

## Download, install and activate Office 365 via EdPass

If you already have the Office 365 applications installed on your computer, skip to Step 6.

NOTE: Office 365 is generally preinstalled on all College-issued computers

### Login to EdPass

1. Go to <https://portal.edpass.sa.edu.au/login/default>

2. If prompted to login to EdPass

Username: Your Departmental e-mail address

Password: Your EdPass password

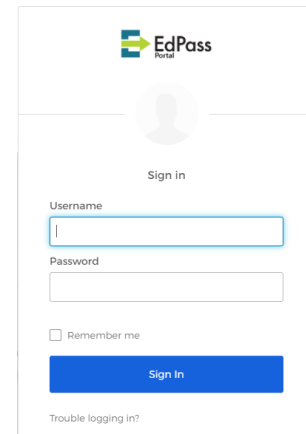
E-mail addresses are in the format of

**Firstname.LastnameX@schools.sa.edu.au**, where X is a random number generated between 1 and 999

**If you're unsure of your EdPass e-mail address or password, or need a password reset**

Contact Learning Technology on (08) 8309 3500 option 3

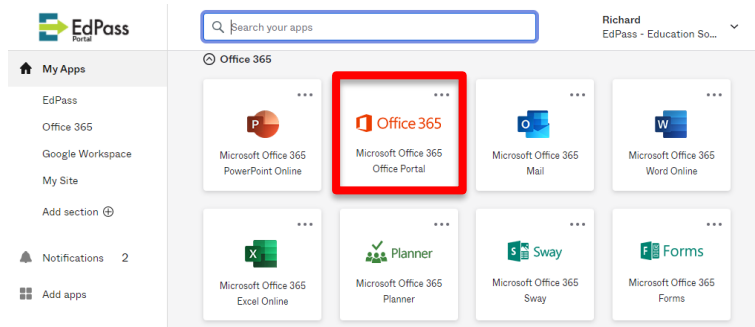
**OR** e-mail [learning.technology@openaccess.edu.au](mailto:learning.technology@openaccess.edu.au)



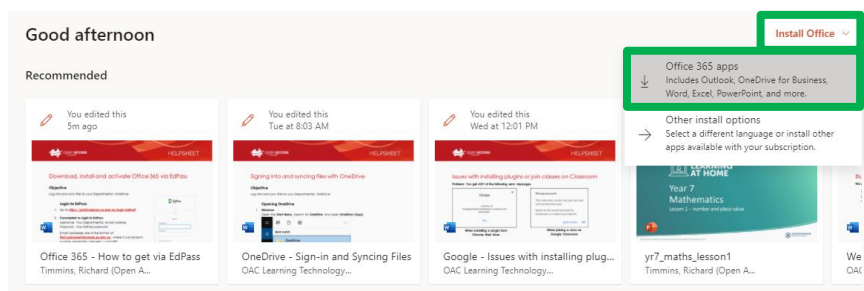
The image shows the EdPass Portal login interface. It features the EdPass logo at the top, a 'Sign in' button, and input fields for 'Username' and 'Password'. There is also a 'Remember me' checkbox and a 'Sign In' button at the bottom. A link for 'Trouble logging in?' is located at the very bottom.

### Download Office 365

3. Click on the **Microsoft Office 365 Office Portal** button



4. Click on the **Install Office** button and then select **Office 365 apps**



The Office 365 installation package should begin to download.

When the package has finished downloading, open it.

## Install Office 365

- Follow the on-screen instructions to install the Microsoft Office applications.

This process may take several minutes depending on your Internet connection speed. When the installation has completed, proceed to Step 6.

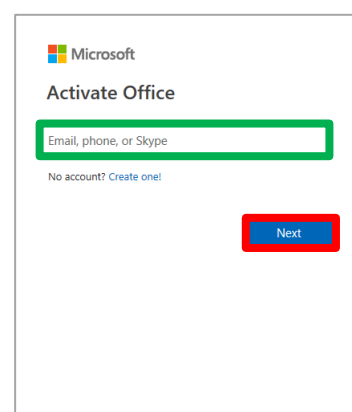
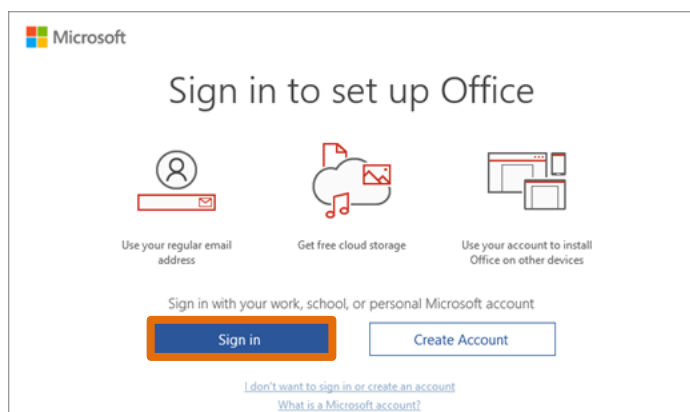
## Activate Office 365

Upon first use of Office 365, you'll be prompted to activate Office 365

- Open one of the Microsoft Office applications (e.g., Word, Excel, PowerPoint, Outlook)
- Click on the **Sign in** button
- In the **Email, phone or Skype** field, type in your Departmental e-mail address

E-mail addresses are in the format of **Firstname.LastnameX@schools.sa.edu.au**, where X is a randomly number generated between 1 and 999. If you're unsure of your EdPass e-mail address, contact Learning Technology on (08) 8309 3500 option 3 **OR** e-mail [learning.technology@openaccess.edu.au](mailto:learning.technology@openaccess.edu.au)

- Click on the **Next** button



- If prompted to login to EdPass**

Username: Your Departmental e-mail address

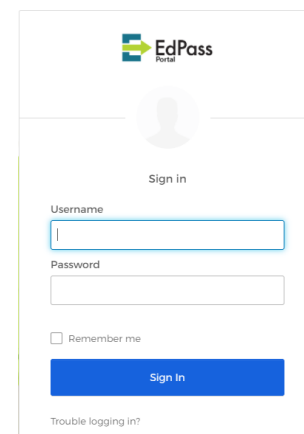
Password: Your EdPass password

E-mail addresses are in the format of **Firstname.LastnameX@schools.sa.edu.au**, where X is a random number generated between 1 and 999

**If you're unsure of your EdPass password, or need a password reset**

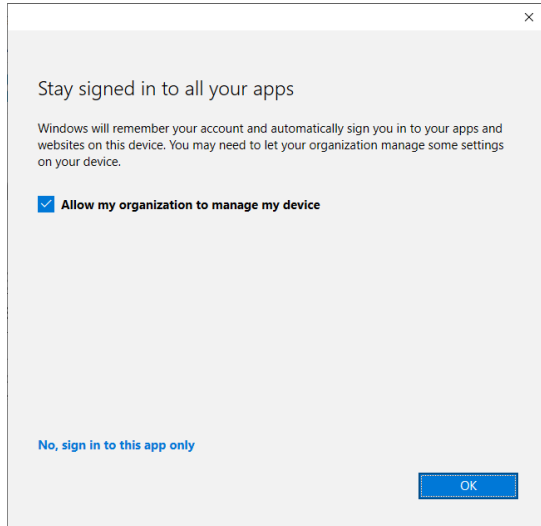
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## 11. If prompted Stay sign in to all your apps

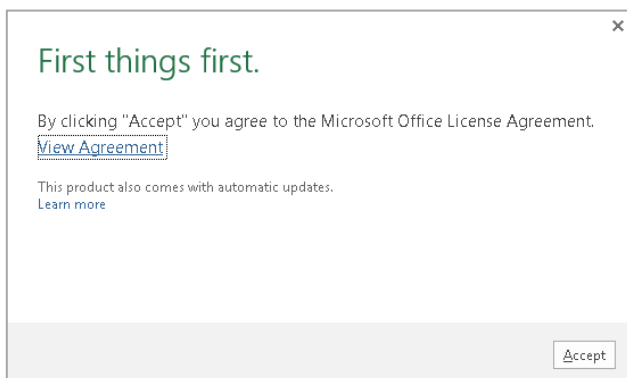
Check/tick the **Allow my organization to manage my device** then click on the **OK** button



This process may then take a few minutes

## 12. If prompted to accept a license agreement

Click on the **Accept** button



**You should have a message advising any the following (depending on version and operating system):**

- Welcome to Office
- You're all set
- Activated

**If you get those:**

**No further action required**



**If you get messages which have these keywords:**

- Try Office
- Buy Office
- No license found
- Activation required



Please contact Learning Technology for assistance on (08) 8309 3500 option 3

**OR** e-mail

[learning.technology@openaccess.edu.au](mailto:learning.technology@openaccess.edu.au)