



St Francis de Sales COLLEGE

Office 365 for Students Licensing and instructions





Office 365 for Students

St. Francis de Sales College is pleased to offer Office 365 Cloud services including all the usual Office applications as well as One Note and One Drive storage through Catholic Education South Australia and Microsoft Australia.

Email accounts have been created for all students from year 2 through to year 12 currently studying at St Francis de Sales College.

Each student will have access to the Microsoft Office Suite of programs to use, via their email account. These programs can be used either in the cloud or downloaded and installed on their own personal device.

The Microsoft Licensing agreement overview is included below.

Office 365 Online Applications

□ The latest online (cloud based) versions of Microsoft Office Web Apps, including Microsoft Word, Excel, PowerPoint, OneDrive for Business, OneNote, Outlook, Exchange Online, SharePoint Online, accessible from any computer/device with an Internet connection; Office files can be created and edited via a web browser

Office 365 Pro Plus Applications

□ Five personal Microsoft Office Pro Plus (Windows/Mac) licenses to every staff member and student within CESA for use on any personally owned computer (BYOeD or at home) that you have administrative rights to. This provides the latest version of Microsoft Office Desktop applications including Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access and Skype for Business (formerly known as Lync).

□ Office 365 Pro Plus also delivers five additional personal licenses for **Tablets and Other Devices**.

Graduating Students and Students Leaving The College

□ When students graduate, leave school or move to an educational institution outside CESA, their Office 365 subscription through Catholic Education South Australia ends. They can enrol in other consumer or commercial offers.

□ When a student leaves, their Office 365 account is automatically removed and they will no longer have access to their Office 365 account. Such students should ensure they backup their OneDrive for Business Data to an alternate location before they leave as this information will no longer be accessible.

□ Users who have made use of the facility to obtain up to five Office Pro Plus licenses can expect that their licenses will no longer work after they leave the school.



Getting Online with Office 365 for Students

This documentation will provide instructions on how the students are able to access their email account, as well as how to download and install Office onto their device.

- 1) In your web browser's address bar type 'portal.office.com' (without the quotations).
It is important to note that you do not need to add 'www' to the address as this will prevent you from being able to navigate to the login page.

You will be directed to the web page as shown in Figure One below.

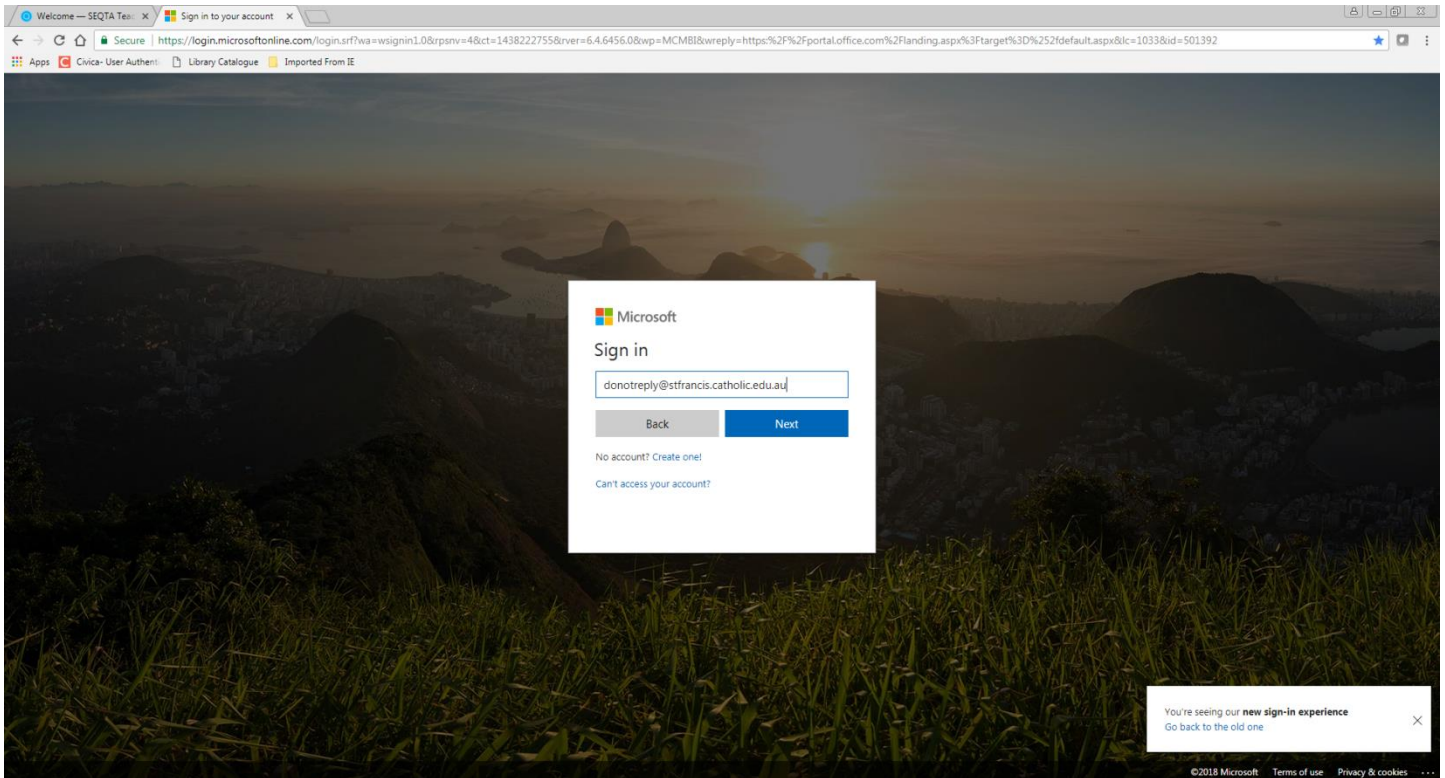


Figure 1: Login page for Office 365.

PLEASE NOTE: All images in this document are to be used as a guide only. Microsoft regularly updates its website and as such, the website may vary in appearance from images in this document.



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- Students will need to use their school email address and the password they use to login to the College computers to gain access to their email account.

A student's email address is the same as their school username with the College email suffix attached.

For example;

Username: stfra12345@stfrancis.catholic.edu.au

and should be entered in the sign in box as demonstrated in the red circle in Figure 2 below.

Once your details are entered, click on the Next radio button as illustrated by the red Arrow in Figure 2 below.

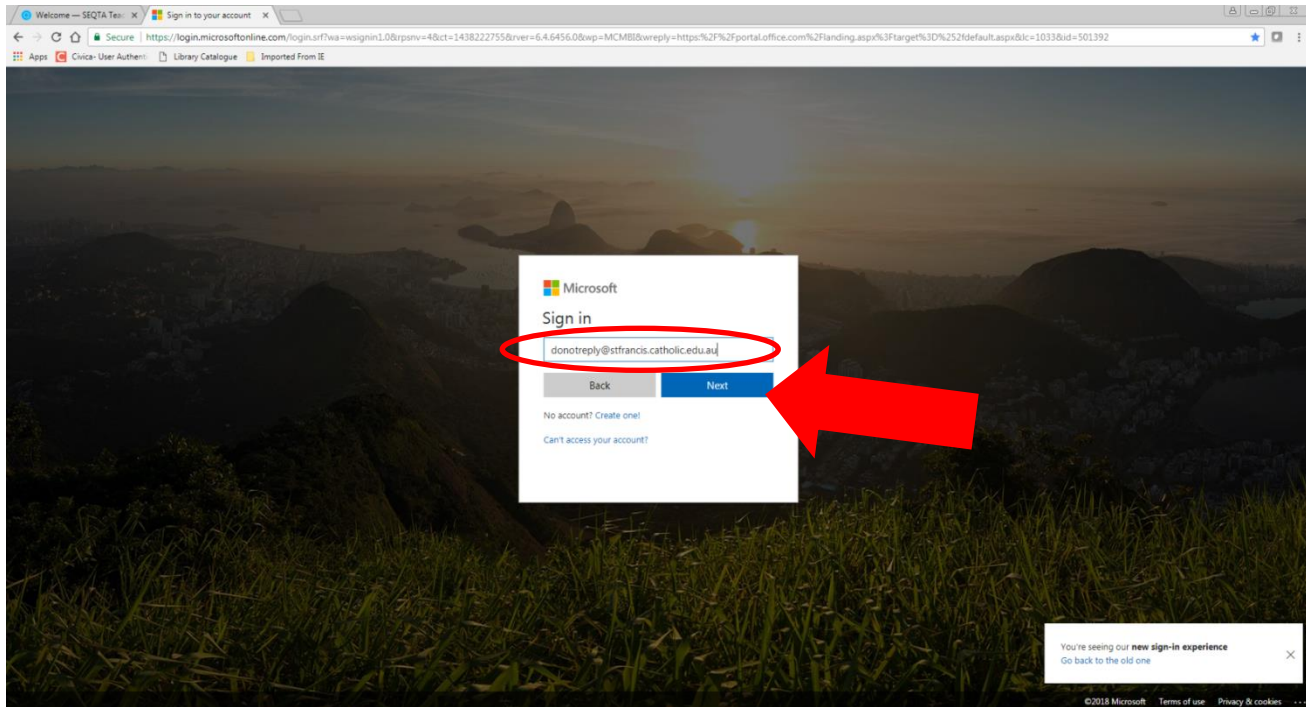


Figure 2: Login Screen Showing Username



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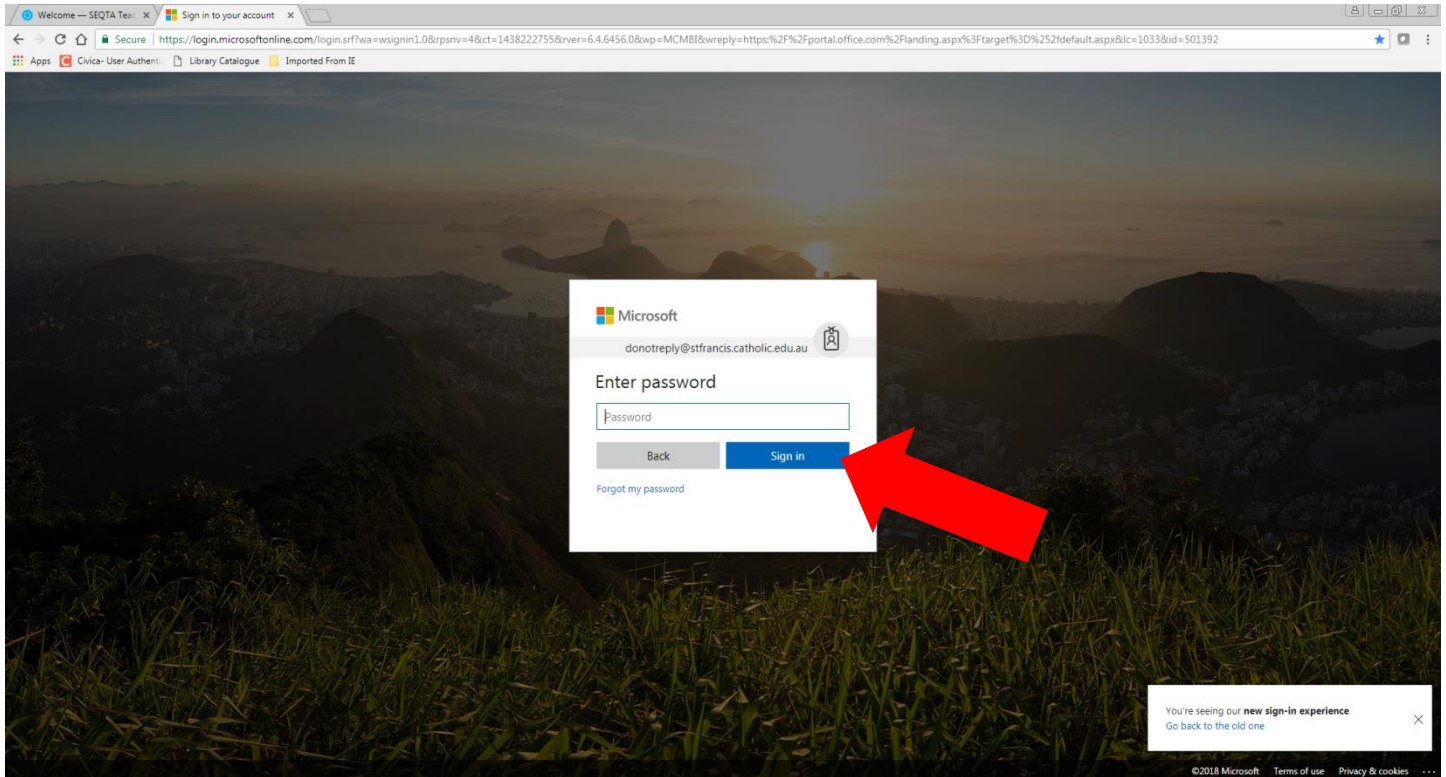
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- 3) After clicking the Next Button you will be taken to the next page which will prompt you to enter a password

This is the same password that you have been issued for your school account (that is the same password that you would use to login to the computers in the Library or the CAD room)

Once entered, click on the Sign In button as illustrated in the figure below by the Red Arrow.



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3) Once logged in, you will be welcomed with a personalised home screen.

From here you are able to navigate to your student email, personal calendar, setup your One Drive account where you can do the following;

Share documents with others, access Microsoft Word Online, Excel Online and PowerPoint Online (which you can save directly to your One Drive account).

As illustrated in Figure 3 below.

Click on the Mail Icon to continue.

Use these icons to access your mail, calendar, One Drive and online versions of Word, Excel and PowerPoint.

Figure 3: Office365 Home Splash Screen.



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- 4) When you access your mail account for the first time, you may be asked to perform a small setup as shown in Figure 4 below (image may have been updated and may not look identical to the one shown below). If so, you will be asked to select what language you would like items displayed in as well as your current time zone, which will be “(UTC +09:30) Adelaide”.

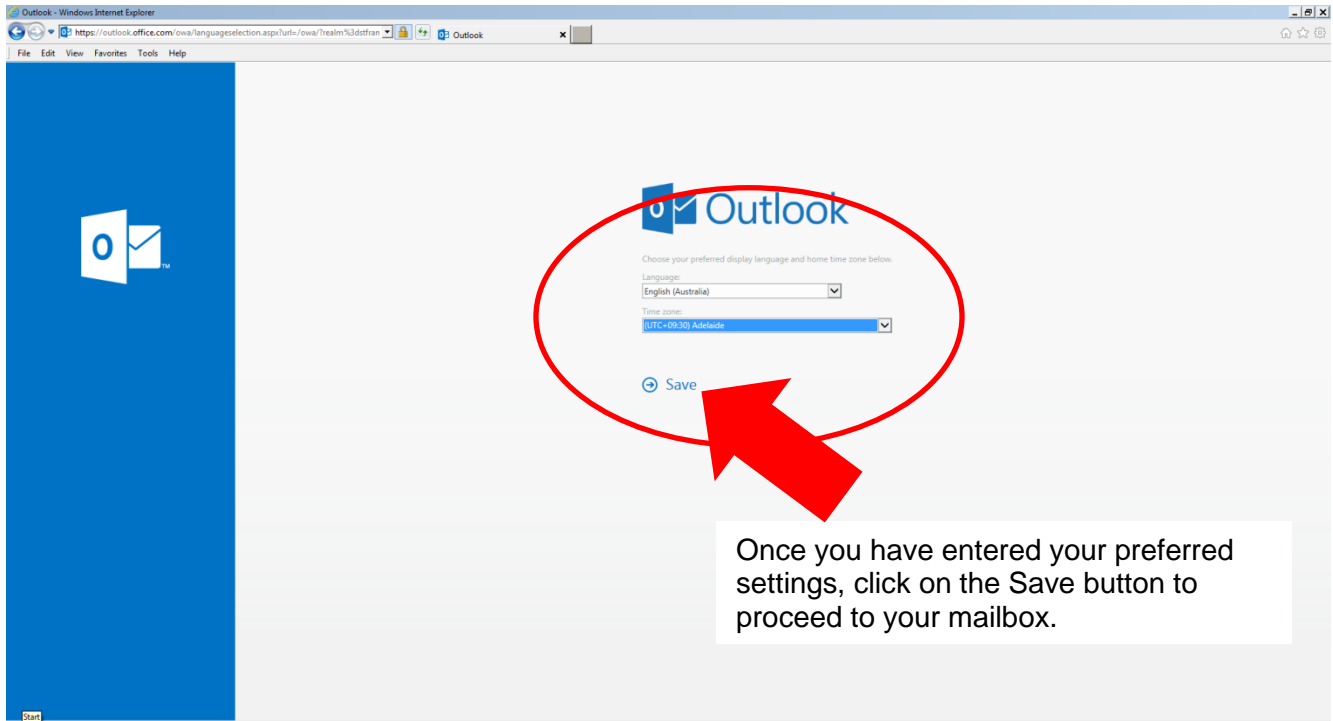


Figure 4: Initial Setup Screen.



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- 5) When the mailbox opens for the first time, it will be empty and you will have a reminder about how to find all of your cloud applications.

Once in the mailbox screen, you can use the blue button in the top left hand corner of the screen, as displayed in Figure 5 below, to open a different application. You can now click anywhere on the screen to view your emails.

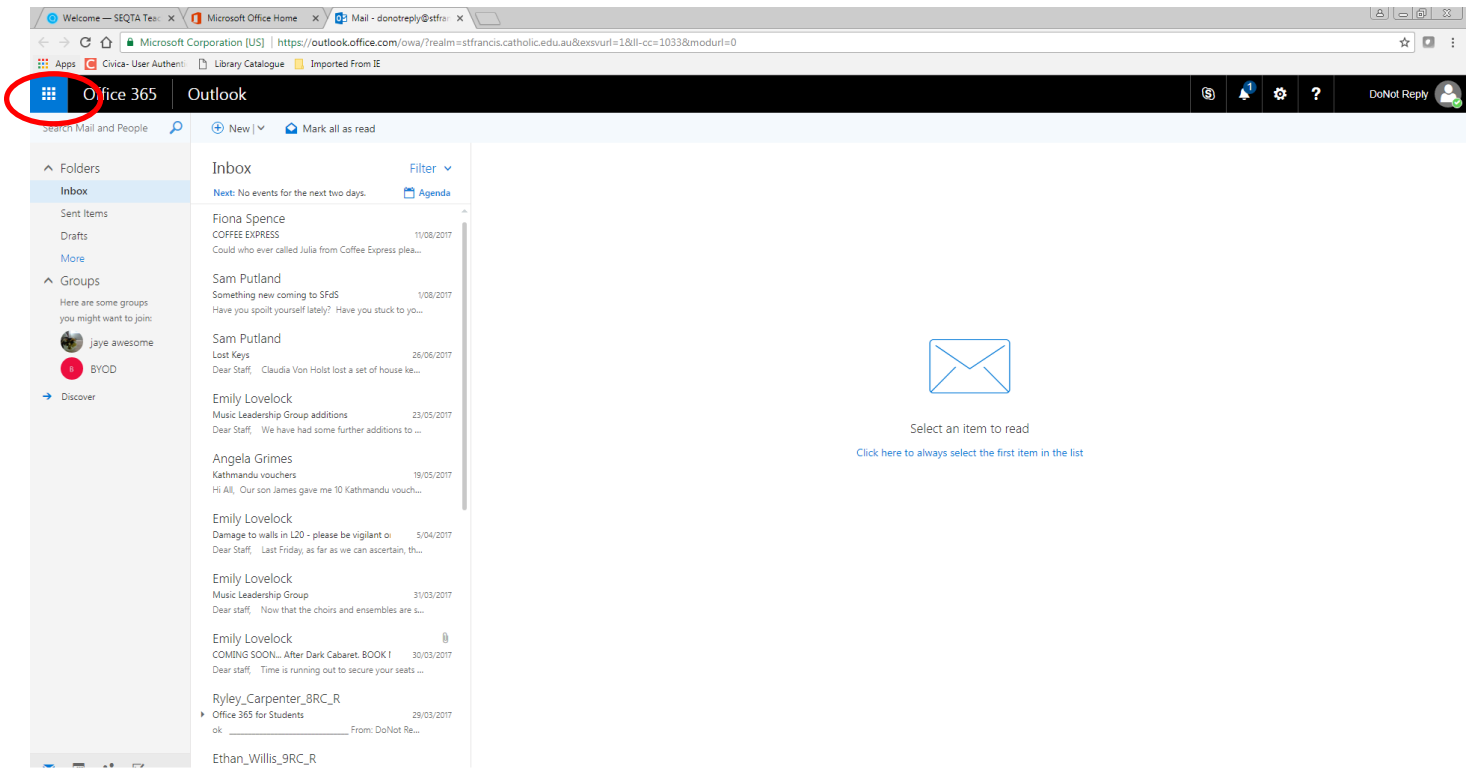


Figure 5: Initial Mailbox login showing how to return to the home splash screen and find your Cloud Based Applications.



Getting Online with Office 365 for Students

- 6) Figure 6 below, illustrates where you are able to view settings and personalise your mailbox. Use the Cog Wheel, highlighted in the red circle, to access your mail settings.

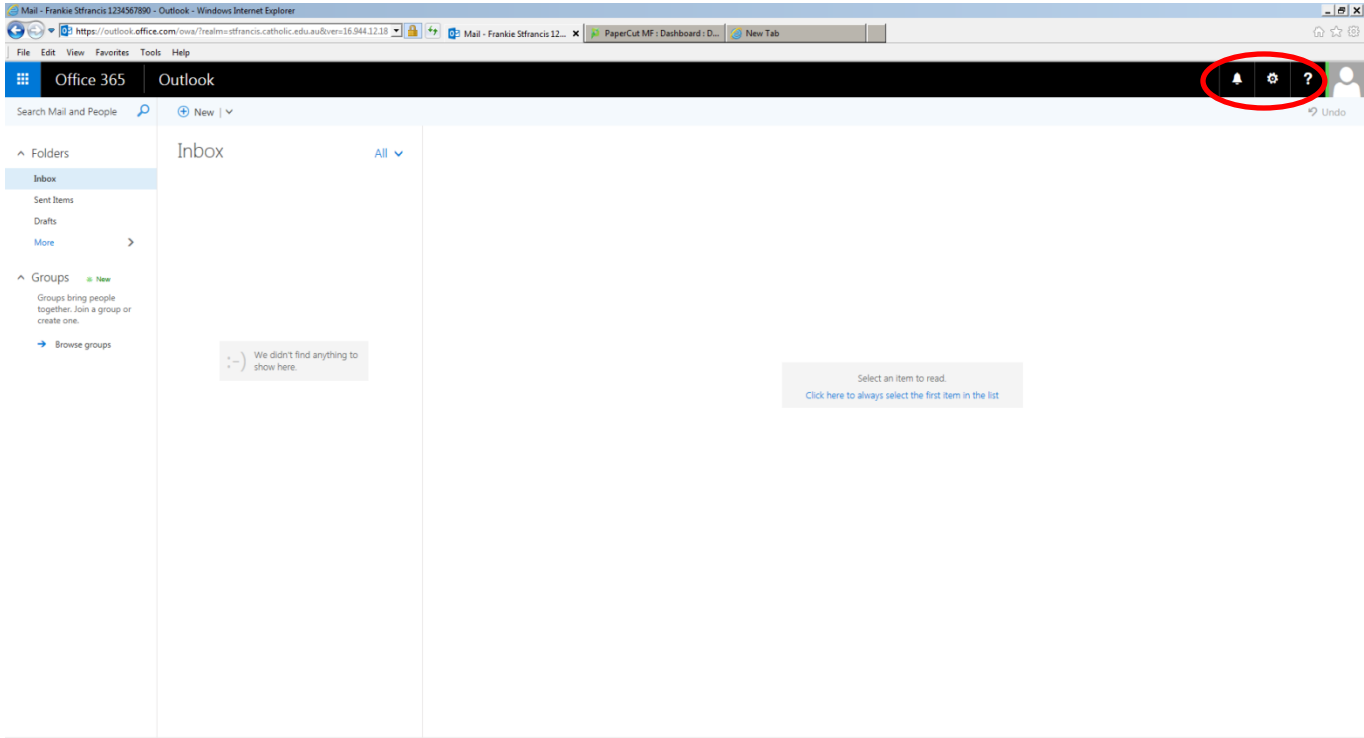


Figure 6: Where to Personalise and change Settings in Office 365.



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- 7) In addition to the online versions of Outlook, Word, Excel etc. all St Francis de Sales students are entitled to download and install a copy of Office 365 ProPlus with the 2016 apps to their own personal device (e.g. Laptop, Surface, or Mac).

You are able to download, install and use this product while you are a student at the College.

It is important to note: If you have Microsoft office 365 or an earlier version of Microsoft Office already installed, it is important that the earlier version be uninstalled prior to installing the Office 365 Pro Plus version.

Figure 7 below, illustrates how to commence your installation, Red Arrow.

Click on the 'Office 2016' button to commence installation for Windows devices, Blue Arrow.

Click on the 'Other Install Options' for other devices (iPad, Macbook), Green Arrow.

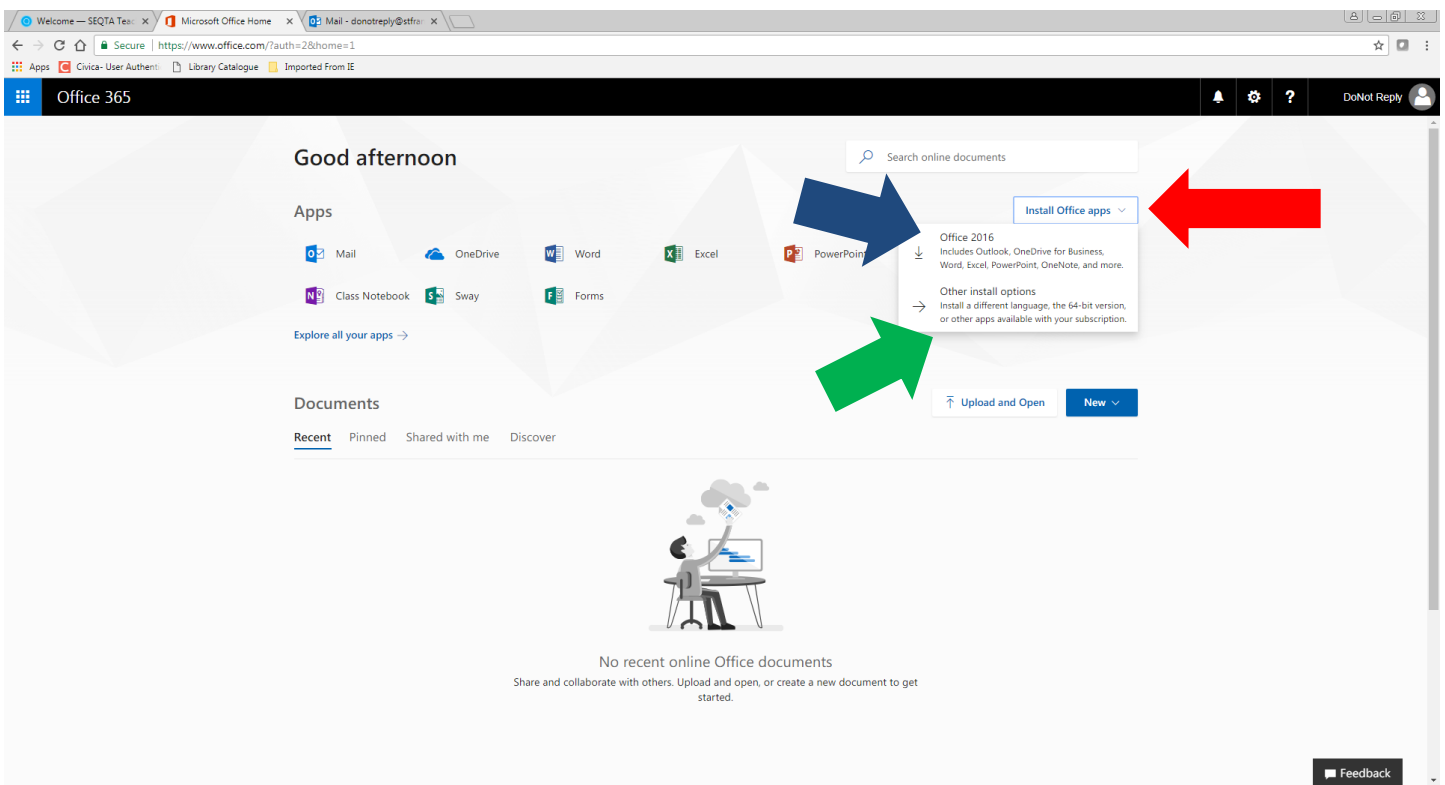


Figure 7: Where to Download your copy of Office From.



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- 8) When you are ready to install Office.
Click on the Install Office Apps button.... depending on the browser that you are using, you may be prompted by a security warning asking what you would like to do with the file, Click on Run.

See Figure 8 below.

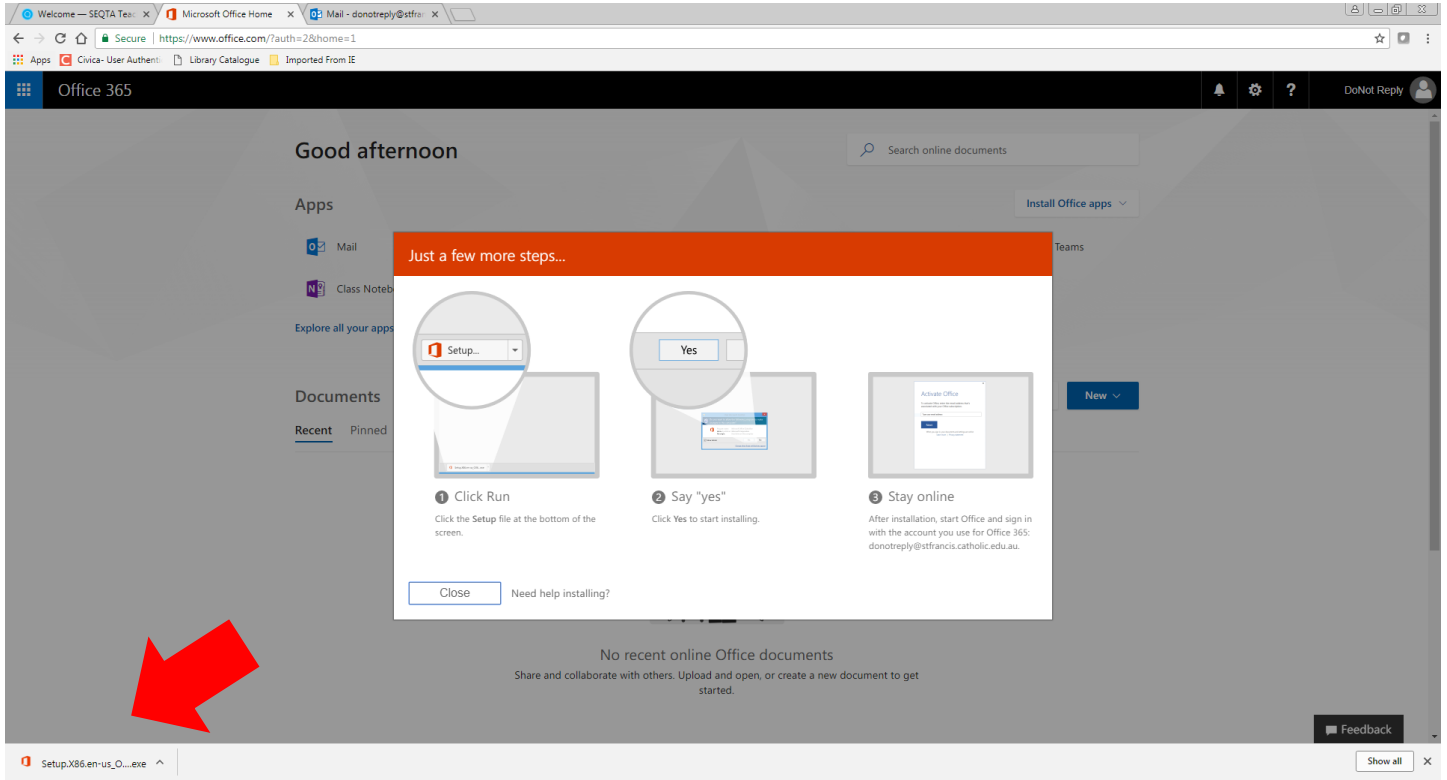


Figure 8: Preparing to Download and Install Office 365.

If using Google Chrome, you should see the Office 365 Setup installer in the bottom left hand corner of the screen as shown in Figure 8 by the red arrow. You will need to double click on this once the download has completed to begin your installation.



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9) If you see the User Account Control Warning box as shown in Figure 9 below, click 'Yes' to continue the installation.

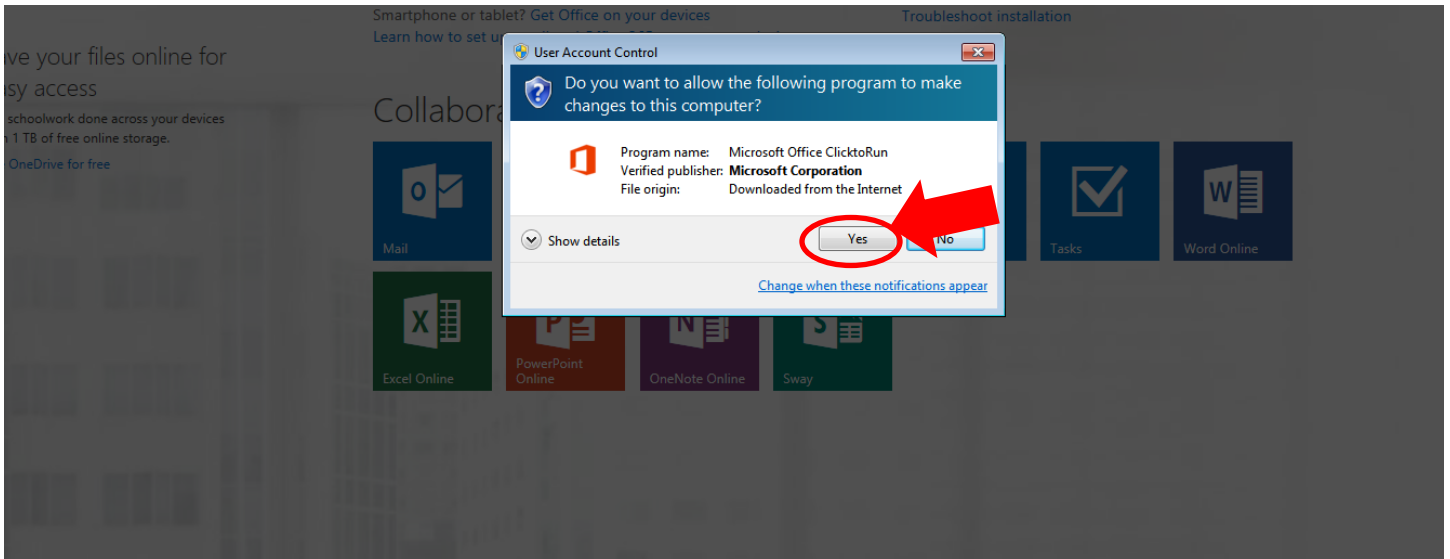


Figure 9: User Account Control Dialogue Box.

10) Your installation should start and after the initial dialogue box stating that Office is “**Getting Things Ready**”, you should see a small window in the bottom right hand corner of the screen, informing you that Office is installing in the background, as shown in Figure 10. **Please note that this is a large download (approx. 1.2 GB) so you may need to confirm that you have plenty of monthly data allowance remaining before downloading.**

If you have a slow internet connection this process will take some considerable time.

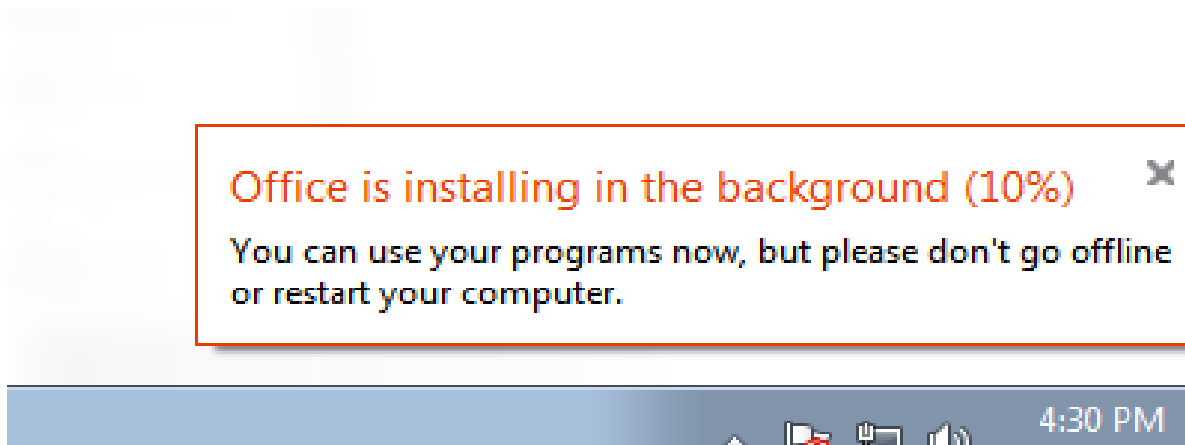


Figure 10: Microsoft Office Installation Confirmation.



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11) Once complete, you will be asked to setup and personalise your copy of Office. Figure 11 shows the initial setup window. Follow the prompts to finalise the installation of your product. Once complete, you are ready to start using all of the applications.

When you use your applications for the first time, you may need to activate your Office product. When prompted, enter your school email address. You will then be asked to enter your password and then your Office product will be linked to your school email account. You will then be asked to accept the Microsoft Office License Agreement, after which you can begin to use the software. It is worth noting that Microsoft will automatically provide updates for this software which will count towards your monthly data quota.



Figure 11: Office Initial Setup Window.

CONGRATULATIONS you're ready to go.....

OFFICE 365 A5 License - MINECRAFT

During late 2019 and for 2020 the College will be using the Microsoft Office 365 A5 license which offers MINECRAFT for education.

If this is being used by your class your teacher will provide instructions on how to get your copy of this software as it is not available via the Office 365 portal.

