



# KINROSS COLLEGE

## DOWNLOAD AND INSTALL MICROSOFT OFFICE 365

MacBook

### Student User Guide Overview

This document provides detailed instructions to students of Kinross College on how-to download and install a free copy of Microsoft Office 365 applications on a MacBook.

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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:

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1. A valid Student login (username and password) 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:

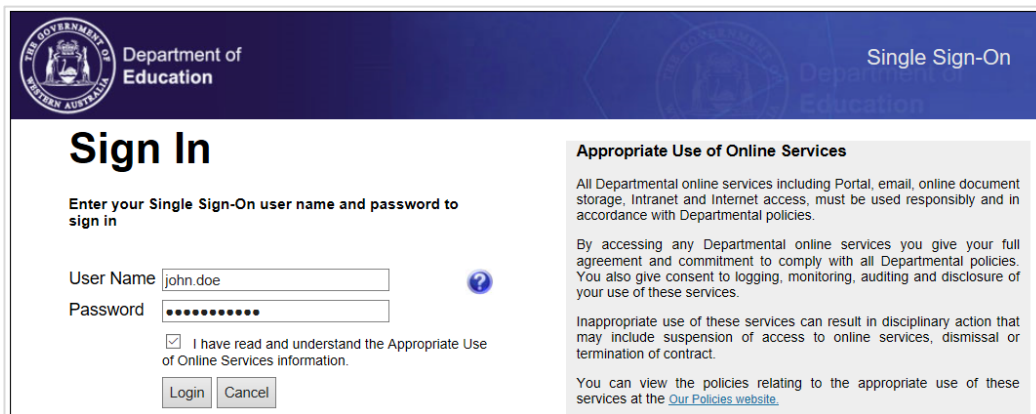
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1. The MS Office software should only be installed on personal equipment - not on school managed computers.
2. The MS Office software should only be downloaded over a personal, home or non-school data network and it will consume up to 2GB of data allowances 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

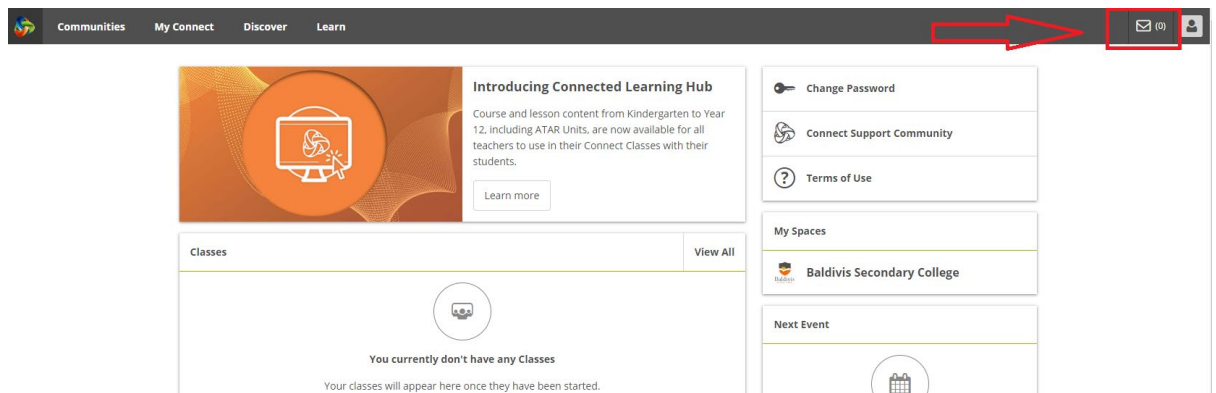
The following information has been designed to support students with the download and installation of the Microsoft Office 365 Application Suite via a fully provisioned DOE account. If you have any problems with this process, contact the ICT Support Staff.

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.



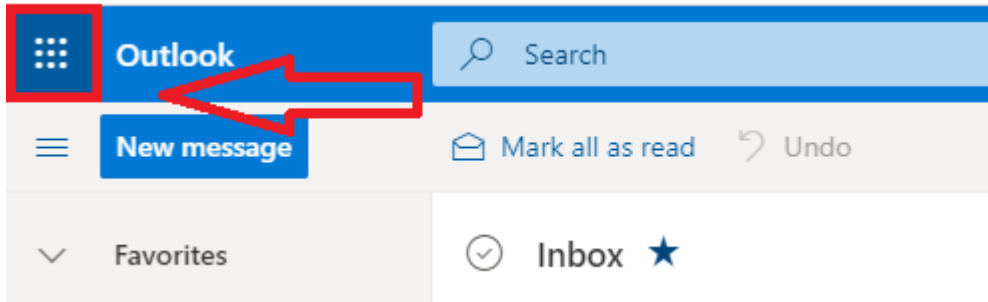
The screenshot shows the 'Single Sign-On' page for the Department of Education. It features a 'Sign In' section with input fields for 'User Name' (containing 'john.doe') and 'Password'. Below the password field is a checkbox labeled 'I have read and understand the Appropriate Use of Online Services information.' and two buttons: 'Login' and 'Cancel'. To the right, there is a section titled 'Appropriate Use of Online Services' containing text about responsible use of departmental services and a link to 'Our Policies website'.

2. Click on the **Mail** (envelope) symbol in the top-right corner to access your email (**Webmail**).

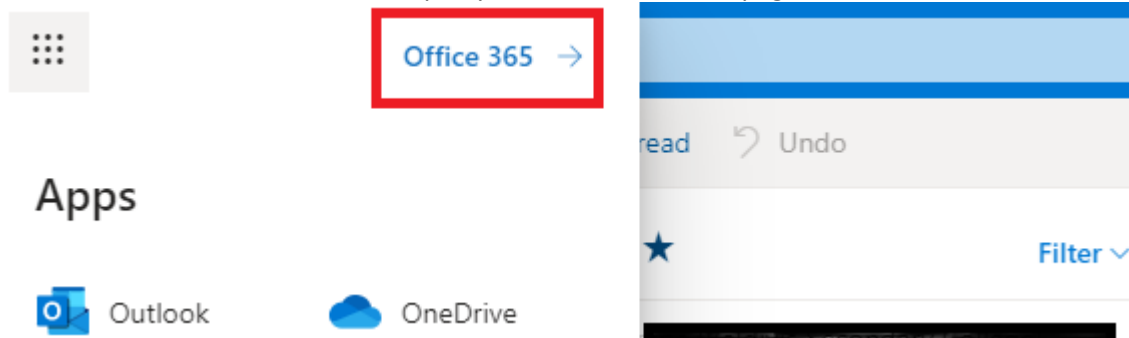


The screenshot shows the 'Connect Portal' dashboard. At the top, there is a navigation bar with 'Communities', 'My Connect', 'Discover', and 'Learn'. In the top right corner, there is a mail icon (envelope) with a red arrow pointing to it and a red box around it. The main content area includes a 'Connected Learning Hub' section, a 'Classes' section with a message 'You currently don't have any Classes', and a sidebar with 'My Spaces' (listing 'Baldivis Secondary College') and 'Next Event'.

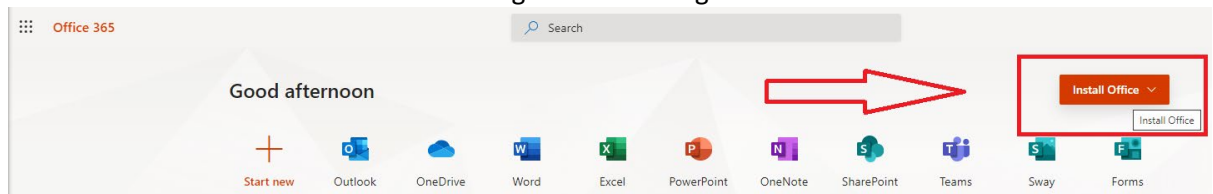
3. In the **Outlook** page, click on the **App Launcher** (9 dots) icon in the top-left corner.



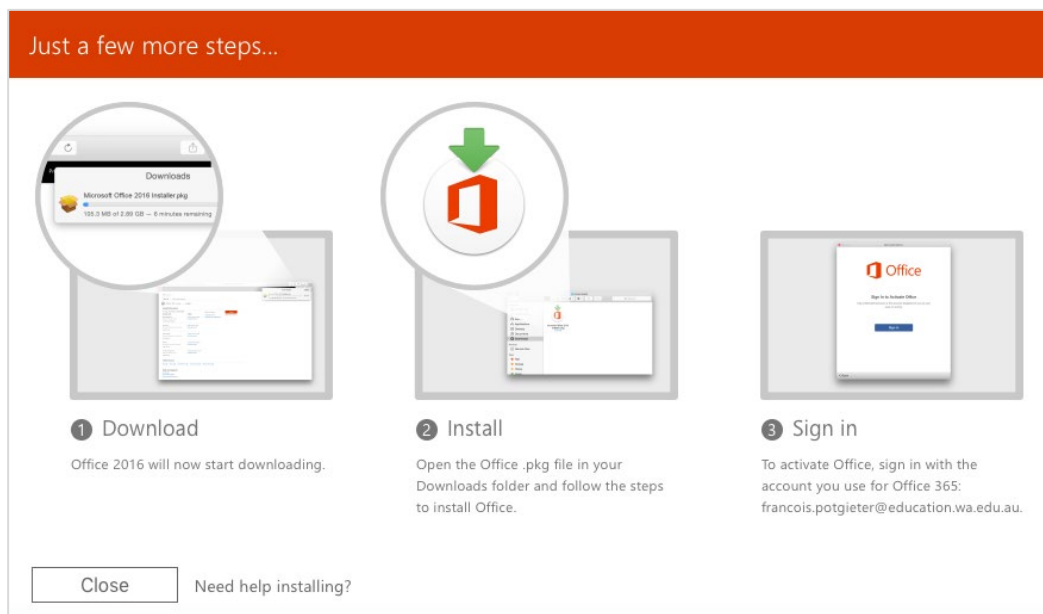
4. Click on the **Office 365** link to open your Office 365 home page in a new tab.



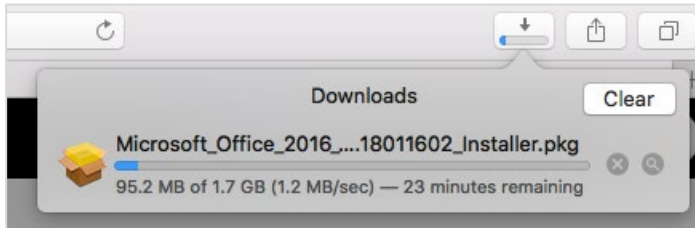
5. Click on the **Install Office** button to begin downloading.



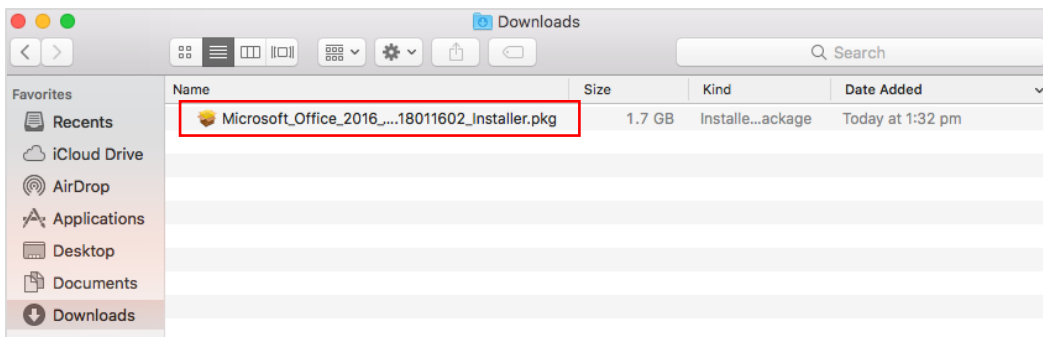
6. Follow the onscreen instructions to start the installation process of Microsoft Office 365 applications.



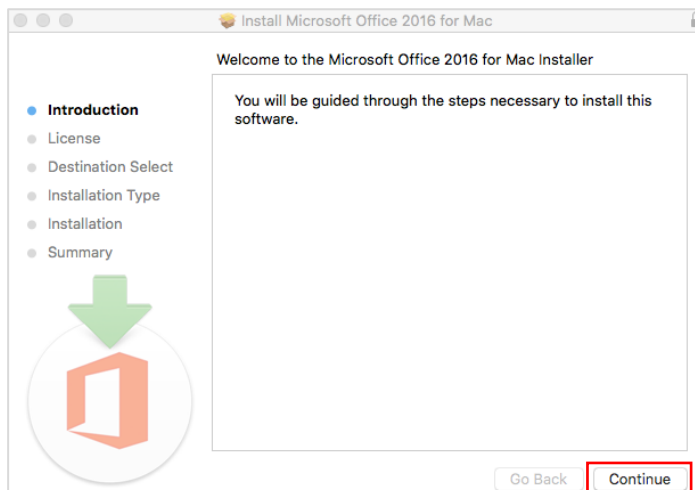
7. The **Microsoft Office 365 Installer.pkg** installation file will now be downloaded to your **Downloads** folder.



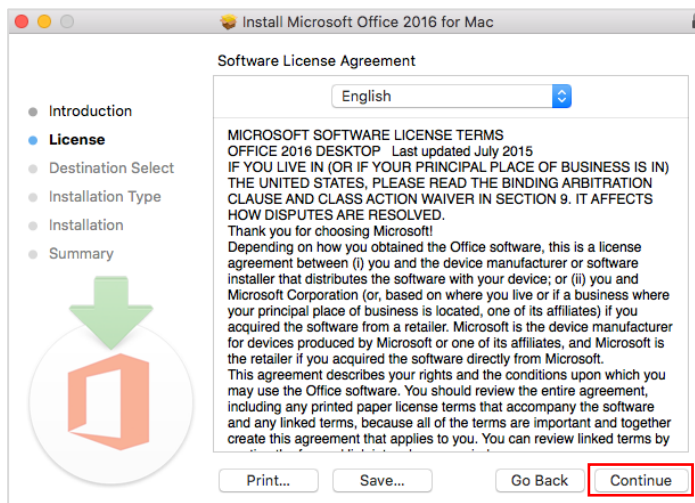
8. When the **Microsoft Office 365 Installer.pkg** file has been successfully downloaded, **double-click** on the file to start the installation process.



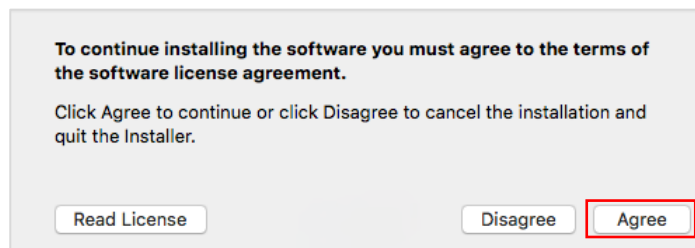
9. The **Microsoft Office 365** installation window will open. Click on **Continue**.



10. Accept the **Software License Agreement** by clicking on **Continue**.



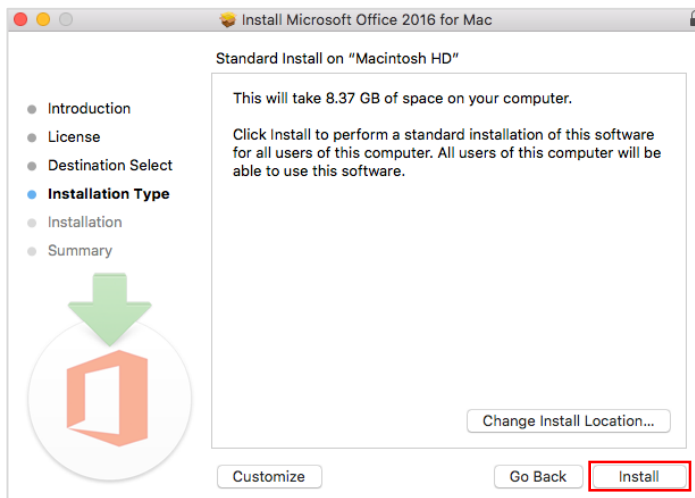
11. Click **Agree** to accept the **Terms and Conditions**.



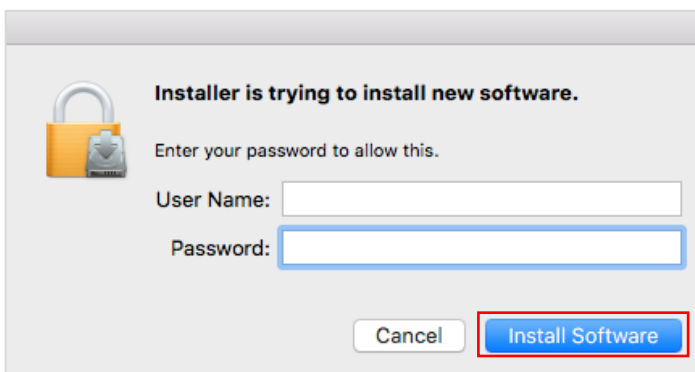
12. Select the **installation destination** and click on **Continue**.



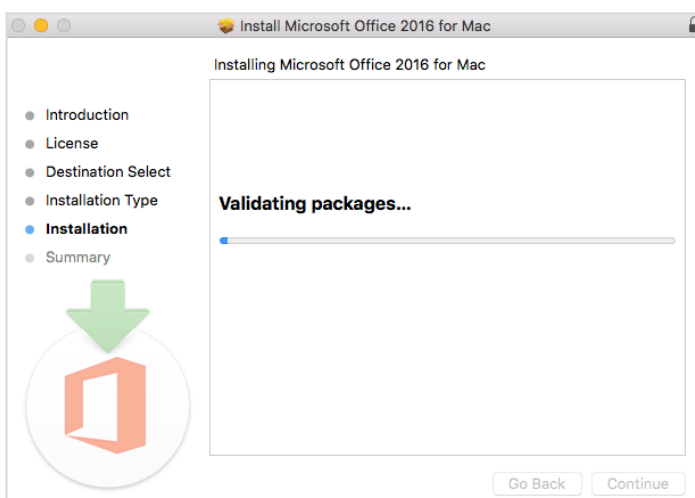
13. Click on **Install** to confirm and start the installation.



14. Enter a local administrator account **Username** and **Password** and click **Install Software**.

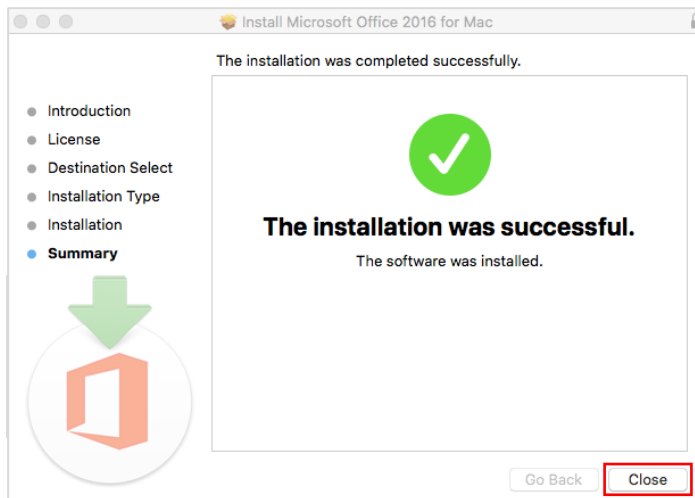


15. **Microsoft Office 365 for Mac** will now be installed.

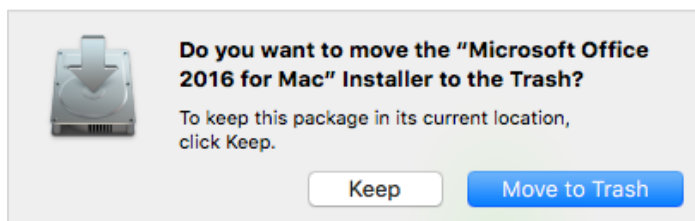




16. The installation of **Microsoft Office 365 for Mac** is now complete. Click on **Close** to complete the installation.



17. If you want to keep the downloaded installation file, click on **Keep** or click on **Move to Trash** to delete the installation file from your **Downloads** folder.



18. You can access the installed **Microsoft Office 365** applications on the **Launchpad** or under **Applications** in the **Finder** window.

**Launchpad:**

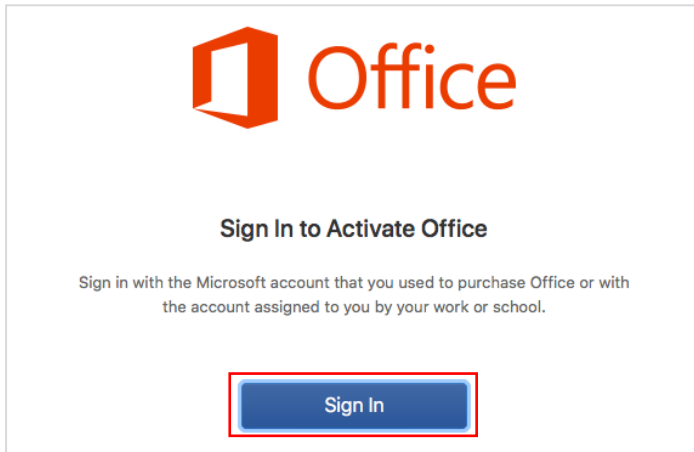


**Finder > Applications window:**

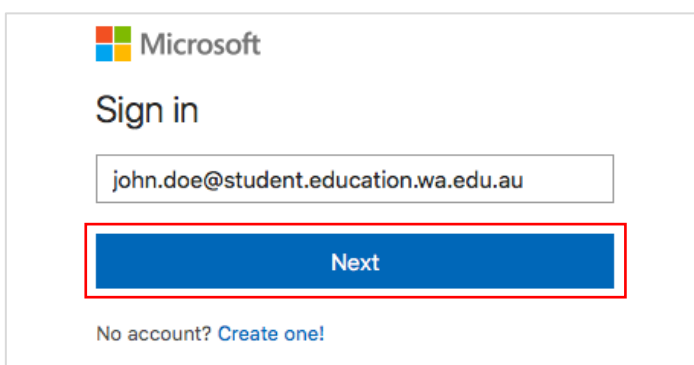
## Activating Microsoft Office 365 for Mac

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1. On the first launch of any of the **Microsoft Office 365** applications you will be prompted to **sign-in** to Microsoft Office to activate your product. Click on **Sign In**.



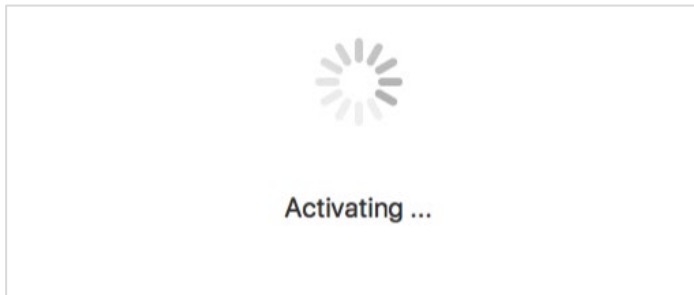
2. Enter your **DOE Student Email** address and click **Next**.



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



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



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

