

## Setting up Microsoft Office 365 for Student BYOD.

This guide will take you through the setup process for logging into and installing Microsoft Office using your eduPass account.

Before we begin we will need to make sure you have the following:

- Your login details for **eduPass**

This is **NOT** your login for your school computer / compass etc.

**Example:**

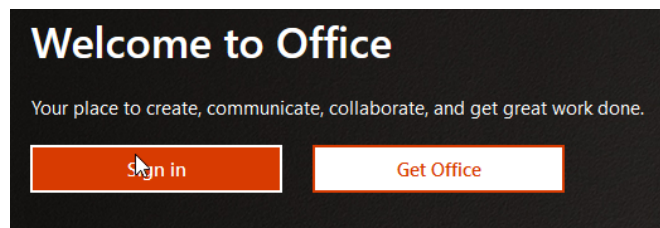
If you are unsure of your eduPass details please email

[HelpDesk@rsc.vic.edu.au](mailto:HelpDesk@rsc.vic.edu.au) for your eduPass Registration Letter

### Step 1. Go to the following link.

<https://www.office.com/>

Select Sign in



### Step 2. Enter your school email address

Enter your eduPass email address - This is your eduPass username followed by **@schools.vic.edu.au** (e.g. \*\*\*\*\*@schools.vic.edu.au)



Taking you to your  
organization's sign-in page

• • •

Cancel

### Step 3. Sign in with your eduPass details

Sign in

<https://sts.education.vic.gov.au>

Username

Password

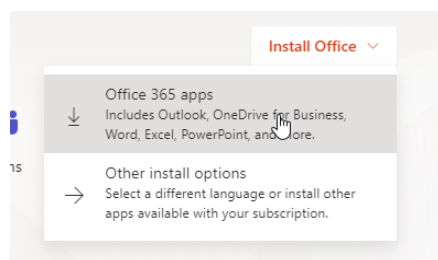
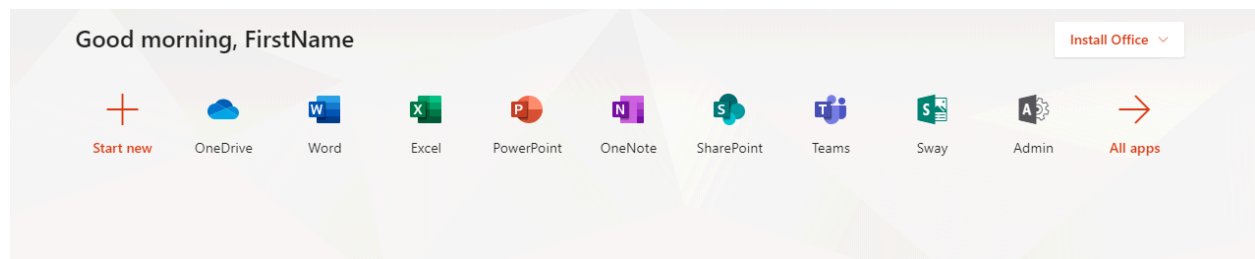
Sign in

Cancel

### Installing Office


Some devices come with Office 365 pre-installed - If you already have Office, you can skip this step and move onto activation.

#### Step 1. Click Install Office



## Step 2. Run the Installer

Just a few more steps...



The diagram illustrates the three steps to run the Office installer. Step 1 shows a file named 'Setup...' at the bottom of a screen. Step 2 shows a 'Yes' button in a dialog box. Step 3 shows the 'Activate Office' screen.

- 1 Click Run**  
Click the **Setup** file at the bottom of the screen.
- 2 Say "yes"**  
Click **Yes** to start installing.
- 3 Stay online**  
After installation, start Office and sign in with the account you use for Office 365: `abc0001@mounterin.vic.edu.au`.

[Need help installing?](#)

This installer will download the components then install them and may take longer depending on your internet connection. This Installer is safe to leave running in the background.

## **Activating Office 365**

Once you open any office product you will be asked to sign in - Sign in with your eduPass email address

E.g. [aest2@schools.vic.edu.au](mailto:aest2@schools.vic.edu.au)

This will take you to the eduPass sign in page.