



Boroondara Park Primary School

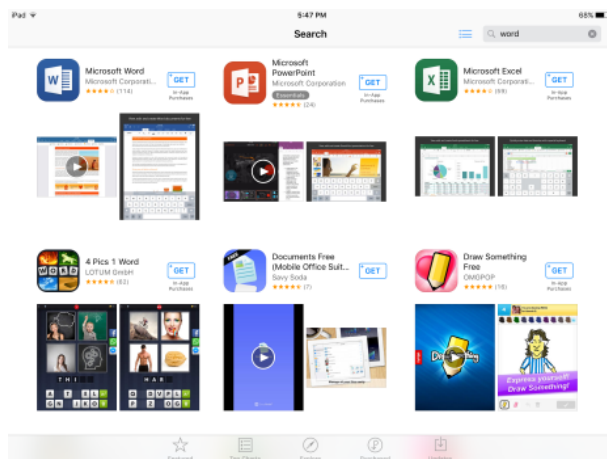
School No. 5288

ABN 55 983 557 174

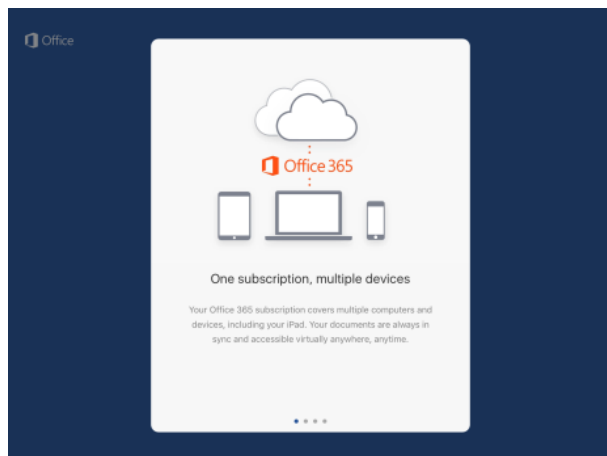
HOW TO DOWNLOAD AND ACTIVATE OFFICE 365 ON YOUR IPAD

(Word, Excel and PowerPoint)

Go to the App store and download the Word, Excel and PowerPoint apps – all free. You will need to know your iTunes username and password.



Open Word and swipe through each of the four screens.



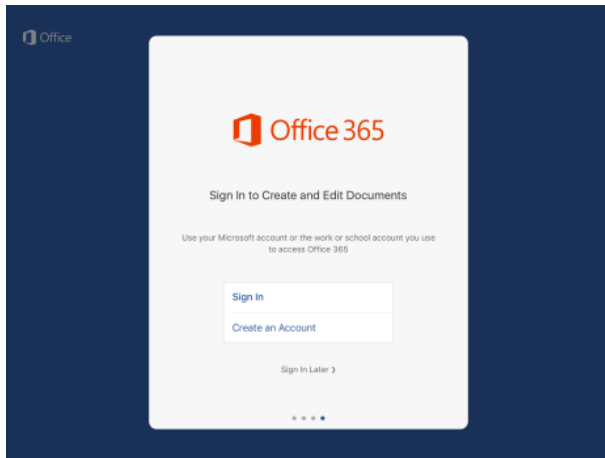
When you get to the last screen choose 'Create an Account'.



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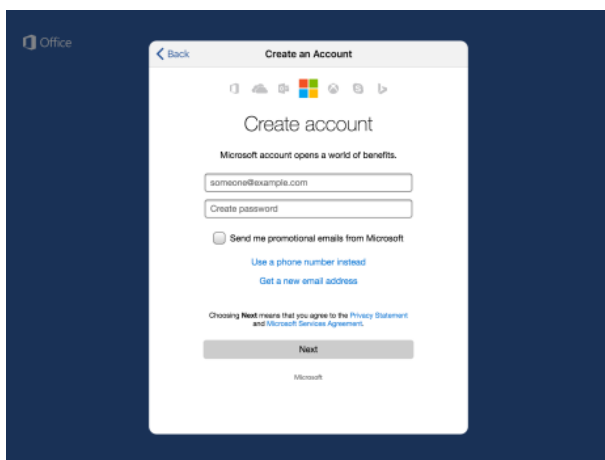
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Use your 'TO' number followed by @education.vic.gov.au

e.g. 02916138@education.vic.gov.au

Create a password (one used for other accounts might be the easiest)





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Office

Back Create an Account

Create account

Microsoft account opens a world of benefits.

01790366@education.vic.gov.au

Create password

☐ Send me promotional emails from Microsoft

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a s d f g h j k l

z x c v b n m

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Choosing Next means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Next

Microsoft

Then choose **Next**.

You will receive an email (through Edumail) with a security code. Check your email and type that into the window. Then choose **next**.

Office

Back Create an Account

Verify email

We sent an email to 01790366@education.vic.gov.au to make sure you own it. Please check your inbox and enter the security code below to finish setting up your Microsoft account.

Enter code

Next

Didn't receive the email? [Resend it now.](#)

Type in your email address? [Fix it here.](#)

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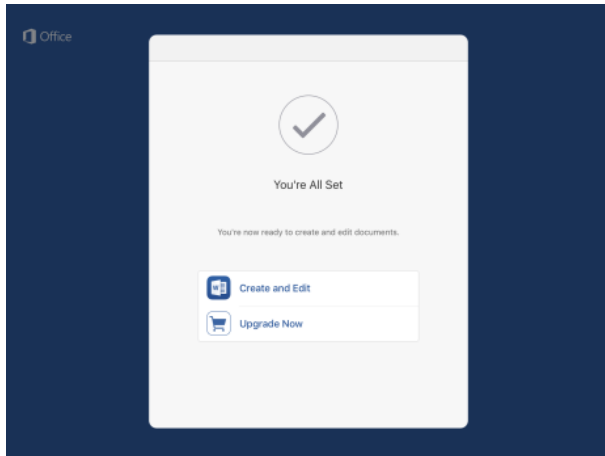


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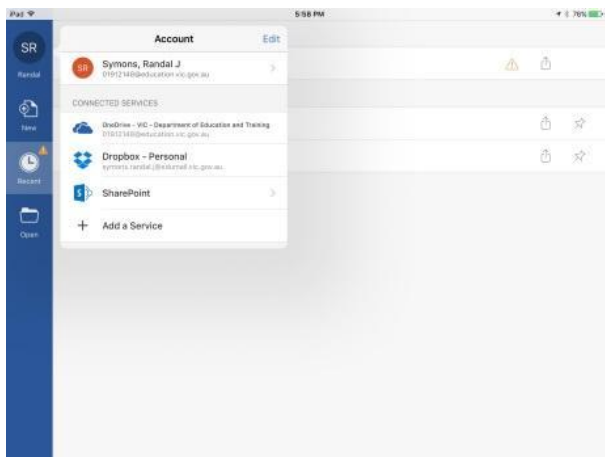
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Then choose **Create** and **Edit**.



By clicking on the top left hand button you can see the different places to you can save your work – on the device itself, onto the drive made available through the DET (which means you can access your documents on various devices) and to other locations such as Dropbox etc.





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