Neerim District SC

BYO OFFICE 365 INSTALLATION
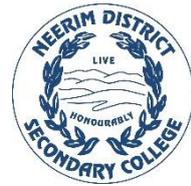
*DEVICE MUST BE CONNECTED TO INTERNET

1. Go to www.office.com and if you're not already signed in, select **Sign in**.

2. Sign in with your school email ending with @schools.vic.edu.au

3. From the home page select **Install apps > Other install options**

4. Select **Install Office**

5. The Office installation file will download

6. Run the file once it is finished downloading

7. If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

8. The install begins, wait for it to finish

9. Your install is finished when you see the phrase, **"You're all set! Office is installed now".** Select **Close**.

To open an Microsoft 365 app, select the **Start** button (lower-left corner of your screen) and type the name of an Microsoft 365 app, like **Word**.

To open the Microsoft 365 app, select its icon in the search results.

When the Microsoft 365 app opens, accept the license agreement and sign in.

Microsoft 365 is now activated and ready to use.