KINROSS COLLEGE

DOWNLOAD AND INSTALL MICROSOFT OFFICE 365

Windows 10

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 Desktop applications on a Microsoft Windows 10 device.

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Installing Microsoft Office 365 Desktop 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 Connect portal (provided by DOE)
2. An internet connection with sufficient download allowance for over 2GB per installation (not the school network)
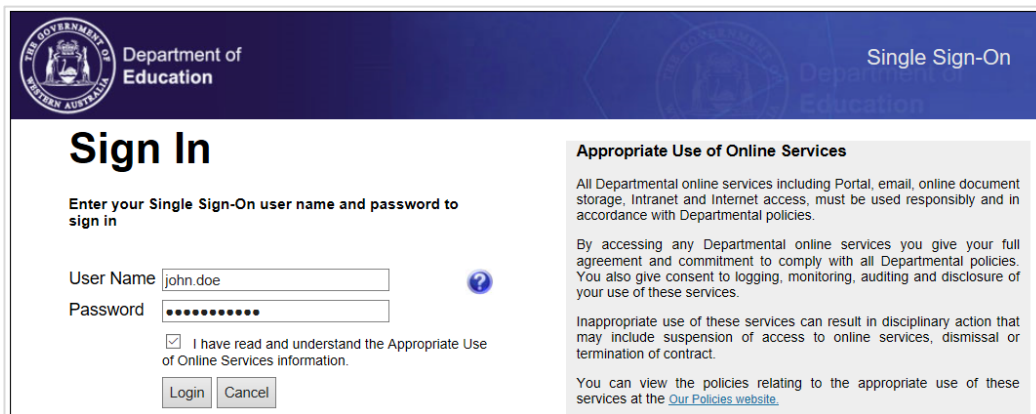
What you need to be aware of:

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.
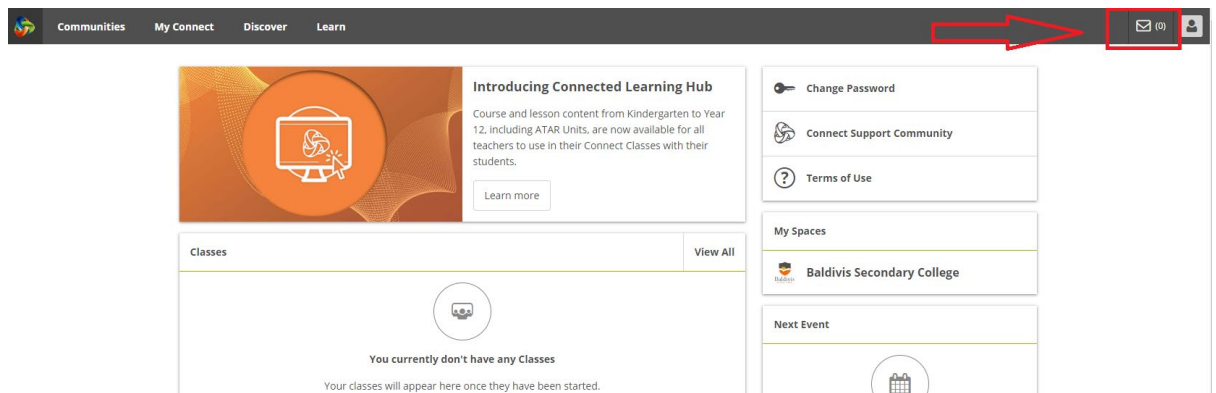
How to install Microsoft Office 365 Applications

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 Department of Education Student 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.

2. Click on the **Mail** (envelope) symbol in the top-right corner to access your email (**Webmail**).
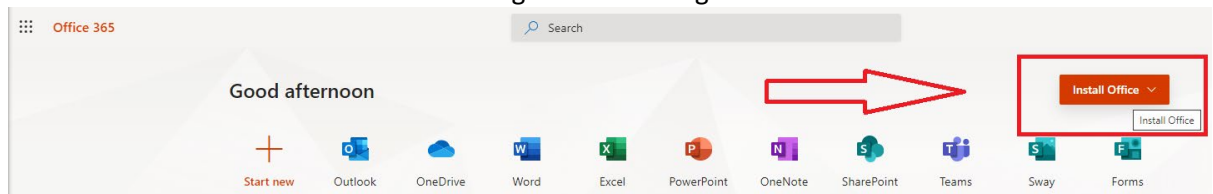
3. In the **Outlook** page, click on the **App Launcher** (9 dots) icon in the top-left corner.
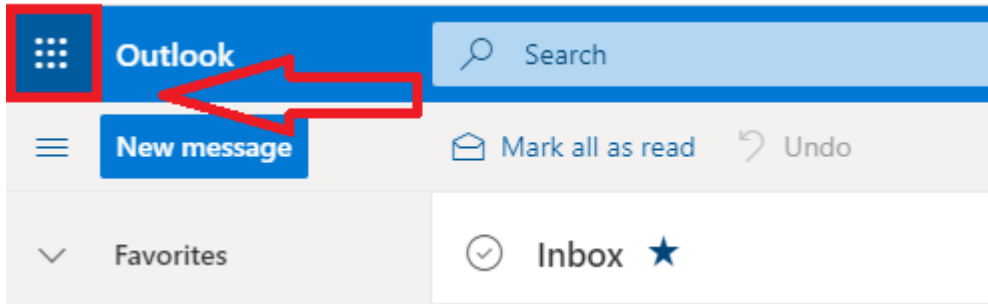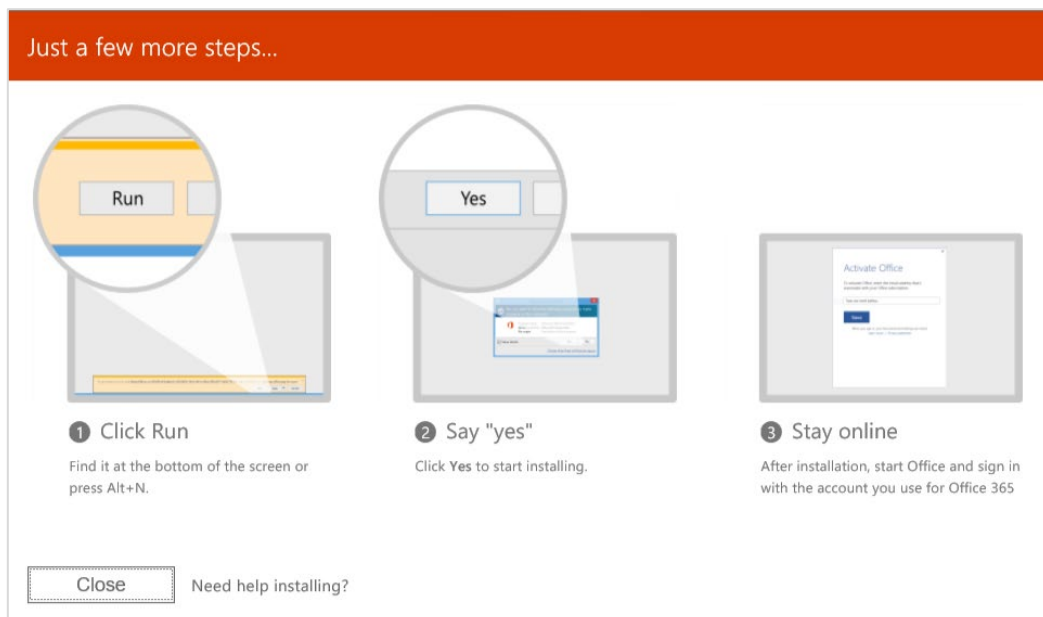

4. Click on the **Office 365** link to open your Office 365 home page in a new tab.
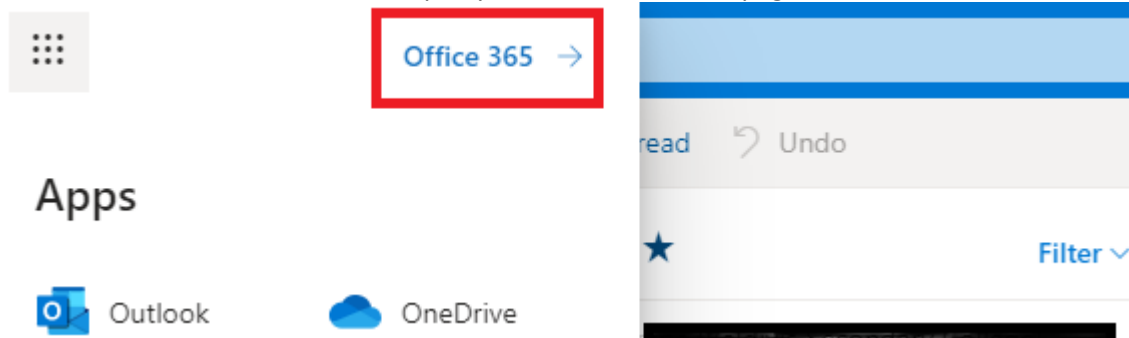
5. Click on the **Install Office** button to begin downloading.

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

7. 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 installation will now begin.

8. The **Microsoft Office 365 Desktop Applications** will now be installed.
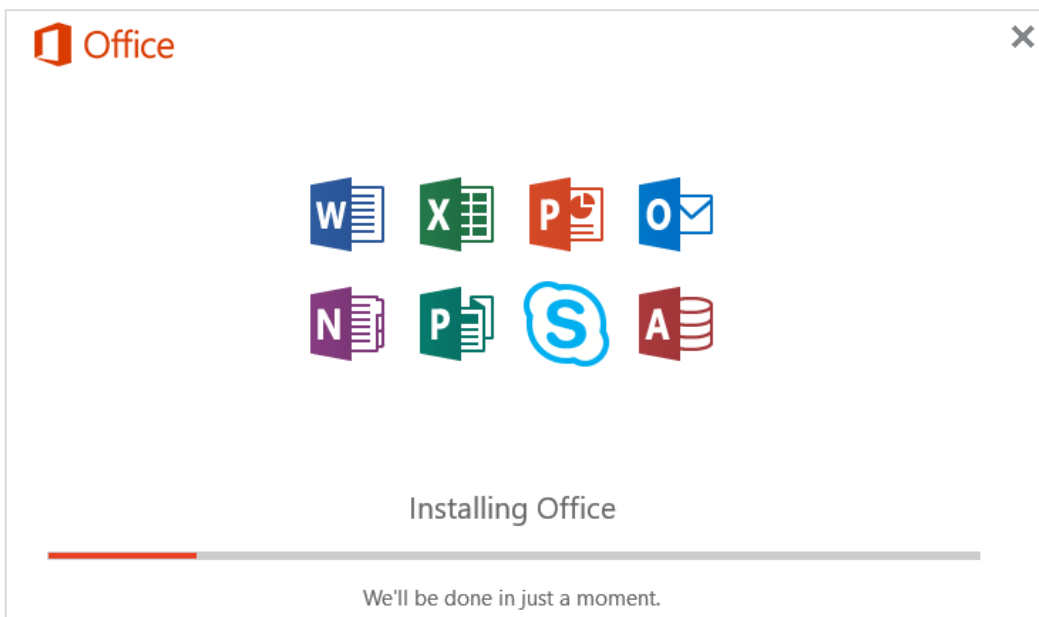
9. Your install of Microsoft Office 365 is finished when you see the phrase: **You're all set! Office is installed now** and an animation plays to show you where to find Office applications on your computer. Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.
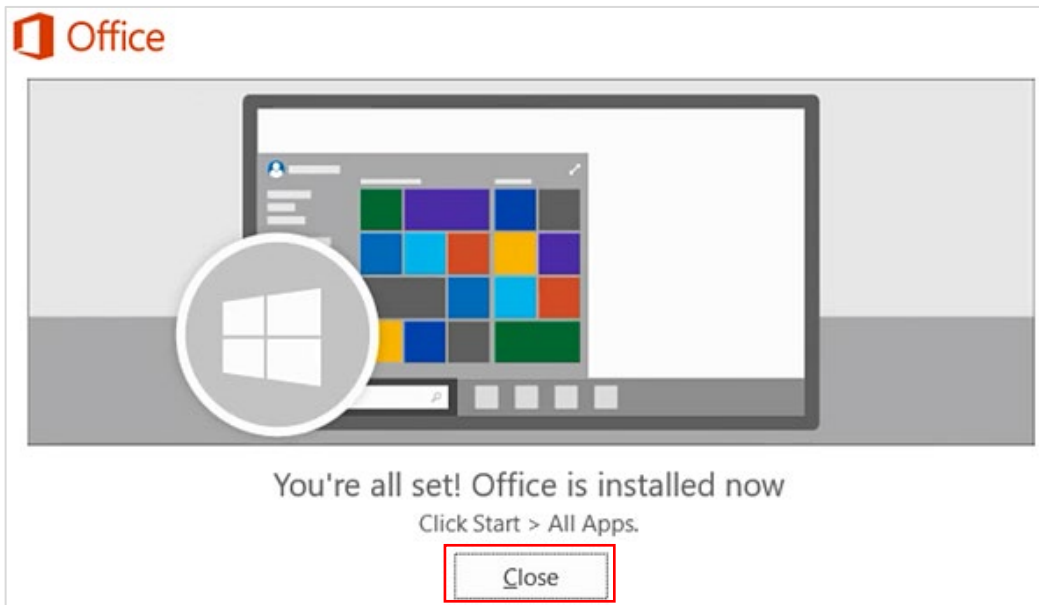
10. You can now proceed to the **Setup Student Email Account in Microsoft Outlook** section, which will assist you in configuring your student email account in **Microsoft Outlook**.

Setup DOE Student Email Account in Microsoft Outlook

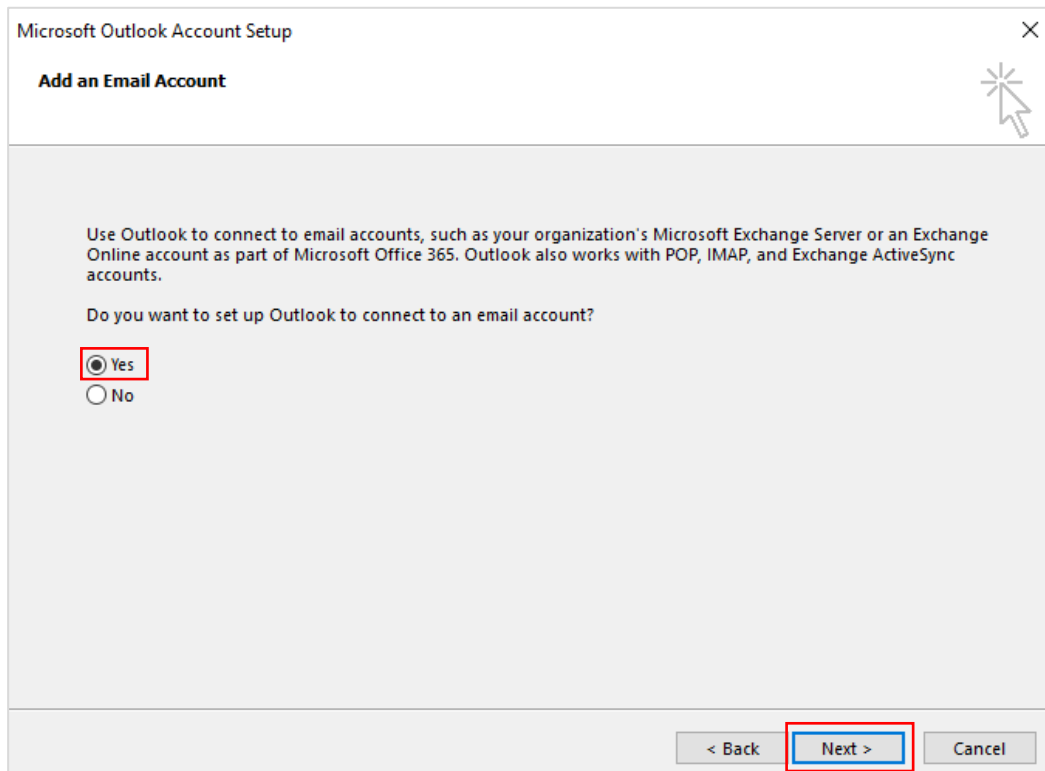1. Click **Start > All Apps** and then click on **Outlook** to open **Microsoft Outlook**.
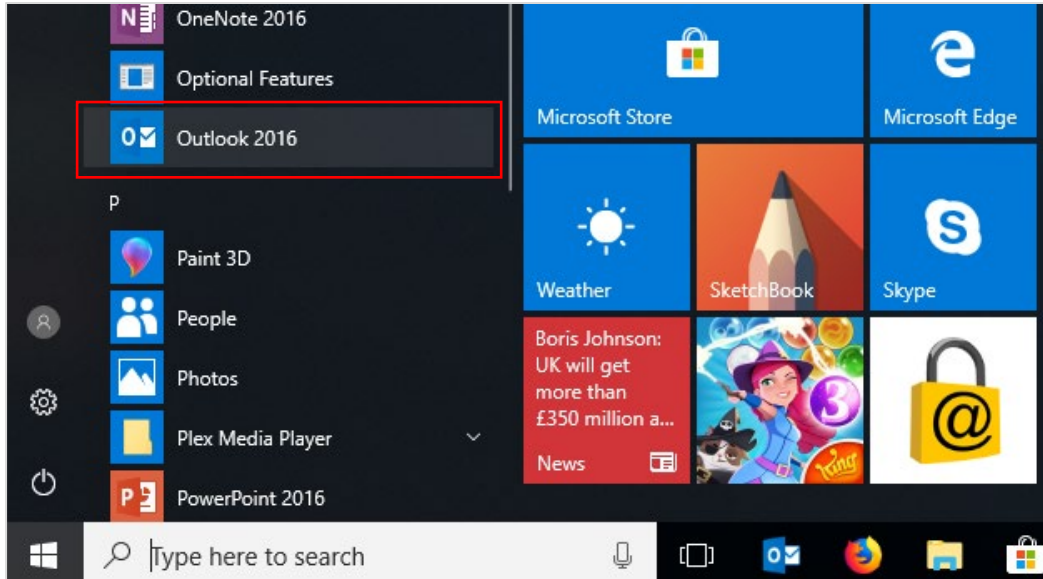
2. At the **Welcome to Outlook** window click on **Next** to start the email setup.
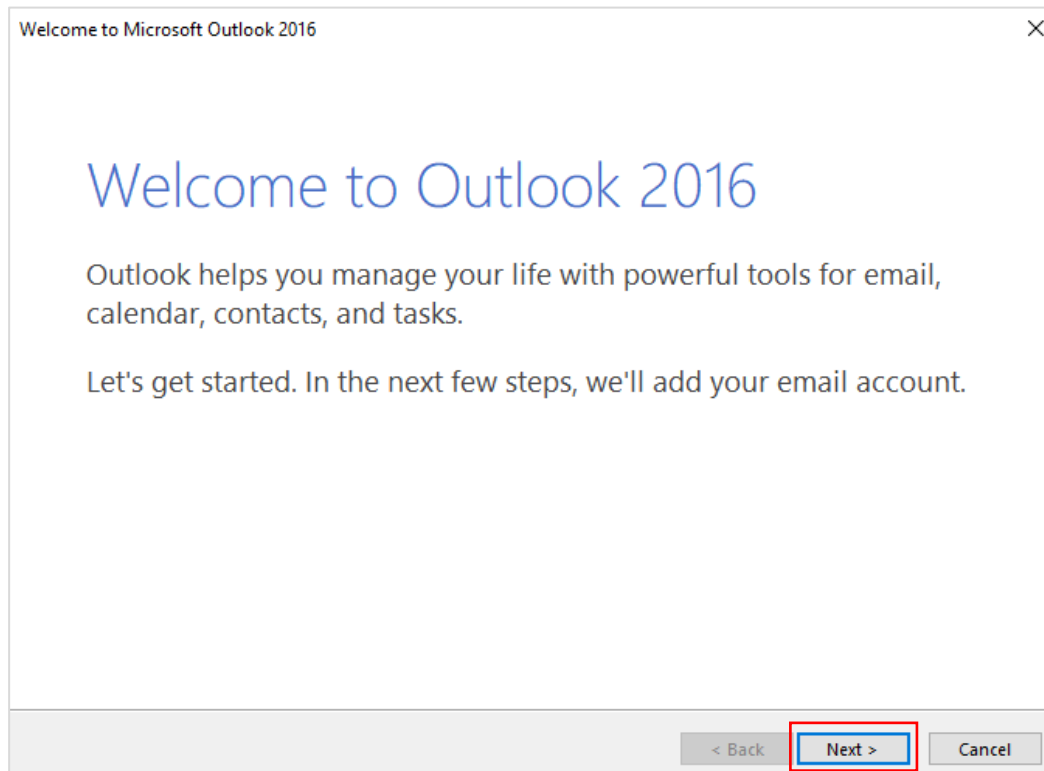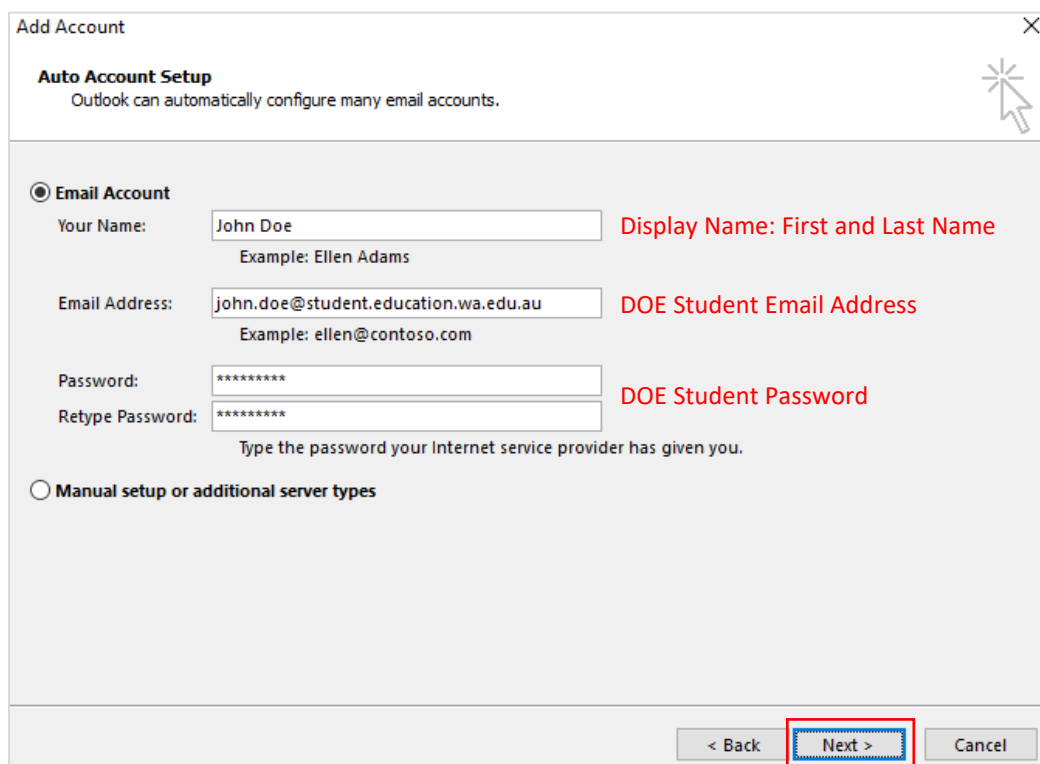
3. In the **Add an Email Account** window, select **Yes** to allow Outlook to automatically connect to the Exchange server, then click **Next**.
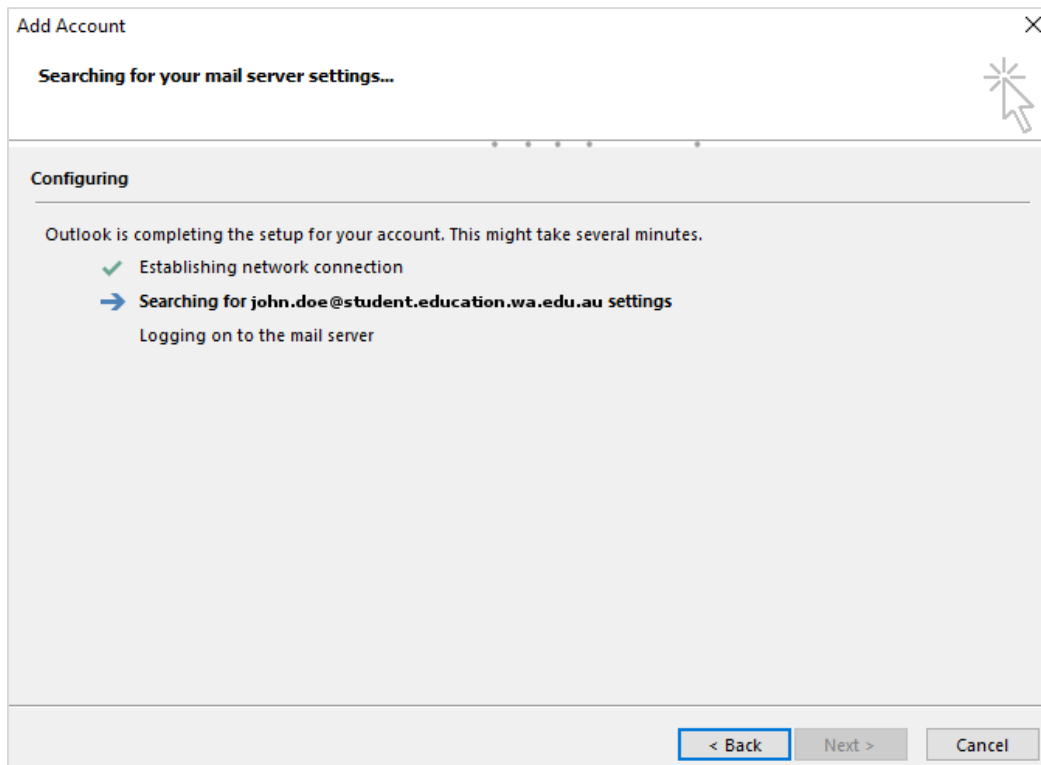

4. In the **Auto Account Setup** window, select **Email Account** and complete all the fields with your DOE account information and click **Next**.

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5. Microsoft Outlook will now search for the DOE Microsoft Exchange server settings for your account.


6. The **Microsoft Security** window will appear. Enter your **DOE Student Username password** to authenticate with the DOE Microsoft Exchange server and select the **Remember my credentials** option, then click **OK**.
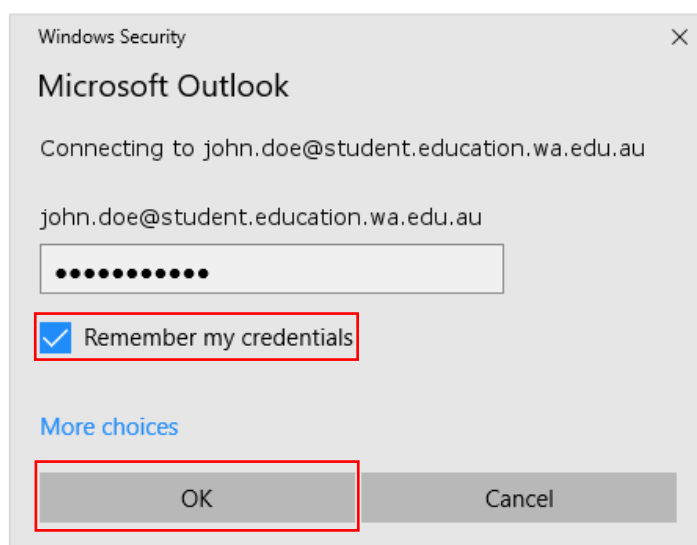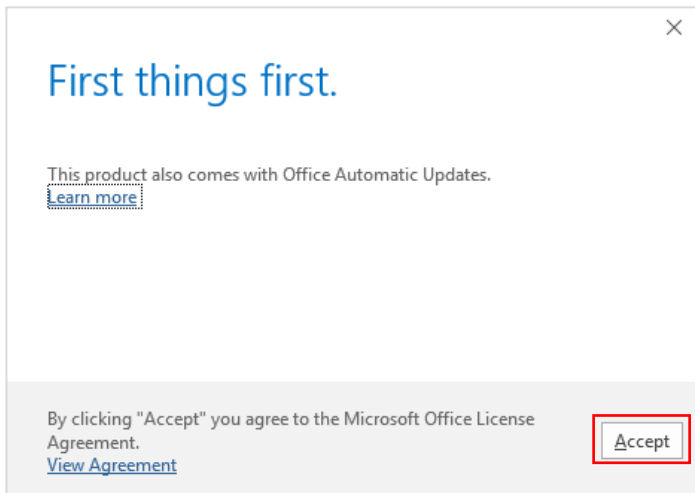
7. Once your email account has been successfully configured **untick** the **Set up Outlook Mobile on my phone, too** checkbox and click **Finish**.
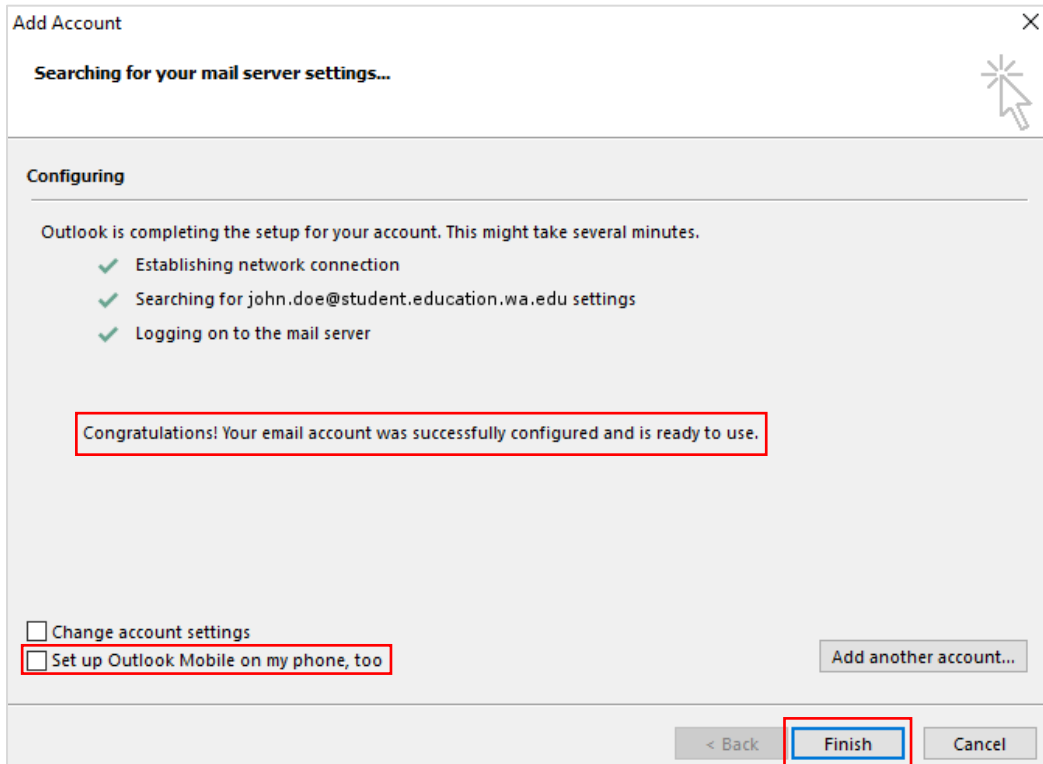
8. The **Microsoft Outlook** application will now load and be prepared for first use.
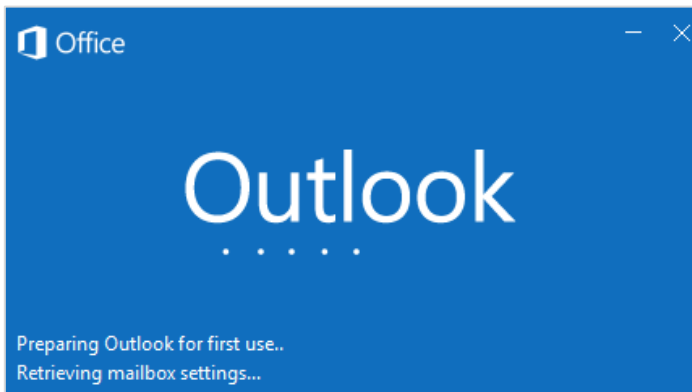
9. **Microsoft Outlook** will open and the **First things first** window will appear. Click on **Accept** to continue.

10. Your DOE Student email account has been successfully configured in **Microsoft Outlook** and is ready for use.