

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

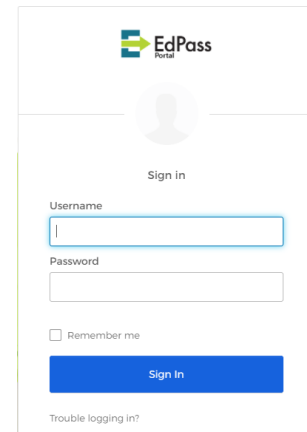
E-mail addresses are in the format of

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

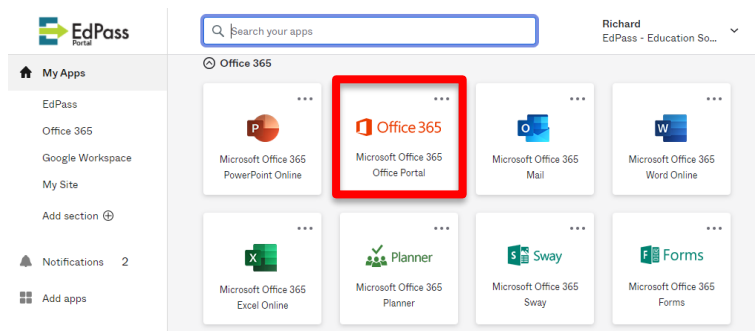
OR e-mail learning.technology411@schools.sa.edu.au



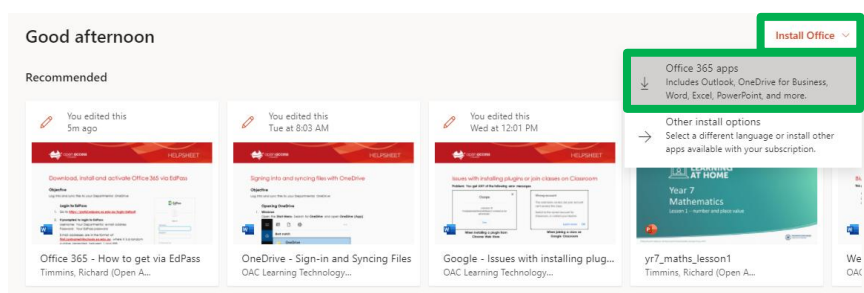
The login form features the EdPass Portal logo at the top. Below it is a 'Sign in' button. The form includes fields for 'Username' and 'Password'. There is a 'Remember me' checkbox and a 'Sign in' button at the bottom. A link for 'Trouble logging in?' is also present.

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.

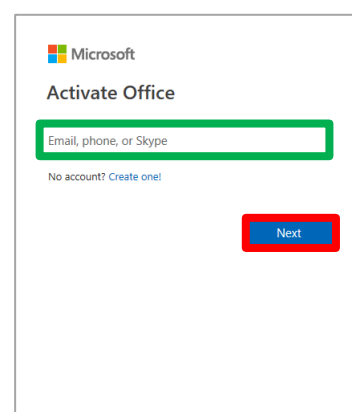
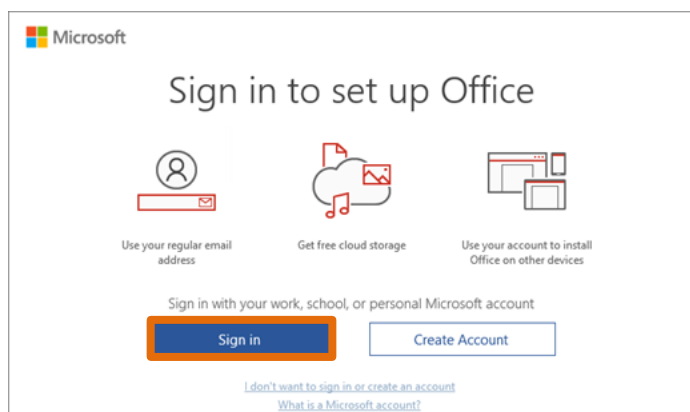
Activate Office 365

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

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- Click on the **Next** button



- If prompted to login to EdPass**

Username: Your Departmental e-mail address

Password: Your EdPass password

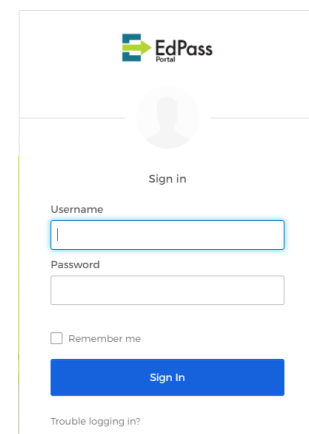
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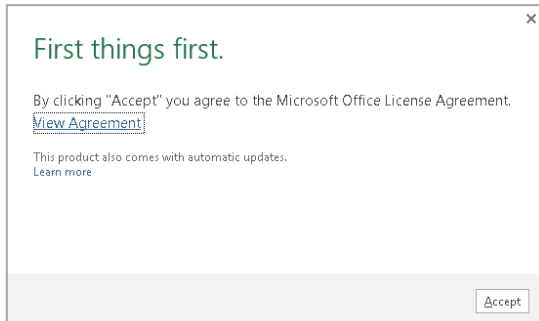
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11. If prompted to accept a license agreement

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 that 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

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