



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**.



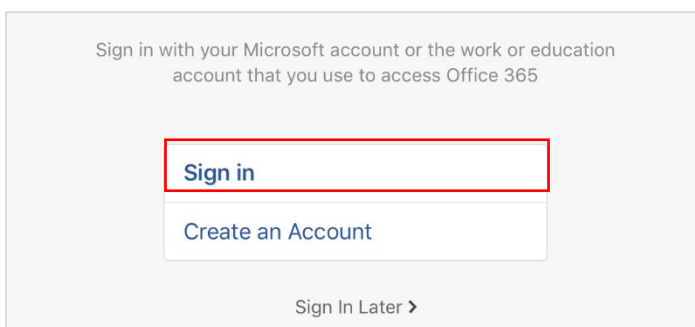
2. Search for **Office 365**



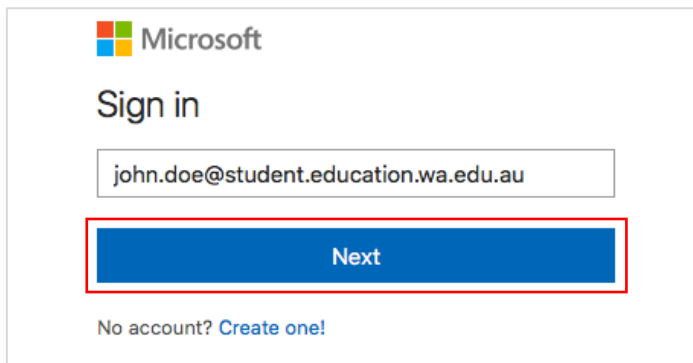
3. From here you can install the following **Microsoft Office 365** applications for **iPad**.



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**.



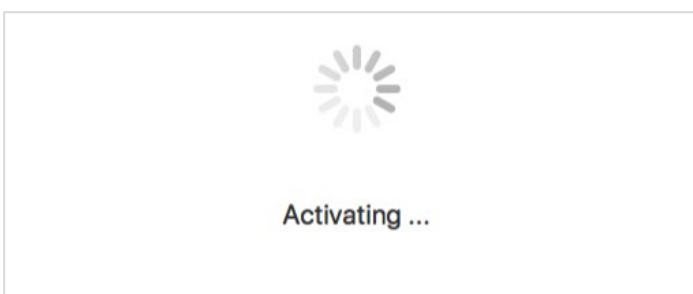
The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "john.doe@student.education.wa.edu.au". Below the input field is a blue button with the text "Next", which is highlighted with a red 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**.

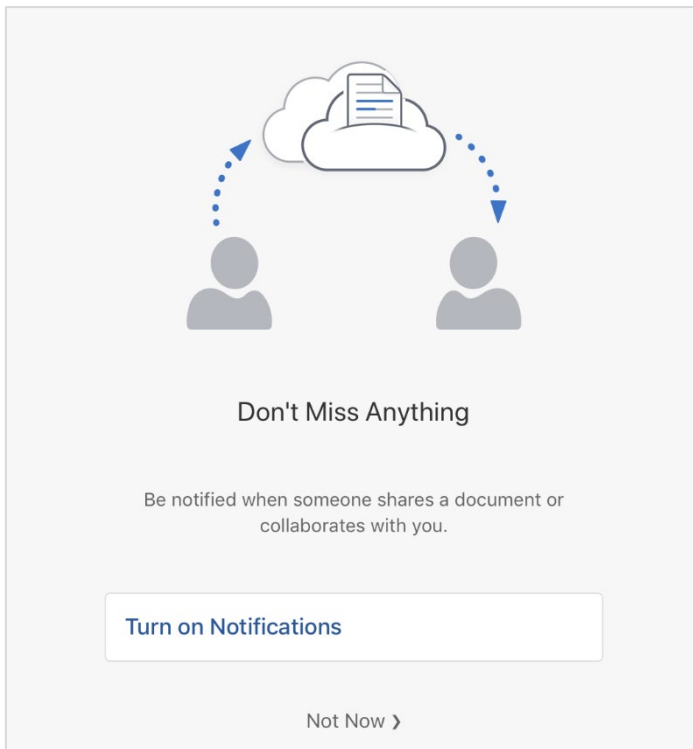


The image shows the Department of Education sign-in page. At the top left is the Department of Education logo for Western Australia. To the right of the logo, the text "Department of Education" is displayed. Below the logo and text, the heading "Sign In" is prominently displayed. Underneath the heading, 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 a help icon (a blue circle with a question mark), and "Password" with a masked field of dots. Below the password field 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".

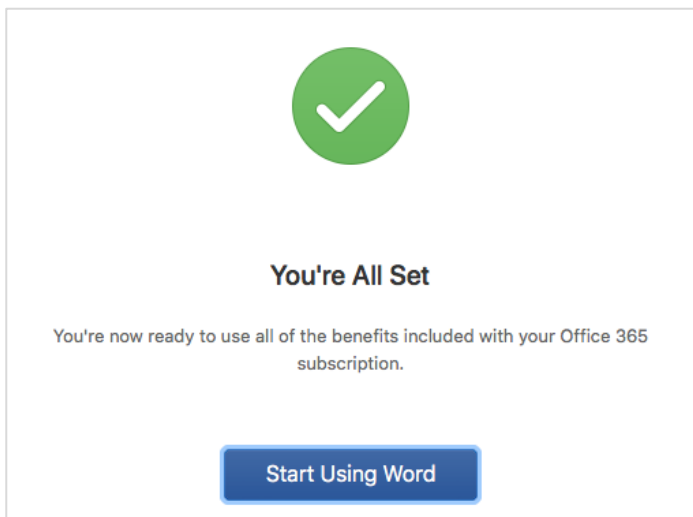
6. **Microsoft Office 365** will now look be activated.



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

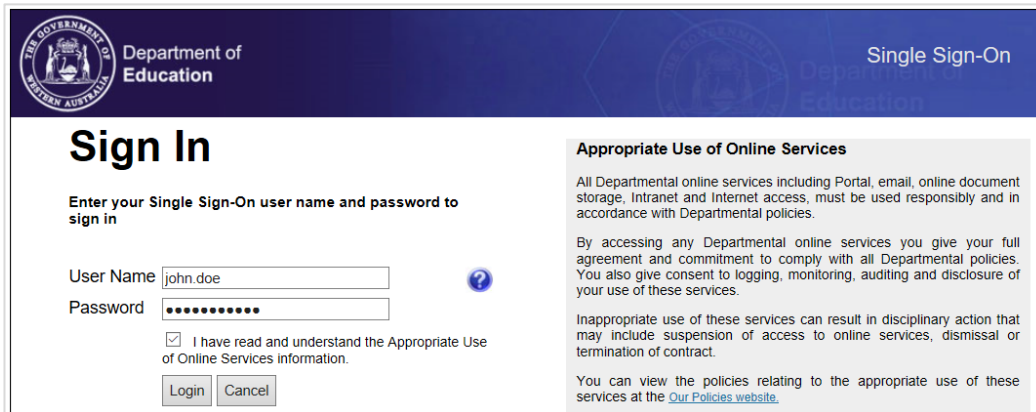


8. The **Microsoft Office 365** applications are now **activated** and ready for use.



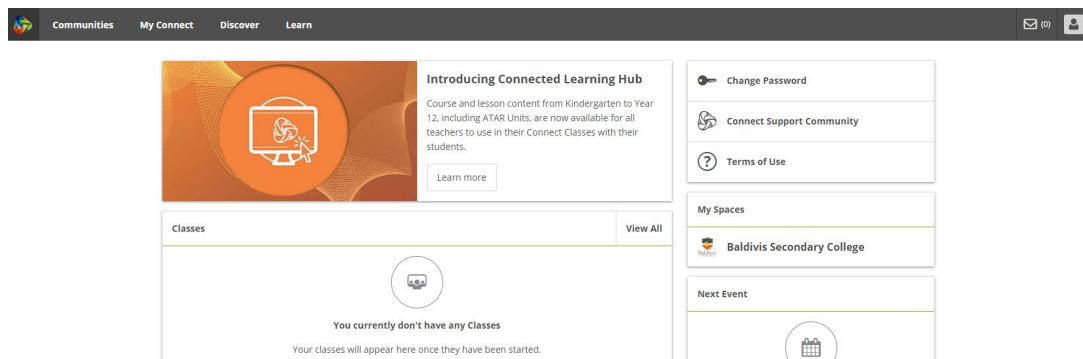
Connect Portal Access

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.



The screenshot shows the 'Single Sign-On' page for the Department of Education. The header includes the Department of Education logo and the text 'Department of Education' and 'Single Sign-On'. The main heading is 'Sign In'. Below this, there is a prompt: 'Enter your Single Sign-On user name and password to sign in'. The form contains two input fields: 'User Name' with the value 'john.doe' and 'Password' with masked characters. A checkbox is checked, with the text 'I have read and understand the Appropriate Use of Online Services information.' Below the fields are 'Login' and 'Cancel' buttons. To the right, there is a section 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. The top navigation bar includes 'Communities', 'My Connect', 'Discover', and 'Learn'. The main content area features a 'Change Password' button, a 'Connect Support Community' button, and a 'Terms of Use' button. Below these is a 'My Spaces' section showing 'Baldivis Secondary College'. The 'Next Event' section is currently empty. The 'Classes' section shows a message: 'You currently don't have any Classes. Your classes will appear here once they have been started.' A 'View All' button is located next to the 'Classes' section.