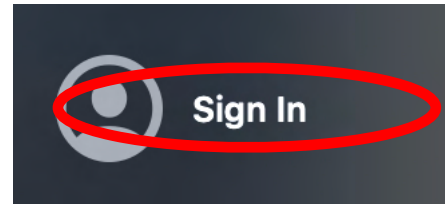


Office 365 - Student Setup Guide (Mac)



1. Ensure you are signed into the Mac App Store on your BYO Mac using your personal AppleID. This is used for your Apple accounts on iTunes, AppStore, iCloud etc.

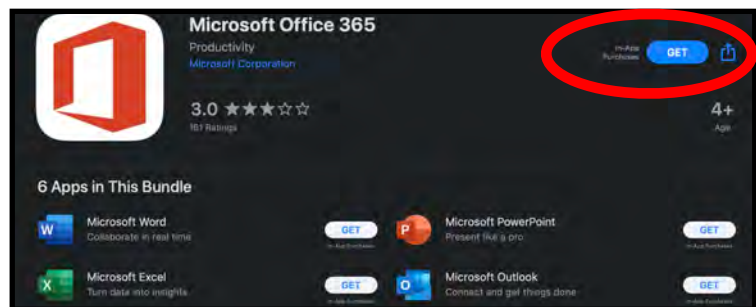
Click in the DOCK



2. Search for "Office 365" and click on "GET". This is a free download, and you'll use your eduPass details to authorise the software.

Download the software package. It will usually sit in the DOWNLOADS folder.

It is recommended that, if possible, this is done at home to relieve pressure on the school internet connection.



3. Double click on the .PKG file, and run the Microsoft Office 365 Installer.

You'll need to enter your Computer or Administrator password.



4. Once installed, open Microsoft WORD. On the initial setup, you'll be prompted to "Sign-in" to O365.

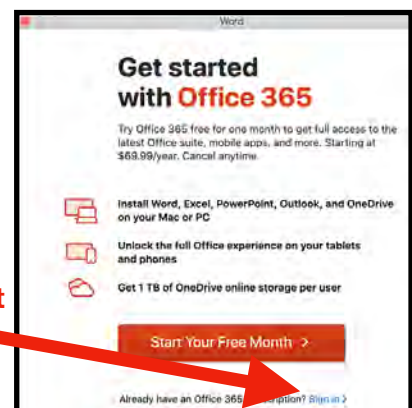
Use your DET email address from your IT Services Sheet.

This is a combination of your eduPASS username followed by:

@schools.vic.edu.au

You'll also be prompted for your eduPASS password.

It might be small...



5. Make sure you accept the TERMS & CONDITIONS. It may take some time to complete the authorisation process.

All other Office applications should be automatically authorised.

NB: When saving documents, make sure you select "On My Mac" in the save dialogue box, not in One-Drive.

