Welcome to the Office 365 Installation Guide

Let’s install Office 365 so you can connect to your teacher’s OneNote Class Notebooks, your school email, video channels, your One Drive cloud storage and more.
Logging In

Sign in to Office 365: https://login.microsoftonline.com/
LOGIN = username@student.werribeesc.vic.edu.au
PASSWORD = school network password
if you have never done this before it should look like this

After you login the first time it should remember your email ... just click it and then enter your school network password
Important Notes

If you install Office from any other location but here, it will be the incorrect version and will not work at WSC ... we have a special education license that must be accessed from this site (login.microsoftonline.com) for your OneDrive and OneNote connections to work.

You can use the online versions of the Apps if you prefer by clicking the icons on the home page and making a shortcut to them in your browser. However, you are advised to work with the locally installed versions of these Apps by installing Office 365 on any computer you want to use for school work.

You have 5 licenses for the full version of Office 365 (interchangeable) and 300GB of cloud storage space on One Drive provided by the school (free).
Remove any existing Office installations from your computer before proceeding to the next step. This will ensure compatibility. Also remove Microsoft Visio & Microsoft Project before proceeding. To uninstall, go to:

Windows 7: Control Panel > Add/Remove Programs
Windows 10: Start > Settings > System > Apps & Features

Look for existing installations of Microsoft Office, Project and Visio and uninstall them ... even if you have Office 2013 or Office 2016 you do not have the correct version.

In this image you can see that I have already installed ‘Microsoft Office 365 ProPlus’ and removed my old Office. This is the correct version. Remove any other versions e.g. Office Pro 2010.
Click the ‘Install Office 2016’ button if you want to install Office 2016

Please note: this version of Office is incompatible with Outlook ... only install it if you do not mind accessing Edumail online ... if this bothers you, jump to slide 9 to install Office 2013 instead (MacBook users are unaffected and should install Office 2016 for Mac)

You must install Office 365 from here or it will not work.
Office 365 - Installation

Now follow the prompts to install Office
Do what the dialogue box tells you to do e.g. click Setup > Yes then wait

Just a few more steps...

1. Click Run
   Click the Setup file at the bottom of the screen.

2. Say "yes"
   Click Yes to start installing.

3. Stay online
   Downloading all of Office might take a while.

Be patient
Step 3 will take 10-20 minutes

Close  Need help installing?
Office 365 - Installation

These screens will appear ... it could take some time (approx. 20 minutes) ... it will notify you when it is finished

Installing Office

We'll be done in just a moment.
Congratulations, you have installed Office 365 and are now ready to connect with school resources.

Separate instructions are being created for:
- showing you how to connect to your teacher’s OneNote Class Notebooks
- installing & synchronizing the iPad Apps (OneNote, OneDrive, Sway)
- managing your 5 multiple licenses for Office 365

They will be made available on the school’s web site.

For enquiries about Office 365, One Drive and One Note, please see Mr. Portelli or the technician’s office.
Office 365 (2013) - Installation

Click the ‘Other Installs’ button if you want to install Office 2013

Scroll down and click the ‘Install Office 365 ProPlus with 2013 Apps’ drop down

Language: English (United States)  Version: 32-bit (Recommended) Advanced

Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don’t count against your install limit.

Review system requirements
Troubleshoot installation

Install
Office 365 (2013) - Installation

Click the ‘**Install**’ button and then follow the prompts

Congratulations, you have installed Office 365 and are now ready to connect with school resources.

Separate instructions are being created for:

- showing you how to connect to your teacher’s OneNote Class Notebooks
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