Baldivis
Secondary College

DOWNLOAD AND INSTALL MICROSOFT OFFICE 365

iPad

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 an Apple iPad.

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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 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
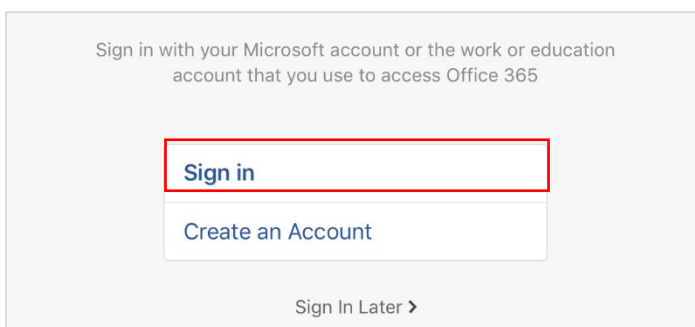
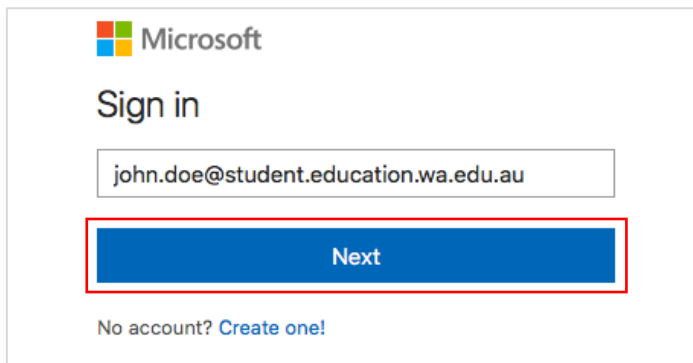1. Open the **App Store.**

2. Search for **Office 365**

3. From here you can install the following **Microsoft Office 365** applications for **iPad**.

4. When launching the **Microsoft Office 365** applications, the first time after installation you will be required to sign-in with your **DOE Student Email** address. Select the **Sign-in** button.

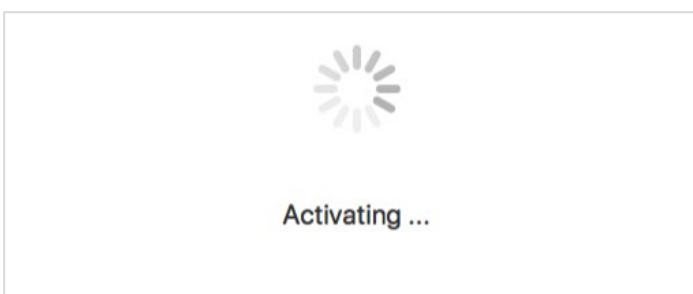1. Enter your **DOE Student Email** address and click **Next**.

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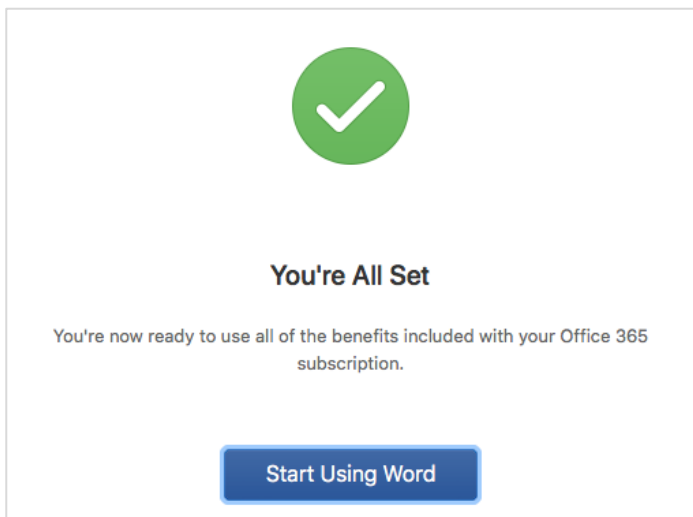

6. **Microsoft Office 365** will now look be activated.

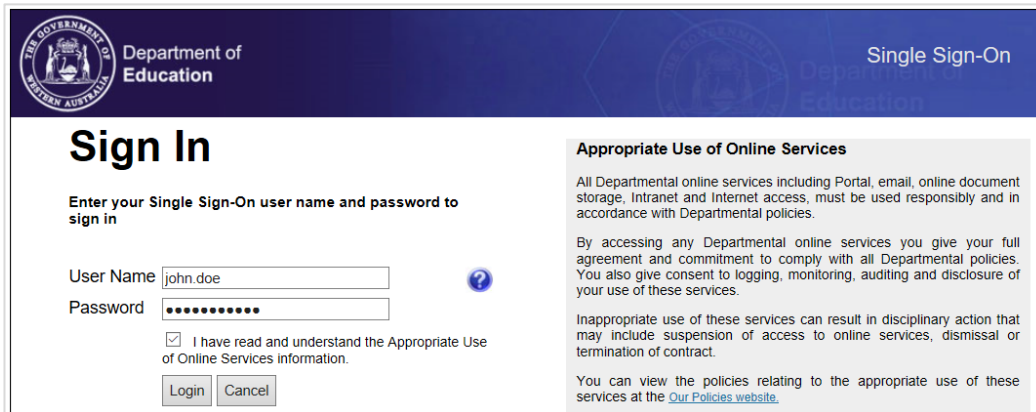7. Select **Turn on Notifications** to receive notifications from this application or select **Not Now.**
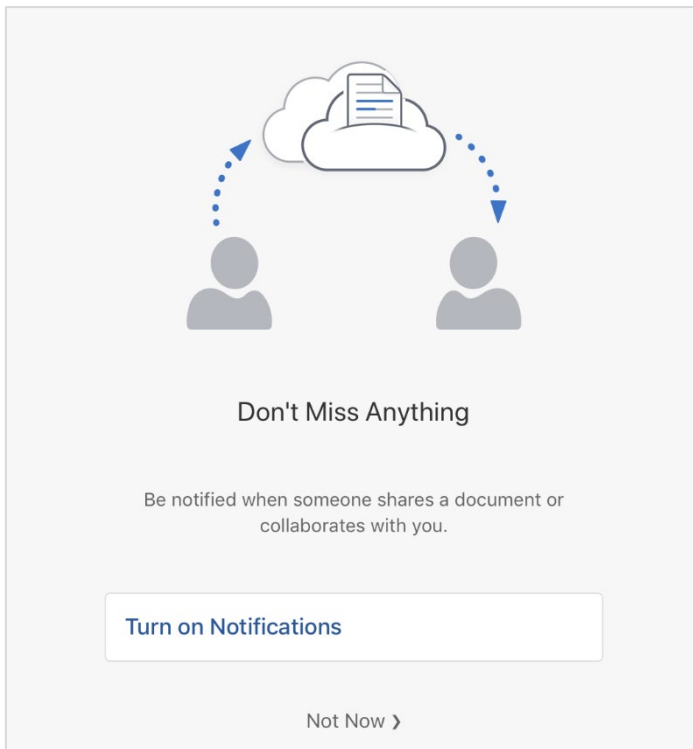
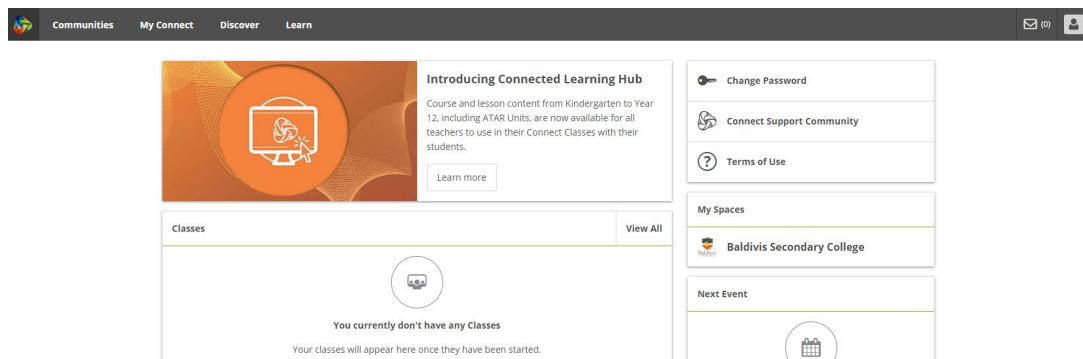8. The Micr**osoft Office 365** applications are now **activated** and ready for use.

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.

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