

Office 365 for school staff and students



Microsoft Office 365 is a cloud based offering by Microsoft that enables school staff to access software and to store and access documents anytime, anywhere, using a variety of devices.

The Department have provided all staff in Victorian government schools with access to:

- install the Microsoft Office productivity suite (including Word, Excel, PowerPoint, OneNote etc.) on up to five devices at home or school. Devices can be PC, Mac, iOS or Android, and
- 1 terabyte of online storage for school work and curriculum material.

These capabilities are provided at no cost to school staff to support teaching requirements.

This quick guide enables you to start using your Office software and online storage to share documents with multiple people and devices, regardless of location, direct from the cloud.

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How do I access Office 365?

Must read - Username formats 😱

Your Department (staff) / eduPass (student) username has two formats:

- Simple:
 - Example of staff simple username: 01234567
 - Example of student simple username: abcd1
- Full:
 - Example of staff full username: 01234567@education.vic.gov.au
 - Example of student full username: abcd1@schools.vic.edu.au

As a general rule, when using a web browser you can use your **simple** username, whereas when using other apps you need to use your **full** username (for the first time only).

Application	Username format
E Web browser	Simple
B Microsoft Office (desktop app)	Full
OneDrive for Business (desktop app)	Full
I iPhone / Android Phone Office app	Full

Log in as a staff

- 1. Open Internet Explorer.
- 2. Go to https://www.edustar.vic.edu.au/o365
- 3. Login with your Department User ID and Password.



- 1. Open Internet Explorer.
- 2. Go to https://www.edustar.vic.edu.au/o365
- 3. Log in with your eduPaSS User ID and Password.



Department Education &	of Training eduPass
Security (sho	w explanation)
Th	is is a public or shared computer
О Тһ	is a private computer
User ID:	abcd1
Password:	•••••
	Reset Forgotten Password Log in







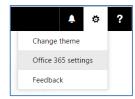
If you need further assistance, please go to the **<u>Support</u>** section.

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How do I install Microsoft Office on my Windows device?

To download and install Office on a Windows PC:

- Go to <u>https://www.edustar.vic.edu.au/office</u> and login with your **simple** Department username (e.g. 01234567)
- At the top-right corner of the Office 365 home page, go to Settings > Office 365 Settings > Software



3. On the Software page, under Install Office 365 ProPlus with the new 2016 apps, select Install to begin downloading the installer package.

Install Office 365 ProPlus with the new 2016 apps]
Your admin has provided you early access to the next rele	ea
Please send your feedback directly to your admin, and th	ar
Language:	/e
English (United States)	32
Don't see the language you want? Install one of the lang	ы
Install	

Note: This will download the newly released Microsoft Office 2016 software.

4. At the bottom of the browser, click Run, follow the prompts and accept the license agreement to complete the installation.



5. When prompted to Activate Office, enter your **full** Department Username and Password.

	×
Activate Office	
To activate Office, enter the email address that's associated with your Office subscription.	
01234567@education.vic.gov.au	
Next Enter a product key instead When you sign in, your documents and settings are online Learn more Privacy statement	
Please enter your full Userna	ame:
Example: 01234567@education	.vic.gov.au

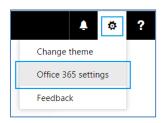
6. After installing, you can find the shortcuts to your Office applications (Words, Excel, PowerPoint...etc.) from your Windows desktop or Programs menu.

The Office 2016 installation process should uninstall your existing version of Office software automatically however sometimes that might not happen. In which case, please manually uninstall the software.

How do I install Microsoft Office on my Mac?



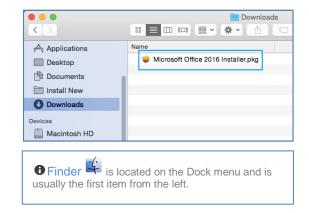
 At the top-right corner of the Office 365 home page, go to Settings > Office 365 Settings > Software



2. On the Software page, under Install Office 2016 for Mac, select Install to begin downloading the installer package.

Software	
Office	Office
Project	Install Office 2016 for Mac
Visio	This will install the following apps on your computer: Word, Excel, PowerPoir
OneDrive	
Tools & add-ins	
Desktop setup	Word Excel PowerPoint Outlook OneNote
Phone & tablet	Review system requirements
	Install

 When the download has completed, open Finder 4, go to Downloads, and double-click Microsoft_Office_2016_Installer.pkg



4. On the installation welcome page, select Continue to begin the installation.

0	😺 Install Microsoft Office 2016 for Mac
	Welcome to the Microsoft Office 2016 for Mac Installer
Introduction	You will be guided through the steps necessary to install this software.
License	
 Destination Select 	
 Installation Type 	
Installation	
 Summary 	
1	
	Go Back Continue

5. Enter your Mac Username and Password, and select Install Software to complete the installation.

• Introduc	Installer is trying to install new software. Type your password to allow this.
License	Username: Mac User
Destinat	Password:
 Installati 	
Installat	Cancel Install Software
Summar	
0	
	Go Back Continue

• The Office 2016 installation process should uninstall your existing version of Office software automatically however sometimes that might not happen. In which case, please manually uninstall the software.

- To activate your Office for Mac:
- 1. Following the installation, you will be prompted to activate your Office. At this point, click Get started.
- 2. Select Sign in and enter your **full** Department Username and Password.
- 3. Follow the rest of the wizard to complete the activation.

Please enter your full Department Username:
 For example:
 Username: 01234567@education.vic.gov.au

How do I install Office on my iPhone or iPad?



To download and install Office on iPhone or iPad:

1. Open the Apple AppStore and find the Office apps to install by searching for "*Office 365*"



 Follow the on-screen instructions and when prompted to sign in, enter your simple Department Username and Password.

Back	Sign In	
sign in to Of account tha	address would you like ffice? (If you already hav tt you use with Office or ervices, enter it here).	/e an
01234567	@education.vic.gov.au	
	Next	

If you are already using Office apps on your iPhone or iPad, you can add additional account:

- 1. Open Word, Excel, PowerPoint, or OneNote on your iPhone or iPad.
- Navigate to Account > Add a Service, enter your full Department Username and Password then select Sign in.

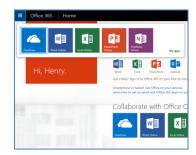
Please enter your full Department Username.



How do I access my online storage using OneDrive for Business?

To start-up OneDrive:

On the Office 365 Home page, click the icon (top-left) then select OneDrive.



To open a document:

Click the document's name under the Name column.

🕀 Ne	w	🚹 Upload 🛛 😂 s	sync	🗘 Share	More 🗸
× [2	Name		Modified	Sharing
		Notebooks		June 1	Only you
		Shared with Everyone		January 19	as Shared
× ¢		Document *		4 hours ago	Only you
¢		Document1 #		4 hours ago	Only you
¢		Document2 #		15 minutes ago	Only you
¢	i)	My Document		3 hours ago	Only you
ģ	I)	My Spreadsheet		June 1	a Only you

To upload a document:

You can upload documents in one of two ways:

1. Use the upload button. Click ¹ ^{Upload} and choose a single file, or multiple files, to upload.

III Office	e 365	OneDrive	
Search OneDrive Documents Recent Shared with me		OneDrive @ VIC - Department of Education and Training Documents Welcome to your OneDrive for Business, the place to store, sync, and	share
Followed Site folders Recycle bin		New Development Upload Sync Share More More	Modi
		📁 Notebooks 🛛 June 1 🔒 Only you	
		📁 Shared with Everyone 🛛 January 19 🍰 Shared	II Te
		😭 My Document 🚥 June 1 🔒 Only you	i Te
		My Spreadsheet June 1 B Only you	
		Drag files here to upload	

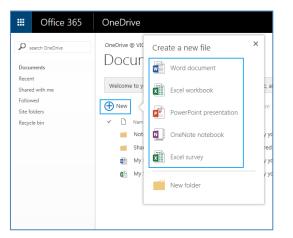
— or —

2. Drag-and-drop. Drag-and-drop the file(s) in the Documents page.

To create a new document:

New documents you create with, or upload to OneDrive, are private to you (invisible to everyone else). You can make them available to selected individuals by sharing them (see <u>To</u> <u>share a document</u>).

1. Click \bigoplus New then choose the format.



You'll be taken directly to the web application for the type of file you selected.

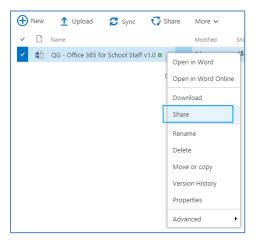
2. To use the Office application instead of the web based version, an option is available from the toolbar.

In our example here, select Open in Word.

FILE	HOME INSERT	PAGE LAYOUT	REVIEW	VIEW Tell	me what you want to do	1	OPEN IN WOR	RD .
500	Paste X Cut	Calibri (Body) B I U abc		A A 🌾		19 94	AaBbCc Normal	AaBI No Sp
Undo	Format Painter Clipboard		Font		Paragraph	-		

To share a document:

1. Right-click on the document you wish to share and select Share from the popup menu.



To use revision management:

When you make updates and save a document on OneDrive, previous versions are kept. If mistakes emerge over the life of the document, you can go back to one of these versions to fix it.

 Navigate to the folder where the document you wish to roll back is located, right-click on the document and select Version History.

\checkmark	Ľ	Name	Modified Shar
~		QG - Office 365 for School Staff v1.0 🗱	Open in Word
		Dr	Open in Word Online
			Download
			Share
			Rename
			Delete
			Move or copy
			Version History

2. On the version you wish to revert to, click on the downarrow and select Restore.

Version History							
Delete All Versions							
No. 4 Modified	Modified By	Size	Comments				
1.0 9/6/2015 4:36 PM	🗆 Quach, Khanh K	1.8 MB					
	<						

- 2. In the popup, enter staff and student names, email addresses and groups.
- 3. Use the drop-down to assign Edit or View permissions then click Share.

Share 'My Docum	ent'	×
Only shared with you		
Invite people Shared with	Enter names, email addresses, or 'Everyone'.	Can edit 🔽
	Include a personal message with this invitation (Optional).	
	Share	Cancel

To co-author a shared file:

1. On the OneDrive page, right-click on the target document, select Advanced, and then Check Out.

_						_
~	D	Name	Modified		Sharing	Ν
~		QG - Office 365 for School Staff v1.0 *	Open in Word	ago	Only you	C
			Open in Word Online			
			Download			
			Share			
			Rename			
			Delete			
			Move or copy			
			Version History			
			Properties			
			Advanced •	Chec	k Out	٦
				Follo	w	
				Work	flows	

When a document is checked-out a green arrow appears over its icon.

Document1 * ····	4 hours ago	🔒 Only you
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2. When you are finished editing, check the document back in. Right-click on the document, select Advanced, and then Check In.

~	Name	Modified	Sh	aring	
~	QG - Office 365 for School Staff v1.0 *	Open in Word	ago 🔒	Only yo	u
	c	Open in Word Online			
		Download			
		Share			
		Rename	1		
		Delete			
		Move or copy			
		Version History			
		Properties			
		Advanced •	Check	In	
			Follow		
			Discard	d Check O	ut
			Workfl	ows	

• The option to Discard check out is useful for times where you want to cancel a 'check out' without making any changes.

Alert me when something changes:

You can set up an alert for a document by 'following' it, so you are notified by email when updates occur.

1. Right click on the document, select Advanced and then Follow

(😂 Sync (🗘 Share
	✓ □ Name	
	OG - Office 365 Open in Word	for School Staff v1.0 🕊 🛛 …
	Open in Word Online	Drag files her
	Download	Right click
	Share	
	Rename	
	Delete	
	Move or copy	
	Version History	
Ι.	Properties	
	Advanced •	Check Out
		Follow
Ľ		Workflows Follow

2. A confirmation message will appear at the top-right corner



To view a list of documents you are following, select Followed from the Browse menu on the left of your screen.

To send an email to people you're sharing with:

1. In the Sharing column, click the Shared icon alongside any OneDrive document.

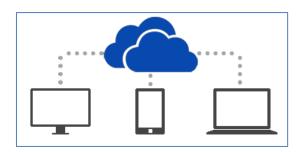
\oplus	New	1 Upload 🛛 😂 S	Sync	🛟 Share	N	∕lore ∨	
~		Name		Modified	9	iharing	Modified By
		Notebooks		June 1		Donly you	Teacher, Henry H
~		Shared with Everyone		January 19	4	Shared	Teacher, Henry H
		Document 🗱		21 minutes ago	1	🛙 Only you	Teacher, Henry H
		Document1 ¥		20 minutes ago		Only you	Teacher, Henry H
		My Document		11 minutes ago		Donly you	Teacher, Henry H
	X	My Spreadsheet		June 1		D Only you	Teacher, Henry H

2. Click Email everyone to take you to a new email addressed to those you've shared with.

Share 'Shared	with Everyone'		×
Shared with lots of	of people		
Invite people Shared with	Teacher, Henry H Teacher		Owner
	Everyone except external users	0	Can edit 👻
	EMAIL EVERYONE ADVANCED		
		Save changes	Close

Sync online files to your device and take your work with you:

Compatible devices that can be used to sync files with OneDrive for Business include PC, iPhone, iPad and Windows Phone.



On the Documents page, click S sync.

OneD	rive t	for Business				
Do	C	uments				
Wel	come	e to your OneDrive f	or Busines	s, the place to sto	ore, sync, and sha	re your work. D
٩Đ	lew	1 Upload	😂 Sync	Share	More 🗸	
~	Ľ	Name			nized copy of this li	brary on your
		Notebooks		omputer.	D Only	you 🗆 reache
		Shared with Everyo	ne	January 19	🎎 Share	d 🗆 Teache

Get the OneDrive for Business client for other devices:

To sync, your device needs a (free) OneDrive for Business application installed. Take care to download the Pro version, as the basic version is not compatible with this service.

PC 🗧

Microsoft Office 2013 already includes everything you need to sync files in the cloud with OneDrive.

For computers with earlier versions of Office, a separate client is available for download – paste the following address into your web browser, or click the link:

http://go.microsoft.com/fwlink/?LinkID=511444&clcid=0x1409

When you sync for the first time you may be asked for your username or email address - enter your **full** Department Username and Password, then click Sign in.

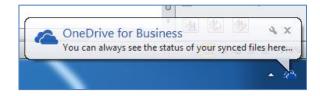


At this stage there is no OneDrive application available for Apple OSX.



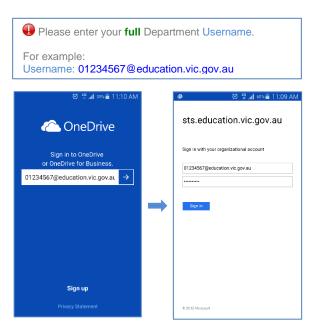
The OneDrive for Business app installs on your device and a folder is created. Everything you put in this folder will automatically sync between your device and your school, in the cloud.

The example here shows OneDrive for Business on the desktop's system tray:



Whenever you add, change or delete files in one location, all the other locations will be updated.

Once installed, sign in using your **full** Department Username and Password.



OneDrive for Business is available from the iTunes store.

Support

Common issues:

I am unable to sign into OneDrive for Business mobile app

 Ensure that you can sign into OneDrive for Business from a web browser and successfully create a test document (see Page 4 above for further instructions).

The Office 2016 installation process did not uninstall my previous version of Office.

- You can uninstall the previous version of Office manually by following the Microsoft instructions (link below) or see your specialist technician for assistance.
 - o Uninstall Office for Windows
 - o Uninstall Office for Mac

See your Specialist Technician

Should your Specialist Technician be unable to resolve the issue they can escalate to the Department Service Desk.

Self Help

http://community.office365.com/en-us/default.aspx

Support for all other areas of Office 365 can be obtained via the Office 365 Self-help community.

Resources

Office 365 Learning Hub: https://www.microsoft.com/australia/o365learninghub/

OneNote: <u>http://www.onenoteforteachers.com</u> & <u>http://www.onenote.com/classnotebook</u>

Educator Community: http://education.microsoft.com/australia

Professional Learning Opportunities: http://aka.ms/msauedupd

Microsoft in the classroom:

http://www.digipubs.vic.edu.au/pubs/microsoft-in-theclassroom/microsoft-in-the-classroom

