

## Microsoft Office 365 for Education Download Instructions

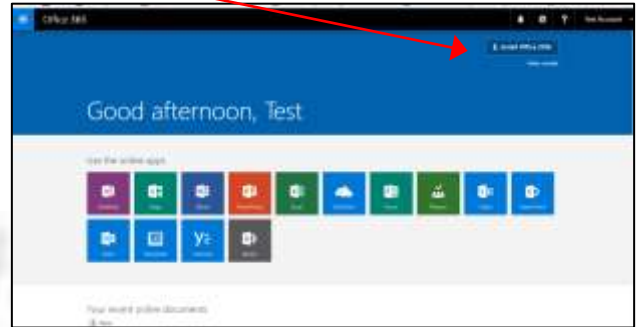
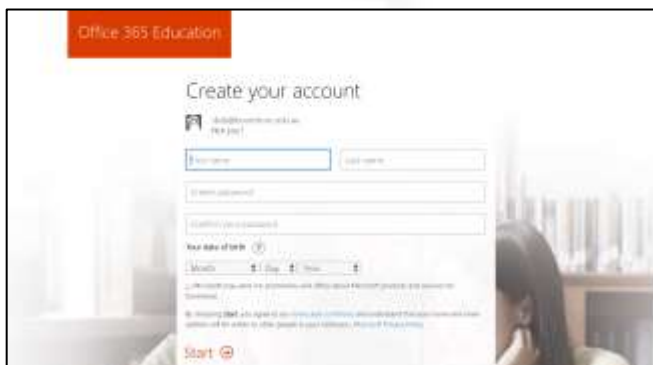
- Go to: <https://products.office.com/en-au/student/office-in-education>
- Enter student email address (Example: [abc123@boortds.vic.edu.au](mailto:abc123@boortds.vic.edu.au))



- Select "I'm a student"



- Log into your school email and click on the link in the email that you will receive from Microsoft. The link should send you to the screen below.
- Enter your details.



### On the following pages are installation instructions for

- Windows machines
- Macs
- Chromebooks

**Please select the correct installation instructions for your machine.**

## Windows install instructions:

Depending on your browser

- Click Run (in Internet Explorer)
- Setup (in Chrome)
- Save File (in Firefox)
- Save, and then click Run (in Edge)

If you see the User Account Control prompt that says: Do you want to allow this app to make changes to your device? Click Yes.



The install begins.



Your install is finished when you see the phrase, "You're all set! Office is installed now" and an animation plays to show you where to find Office applications on your computer.

Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.



Start using an Office application right away by opening any app such as Word or Excel.

In most cases, Office is activated once you start an application and after you click **Accept** agreeing to the License terms.



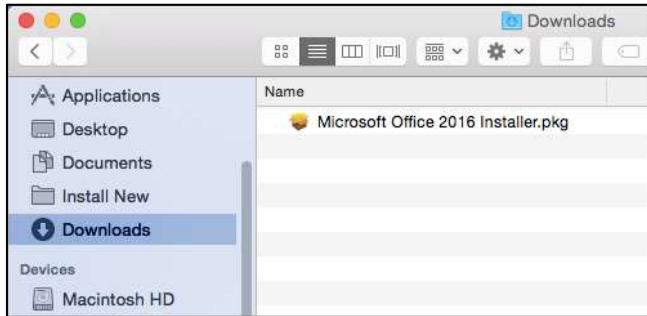
If you see the Microsoft Office Activation Wizard below follow the prompts to activate Office.



## Mac Install instructions:

Once the download is complete, open Finder, go to **Downloads**, and double click

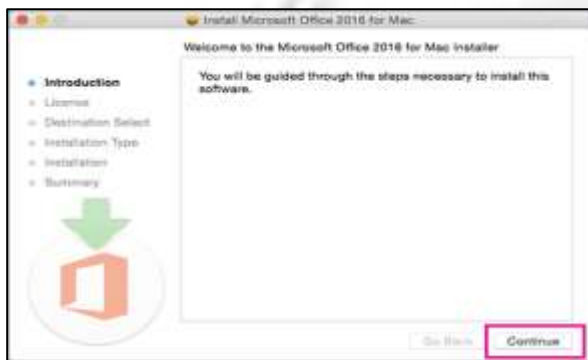
**Microsoft\_Office\_2016\_Installer.pkg**  
(the name might vary slightly).



If you see an error that says the **Microsoft\_Office\_2016\_Installer.pkg** can't 10 seconds and then try double-clicking the installer package again.

If you're stuck at the **Verifying....** progress bar, close or cancel the progress bar and try again.

On the first installation screen, select **Continue** to begin the installation process.

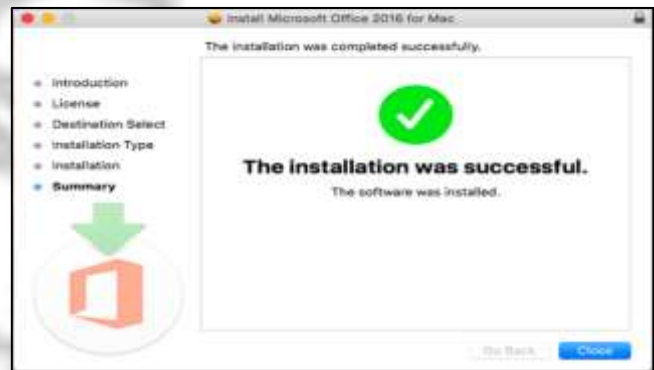


- Review the software license agreement, and then click **Continue**.
- Select **Agree** to agree to the terms of the software license agreement.
- Review the disk space requirements, and then click **Install**

Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)



The software begins to install.  
Click **Close** when the installation is finished.



Click the **Launchpad** icon in the Dock to display all of your apps.

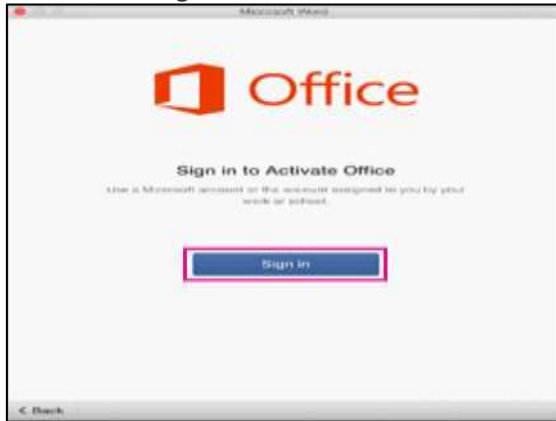
Click the **Microsoft Word** icon in the Launchpad.



The **What's New** window opens automatically.  
Click **Get Started** to start activating.

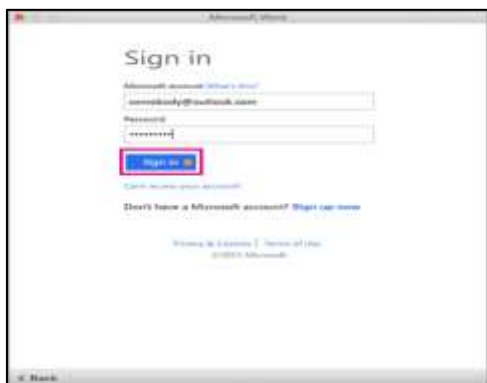
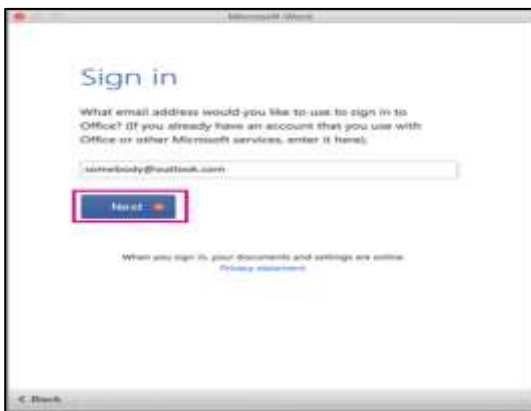


Click **Sign in**.



Enter the email address you used for your Microsoft account or the account assigned to you by your school, and click **Next**.

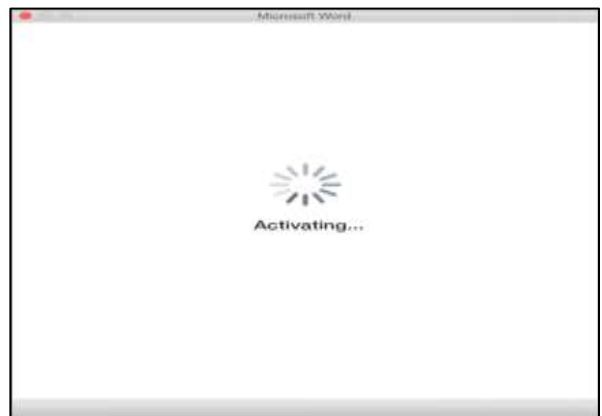
Enter the email address and password you used for your Microsoft account or the account assigned to you by your work or school, and click **Sign in**.



The system checks if you have a valid license.

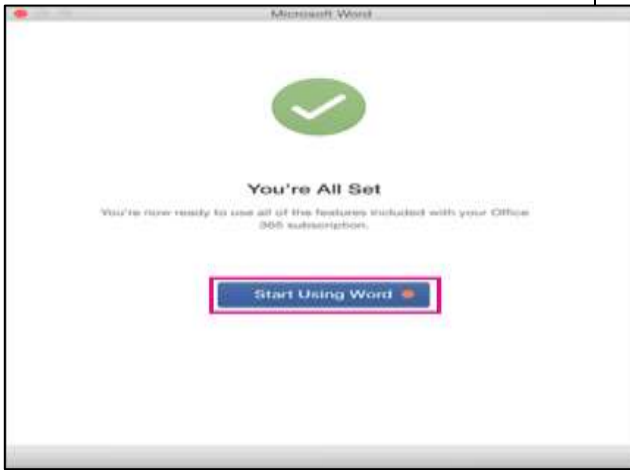


After the license validates, it will activate the product.

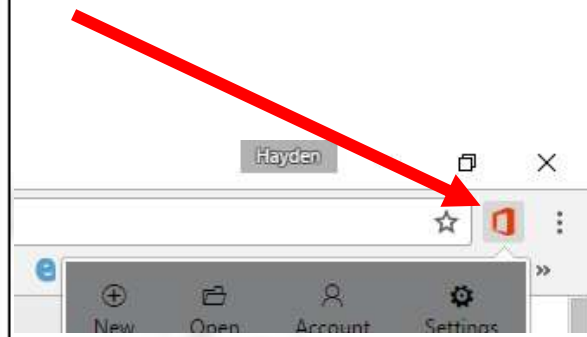


On the next screen, choose a theme for your Office install, and then click **Continue**.

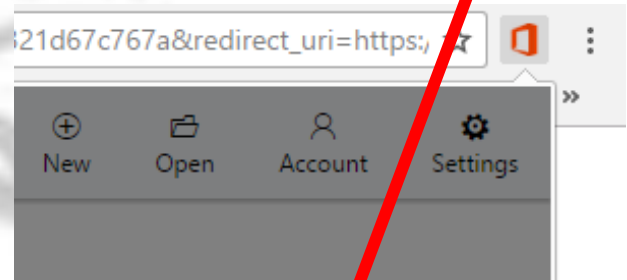
You're done! Click **Start Using Word**, to open and start using the app.



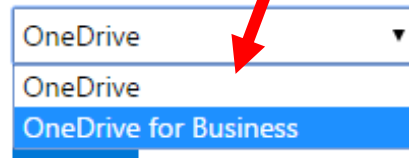
Click on the Office logo in the top right corner



Click on the dropdown box and change the option from OneDrive to OneDrive for Business



Where do you want to save your files?

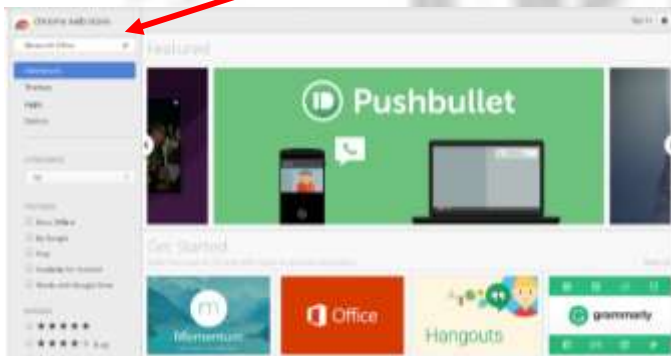


Create an account  
Send feedback

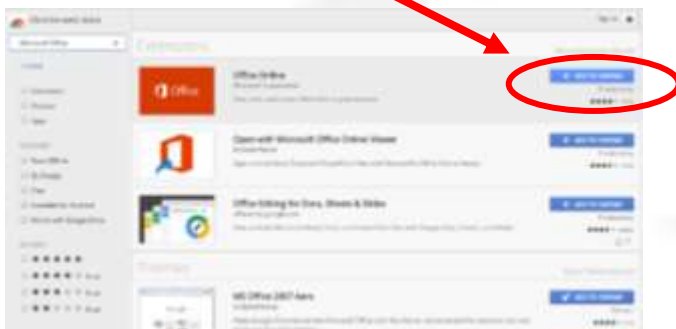
Sign in using your new Microsoft Office account that you made earlier

Go to <https://chrome.google.com/webstore>

In the search bar type: Microsoft Office



Click on "+ ADD TO CHROME"



## Office Online

Work, or school, or personal Microsoft account

ibdb@icourtids.vic.edu.au

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Keep me signed in

Sign in

Back

Can't access your account?

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Now you have access to Microsoft Office  
Online