Student Guide to Microsoft Office 365 ProPlus

Student email and calendar has been extended at your school to include **free** downloads of Microsoft Office software: **Office 365 ProPlus makes it easy to** download and install the full MS Office suite on up to 15 personally owned devices (5 Windows & Apple OSX devices, 5 tablets/smartphones).

There is no charge for using ProPlus - it can be reached through the student email link on the portal. Your school can provide you with the log in details if you don't already have them.

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

What you will need

- ☐ A valid student login (username and password) for the Department portal (provided by School)
- ☐ An internet connection with sufficient download allowance for over 1.5 Gb per installation (not the school network)
- ☐ A valid student email address e.g. firstname.lastname@student.education.wa.edu.au

### 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. As long as the student remains registered with a Department school and an internet connection is available, 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 http://connect.det.wa.edu.au/
   or the Department Portal at: http://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:
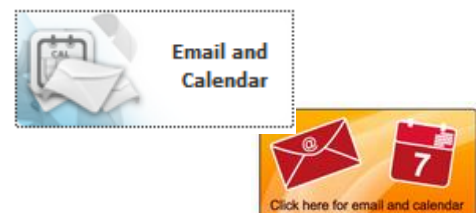
3. If you have not previously used the Office365 student email service here or if you are unfamiliar with the layout, simply click on '**Office 365**' at the top left of the screen:

Department of Education
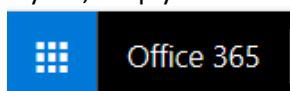
4. Clicking on the Office 365 link will display all the options available to you and you should see a screen similar to this:
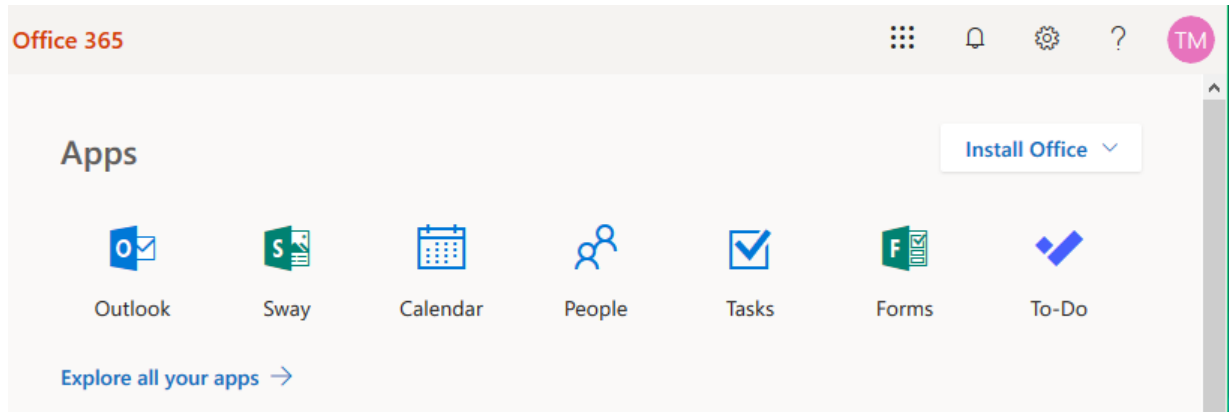
5. Click on the '**Install Office'** button near the top right of screen to launch the download and installation process.
6. You will need to acknowledge various warnings and conditions and agree to allow the program to make changes. *(note – you may want to un-tick the Bing and MSN homepage options when presented during the process)*. If, having given all the required positive answers, you encounter an error message or fail to get a message showing the progress of the installation, use the 'Need help installing?' link if available, or follow the help links given in any error message.
7. You may need to relaunch the installation a couple of times if it at first fails to make the required connections but, with perseverance, the process should eventually complete - as long as you are not trying to do it over the school network, which is unlikely to work as the process is blocked on Department networks.
8. Once the installation is complete, you should have a full suite of MS Office applications available on your computer. These programs can be launched in the usual way (e.g. from the Start button on a PC).

Installing Applications on a tablet or smartphone

Navigate to the appropriate store to search for and download the Word, Excel, PowerPoint, or OneNote apps:
- Android devices: Google Play Store
  https://play.google.com/store/apps/details?id=com.microsoft.office.word
- Apple devices: Apple App Store   https://itunes.apple.com/app/id586447913
- Windows Phone or Windows 10 device: Windows Store
  https://www.microsoft.com/en-us/store/p/word-mobile/9wzdncrfjb9s

Detailed guides to obtaining and installing the software on phones and tablets can be found at on the Microsoft support site (https://support.office.com/en-US/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f).

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 WA public school student.

When will the downloaded applications stop working?

The installed software needs to verify licensing at least once 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.