

# 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



HELPSHEET

# 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

lood afternoon			Install Office
ecommended			Office 365 apps Uncludes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
You edited this 5m ago	You edited this Tue at 8:03 AM	You edited this Wed at 12:01 PM	Other install options → Select a different language or install other apps available with your subscription.
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Office 365 - How to get via EdPass Timmins, Richard (Open A	OneDrive - Sign-in and Syncing Files OAC Learning Technology	Google - Issues with installing plug OAC Learning Technology	yr7_maths_lesson1 Timmins, Richard (Open A

The Office 365 installation package should begin to download. When the package has finished downloading, open it.





# Install Office 365

5. 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

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

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9. Click on the Next button

Microsoft Sign in to set up Office	Microsoft Activate Office
Use your regular email address Get free cloud storage Use your account to install Office on other devices	Email, phone, or Skype No account? Create one! Next
Sign in with your work, school, or personal Microsoft account  Sign in  Create Account  Islon't want to sign in or create an account What is a Microsoft account	

#### 10. If prompted to login to EdPass

Username: Your Departmental e-mail address Password: Your EdPass password

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EdPass	
Sign in	
Username	
Password	
Remember me	
Sign In	
Trouble logging in?	



# HELPSHEET

### 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 learning.technology411@schools.sa.edu.au

