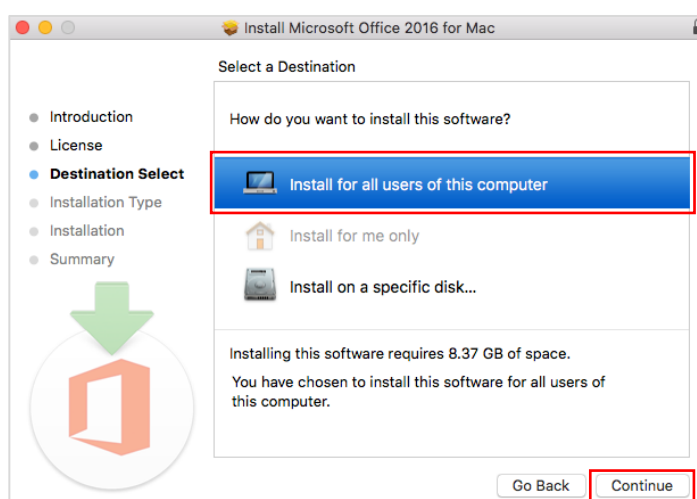
10. Accept the **Software License Agreement** by clicking on **Continue**.
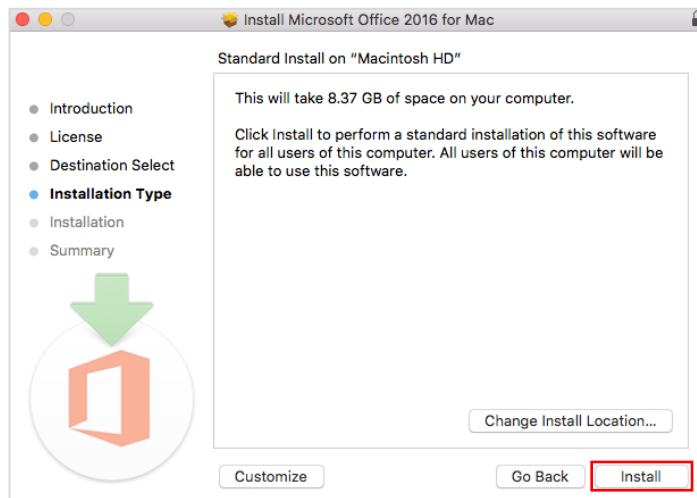

11. Click **Agree** to accept the **Terms and Conditions**.
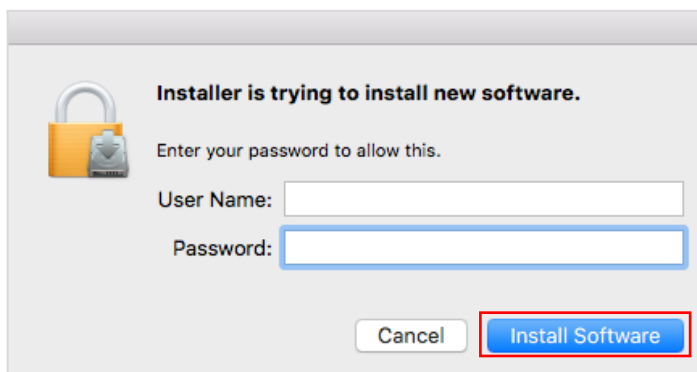

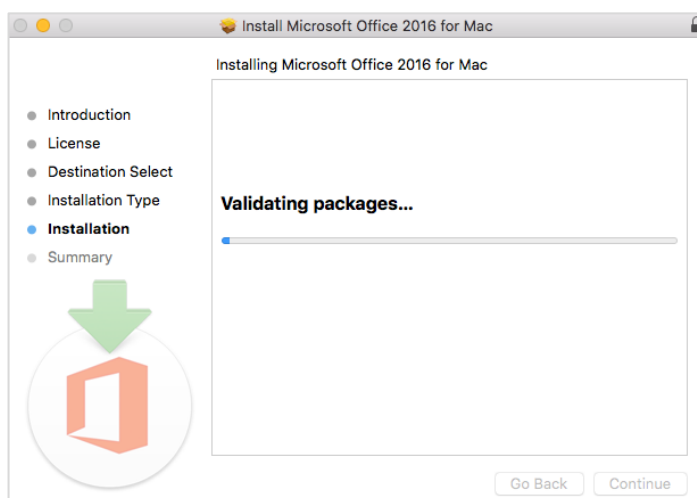12. Select the **installation destination** and click on **Continue**.

13. Click on **Install** to confirm and start the installation.

14. Enter a local **administrator account Username** and **Password** and click **Install Software**.
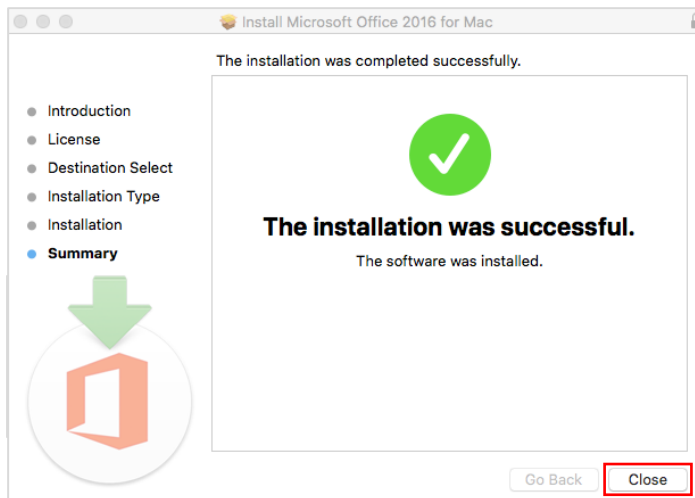

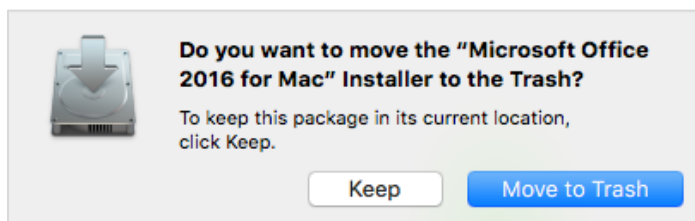15. **Microsoft Office 365 for Mac** will now be installed.

16. The installation of **Microsoft Office 365 for Mac** is now complete. Click on **Close** to complete the installation.

17. If you want to keep the downloaded installation file, click on **Keep** or click on **Move to Trash** to delete the installation file from your **Downloads** folder.

18. You can access the installed **Microsoft Office 365** applications on the **Launchpad** or under **Applications** in the **Finder** window.
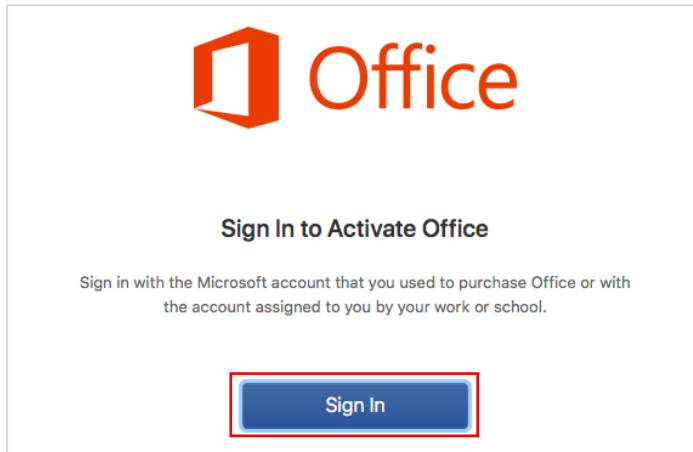
Launchpad:
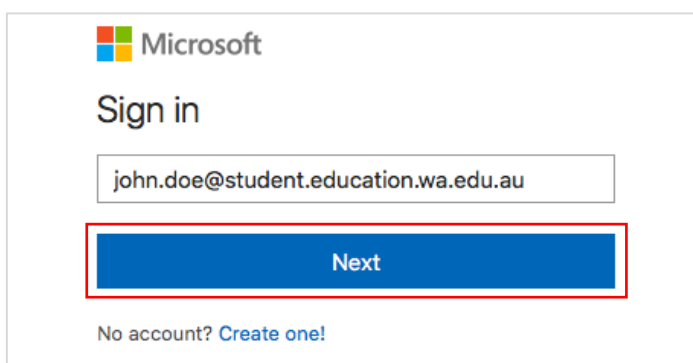

Finder > Applications window:

Activating Microsoft Office 365 for Mac

1. On the first launch of any of the **Microsoft Office 365** applications you will be prompted to **sign-in** to Microsoft Office to active your product. Click on **Sign In**.
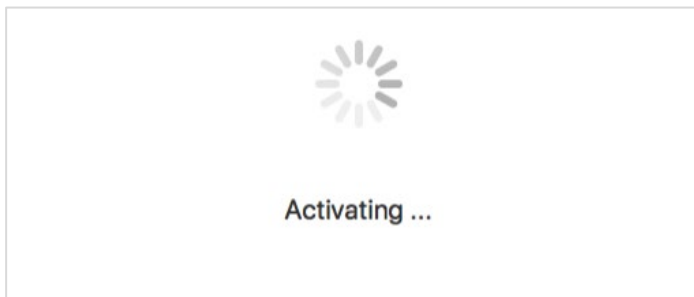

2. Enter your **DOE Student Email** address and click **Next**.

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

4. **Microsoft Office 365** will now look be activated.

5. The Micr**osoft Office 365** applications are now **activated** and ready for use.