

Student Guide to Microsoft Office 365 Services

Student email and calendar has been extended on a trial basis at your school to include a range of extra **free** services, in particular:

- **OneDrive:** 1 Terabyte of online file storage per student;
- **MS Office Online applications:** online versions of Word, Excel, PowerPoint and OneNote that can be accessed anywhere via web browser;
- **ProPlus:** download and install the full MS Office suite on up to 5 PCs or Macs and 5 tablets or smartphones.

There is no charge for using these services and once your account is set up, they are accessed through your student email address and password which are provided by your school. Detailed guides on using the services can be found on the [Microsoft website](#).

OneDrive and Office Online applications: how to get started

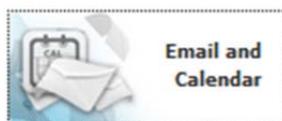
If OneDrive and Office Online have been set up for a particular student account then they can be accessed in the same way as student email but if you have never used email, your school may need to allocate a username and password.

What you will need

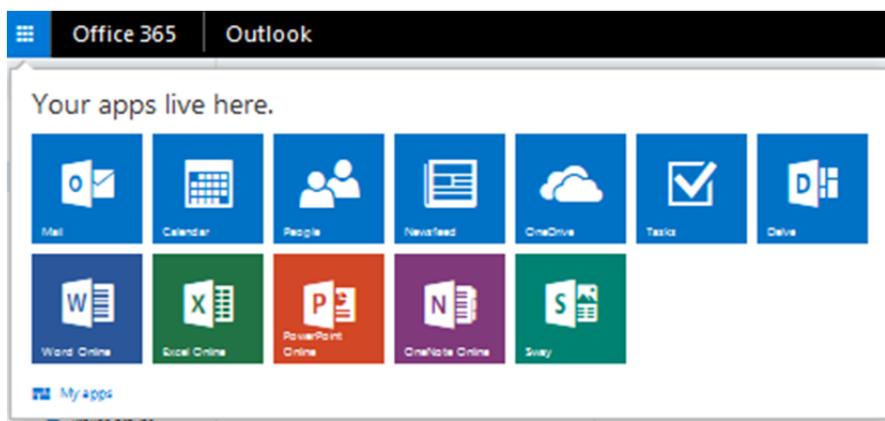
- A valid student login (username and password) for the Department portal (School provided)
- A fully provisioned Office 365 account (School enabled)

How to begin

1. Log in to Connect at connect.det.wa.edu.au or into the Department Portal at: portal.det.wa.edu.au
Contact your teacher/school if you don't already have a username (usually firstname.lastname) and password.
2. Click on the '**Email and Calendar**' icon in Connect or in the portal to launch Office 365:



3. If you have not previously used the Office365 student email service here or you are unfamiliar with the screen layout, click on the 'App Launcher' grid icon at top left of any screen to display and launch the available applications:



4. When you first use these services you will be led through a setup process to configure the storage (OneDrive) and applications such as Word, Excel and PowerPoint for your personal use.
5. You can now access these services through any web browser on any device with a good internet connection.
6. Finally, always log out and close all tabs and browser windows to prevent anyone else accessing your account on that computer or tablet.

ProPlus: how to install Microsoft Office on a student's home computer or portable device

Students can now download up to 5 free copies of the Microsoft Office Suite to their personal home computers (Mac or PC), and a further 5 copies to tablets or smartphones.

What you will need

- A valid student login (username and password) for the Department portal (School provided)
- A fully provisioned Office 365 account (School enabled)
- An internet connection with sufficient download allowance for over 1Gb per installation (not the school network)

What you need to be aware of

1. The MS Office software should only be installed on personal equipment - not on computers within the school network.
2. The MS Office software should only be downloaded over a personal, home or non-school data network and it will consume up to 1.5 Gb of data allowances in the initial install.
3. The MS Office download is blocked on the Department network to prevent interference with essential data traffic. If you attempt to launch the software installation while connected to a school network, it will appear to work and will proceed through a number of stages before failing and issuing an error message. There is no way round this.
4. The software installed via Office 365 will automatically try to verify online that the user is still licenced every 30 days. As long as the student remains registered with a Department school, this check will succeed. Once the student is no longer registered, the software will issue an onscreen notice of impending expiry and thirty days later will no longer allow editing of documents.

How to begin

The following information has been designed to support students with the download and installation of the MS Office Suite via a fully provisioned account. If you have any problems with this process, contact the teacher managing your portal access.

1. Log in to Connect at connect.det.wa.edu.au or into the Department Portal at: portal.det.wa.edu.au
Contact your teacher/school if you don't already have a username (usually firstname.lastname) and password.
2. Click on the 'email and calendar' icon to launch Office 365:



Who can use these downloaded applications?

Once the MS Office suite is installed on a computer or tablet, it is available to any user of that device. The Department of Education's licence with Microsoft allows for this as long as 50% or more of the usage is by a student or staff member of the Department.

When will the downloaded applications stop working?

The installed software needs to verify licensing every 30 days and it does this by automatically checking online that the provisioned student continues to be listed in the Department of Education student domain. If this process fails, for example if you leave the public school system, you will see a warning message every time you launch one of the Office applications. If nothing is done about the warning, the licensed software will switch to read-only operation after 30 days and you will no longer be able to edit files with those applications. The software presents purchase and subscription options to allow all functions to be kept active or to be reactivated at a later date.
