

Student Guide to Microsoft Office 365

Office 365: Guide for Students

You have access to Microsoft Office 365 and have been provided with a range of extra **learning tools** including:

- **OneDrive:** 100 Gigabytes of online file storage per student;
- **Online applications:** online versions of Word, Excel, PowerPoint and OneNote that can be accessed anywhere via a web browser;
- **ProPlus:** 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 these services and once your account is set up, they are accessed via your student email address and password which are provided by your school. Detailed guides on using the services can be found on the following Microsoft website:

<https://support.office.com/en-us/article/Learn-your-way-around-Office-365-9b7306d3-8d61-4794-bb6f-6520f65956d9>.

How to install Microsoft Office on a student's home computer or portable device

What you will need

- A valid student login (username and password) for the Department portal (provided by School)
- An internet connection with sufficient download allowance for over 1.5 Gb per installation (not the school network)
- A valid student email address e.g. firstname.lastname@student.education.wa.edu.au

What you need to be aware of

1. The MS Office software should only be installed on personal equipment - not on computers within the school network.
2. The MS Office software should only be downloaded over a personal, home or non-school data network and it will consume up to 1.5 Gb 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 licensed. As long as the student remains registered with a Department school 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 begin

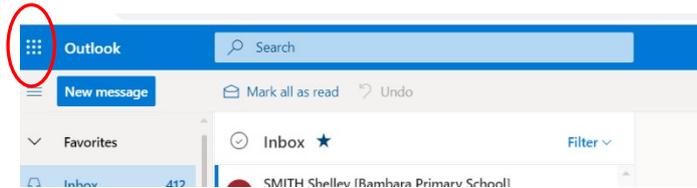
The following information has been designed to support students with the download and installation of the MS Office Suite via a fully provisioned account. If you have any problems with this process, contact the teacher managing your portal access.

1. Logon to the Department Portal at: <http://portal.det.wa.edu.au/>
 - a. *Contact your teacher/school if you don't already have a username (usually firstname.lastname) and password.*
2. Click on the 'email and calendar' icon to launch Office 365:

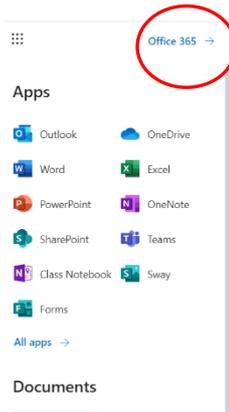


3. If you have not previously used the Office365 student email service here or if you are unfamiliar with the

layout, simply click on the array of dots on the top left hand side of the screen:



4. Clicking on the Office 365 link will display all the options available to you and you should see a screen similar to this (you will not have as many apps as this!):
5. Click on the **Office 365** button



6. Click on the '**Install Office**' button near the top right of screen to launch the download and installation process.



7. You will be asked to acknowledge various warnings and conditions and agree to allow the program to make changes. (*note – you may want to un-tick the Bing and MSN homepage options when presented during the process*). If, having given all the required positive answers, you encounter an error message or fail to get a message showing the progress of the installation, use the 'Troubleshoot installation' link if available, or else follow the links given in any error message.
8. Once the installation is complete, you should have a full suite of MS Office applications available on your computer. These programs can be launched in the usual way (e.g. from the Start button on a PC).

Installing Applications on a tablet or smartphone

Navigate to the appropriate store to search for and download the Word, Excel, PowerPoint, or OneNote apps:

1. Android devices: [Google Play Store](https://play.google.com/store/apps/details?id=com.microsoft.office.word)
(<https://play.google.com/store/apps/details?id=com.microsoft.office.word>)
2. Apple devices: [Apple App Store](https://itunes.apple.com/app/id586447913)
(<https://itunes.apple.com/app/id586447913>)
3. Windows Phone or Windows 10 device: [Windows Store](https://www.microsoft.com/en-us/store/p/word-mobile/9wzdncrfjb9s)
(<https://www.microsoft.com/en-us/store/p/word-mobile/9wzdncrfjb9s>)

Detailed guides to obtaining and installing the software on phones and tablets can be found at on the [Microsoft support site](https://support.office.com/en-US/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f) (<https://support.office.com/en-US/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f>).

Who can use these downloaded applications?

Once the MS Office suite is installed on a computer or tablet, it is available to any user of that device. The Department of Education's licence with Microsoft allows for this as long as 50% or more of the usage is by a WA public school student.

When will the downloaded applications stop working?

The installed software needs to verify licensing at least once every 30 days and it does this by automatically checking online that the provisioned student continues to be listed in the Department of Education student domain. If this process fails, for example if you leave the public school system, you will see a warning message every time you launch one of the Office applications. If nothing is done about the warning, the licensed software will switch to read-only operation after 30 days and you will no longer be able to edit files with those applications. The software presents purchase and subscription options to allow all functions to be kept active or to be reactivated at a later date.
