



ICT UPDATE: Sheldon College Students
Revision: 6 March 2015



Sheldon College is pleased to announce our Office 365 software program is now active for Sheldon College students in Years 5 - 12. As part of this service students can install Microsoft Office on their BYOD and home computing devices (PCs, Macs, tablets and phones).

Quick Start Guide	All Years 5 – 12 students will automatically have FREE access to Microsoft Office 365. Please go to https://login.microsoftonline.com and login with your College email address (s#####@sheldoncollege.com) and password. You will then be forwarded to an area where you can install Microsoft Office Applications. The Windows files are approximately 3GB and the Mac files approximately 1GB.
Software Available	All students will receive access to the latest Microsoft Office packages (MS Outlook, MS Word, MS Excel, MS PowerPoint, MS Publisher, MS Access, and OneNote) available for use on up to five of each device, (IE 5PCs, 5 iPads / tablets, 5 Macs, 5 mobiles) for the whole period of your enrollment at Sheldon College.
Additional Installation Support	To support Sheldon College students with their use of ICT at the College, students can access the ICT Helpdesk in the SLC during the morning tea break. The ICT Helpdesk will provide support for College BYOD WiFi access; installation assistance of College supported BYOD Software and resolve any access issues to College eLearning systems.
Upgrading to Office 365 (PC)	If you have an earlier version of Office installed on your PC and you install Office Home and Student 2013, Office Home and Business 2013, Office Professional 2013, or Office 365 Home, you won't have an option to upgrade over the previous version. Instead, you'll have both the new version of Office and your earlier version installed on the same PC. If you don't want both versions, you should uninstall the earlier version through Programs and Features in Control Panel. Further information about this process can be viewed online: http://support.microsoft.com/kb/2808268
Office 365 Online Support	Office 365 is a subscription service built to provide access to Office from virtually anywhere and on all your devices. Online training courses and video tutorials to learn more about Office 365 can be viewed online: https://support.office.com/en-us/article/Office-365-Home-training-videos-1fdbf53c-e034-4e4a-bb2a-008e7c3562f6 Keep in mind students at Sheldon College currently don't have access to OneDrive.

Installation Guides

Select from the following device platforms for the relevant installation guide:

- A. Windows PC < [Click Here](#) >
- B. Mac OS < [Click Here](#) >
- C. Frequently Asked Questions – Office 365 < [Click Here](#) >

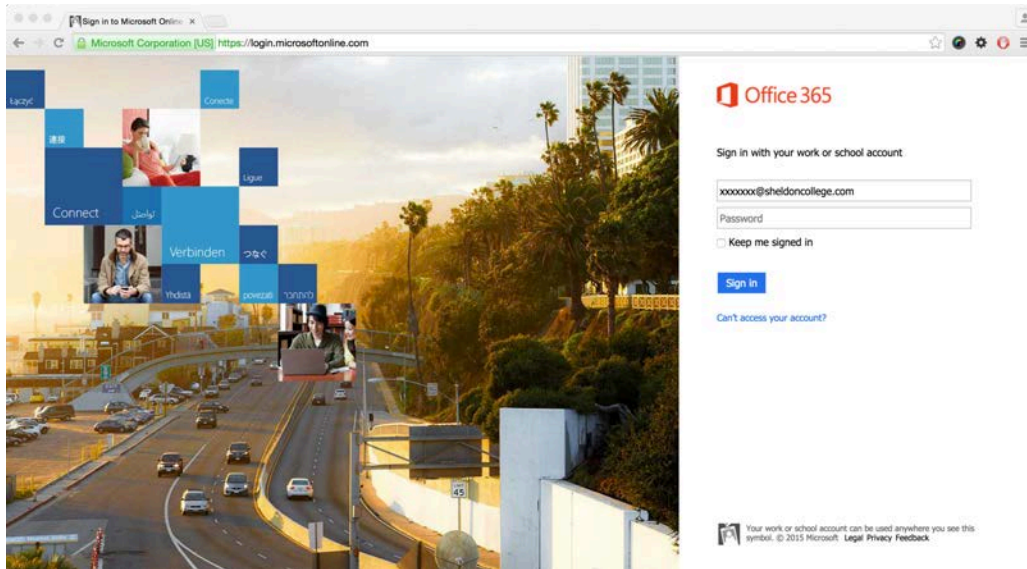


Office 365 Installation Guide – Windows PC

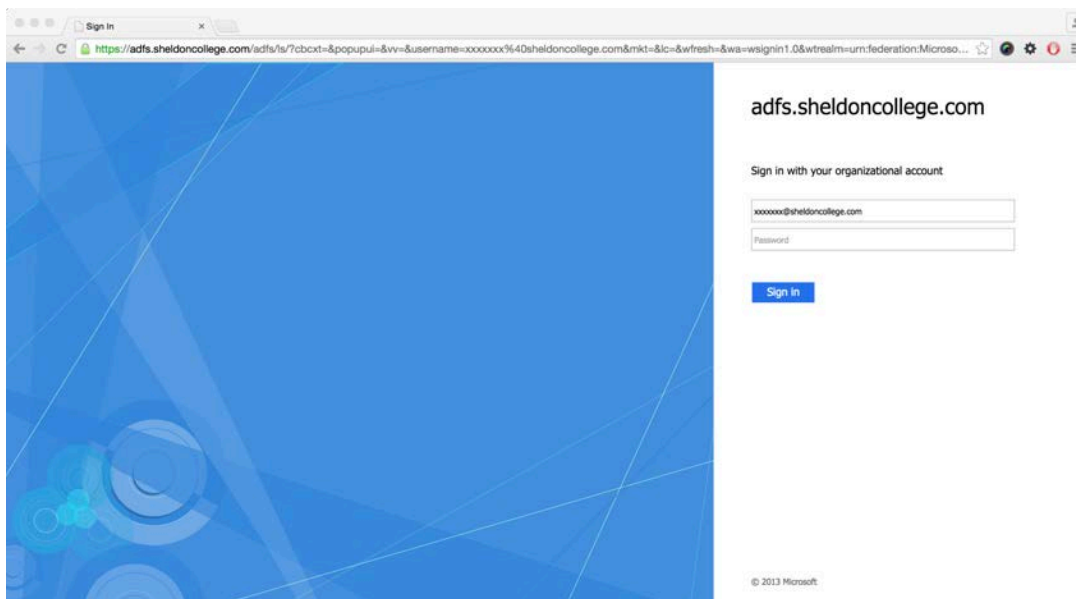
Installation Information

Visit: <https://login.microsoftonline.com/>

Enter your **Sheldon College email address** and click in the password field.

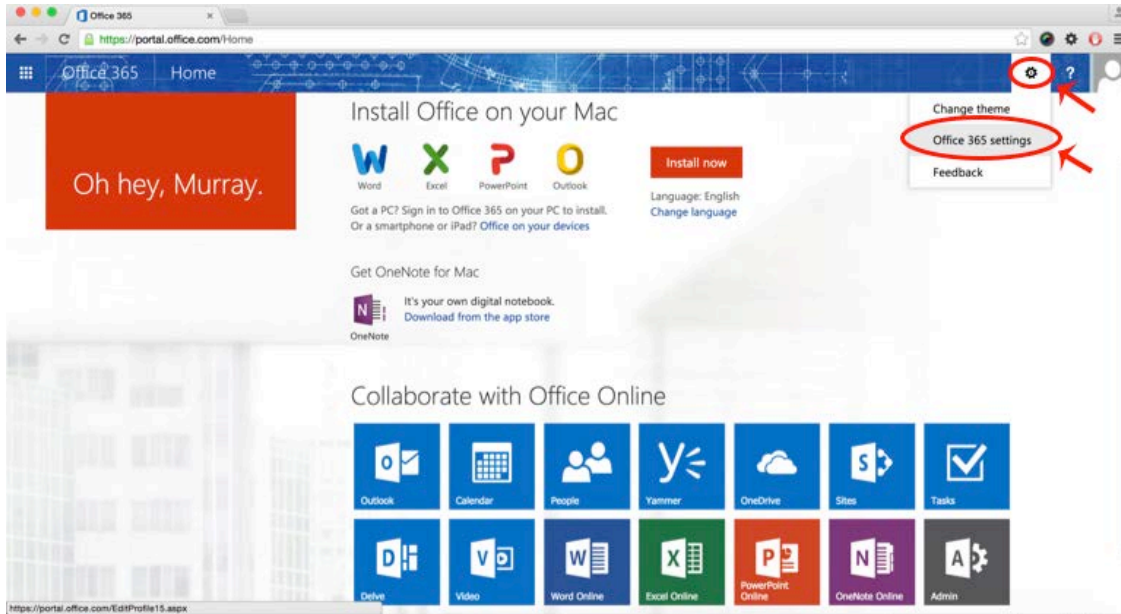


You will be redirected to the Sheldon College **Office365 Login Portal**.
Enter your Sheldon College email **password**.

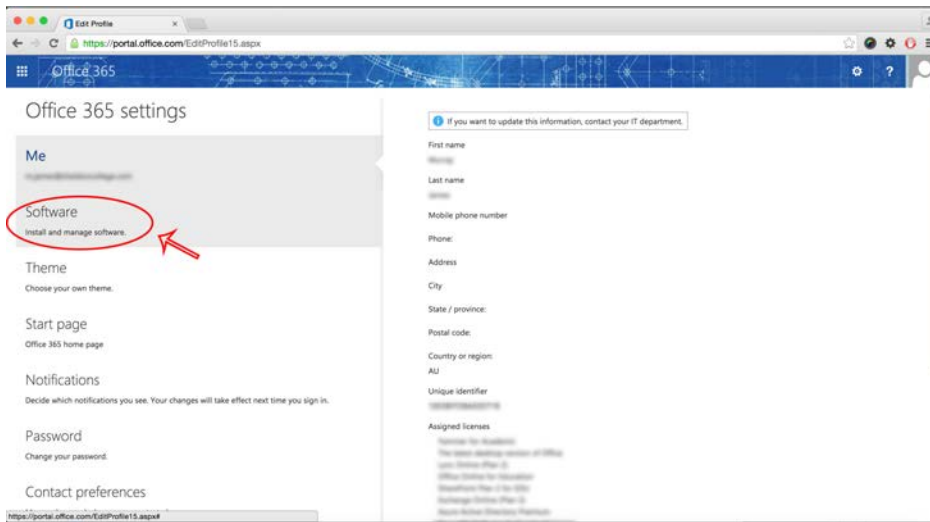




Office365 Portal. Click the **sprocket** in the upper right-hand corner and choose **Office 365 settings**.

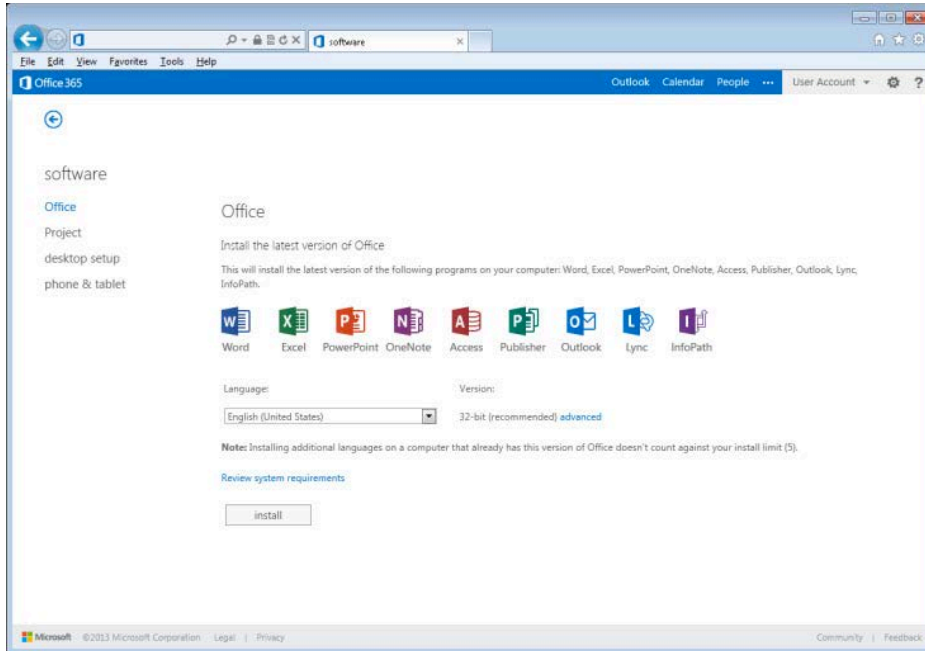


Select **Install and Manage Software**.





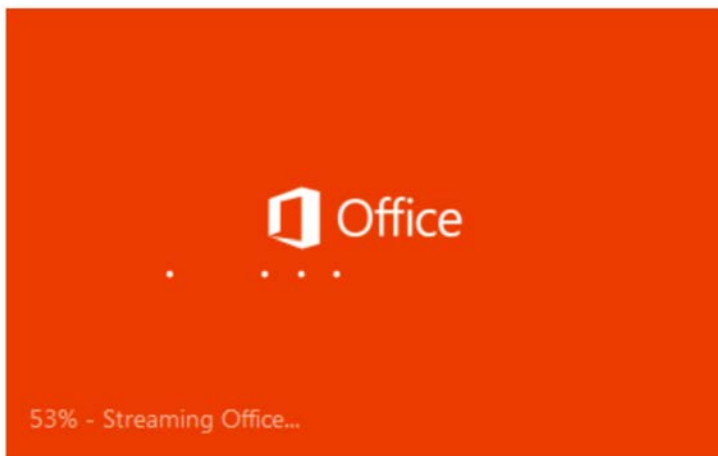
Clicking the software link will direct you to the page below, where you can access your **Office 365 ProPlus** software.



Select the appropriate language, 32-bit or 64-bit (click advanced to unlock 64-bit), and click install. If you are unsure on whether you need 32-bit or 64-bit, it is recommended to select the default 32-bit installation.

To download the software, click on **install**.

Office 365 will automatically start downloading the necessary files.

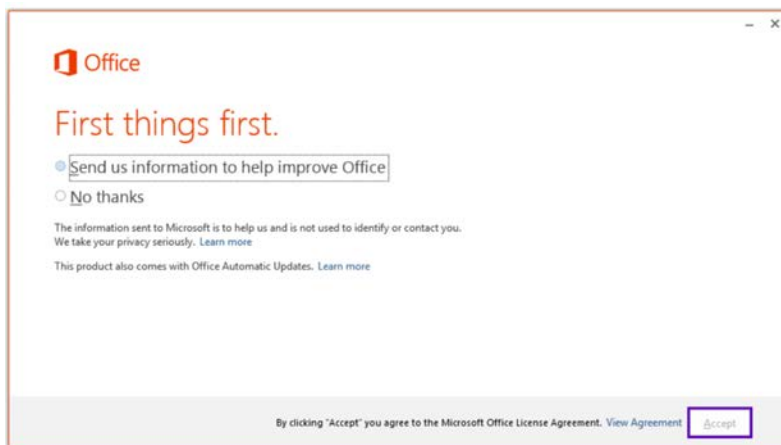




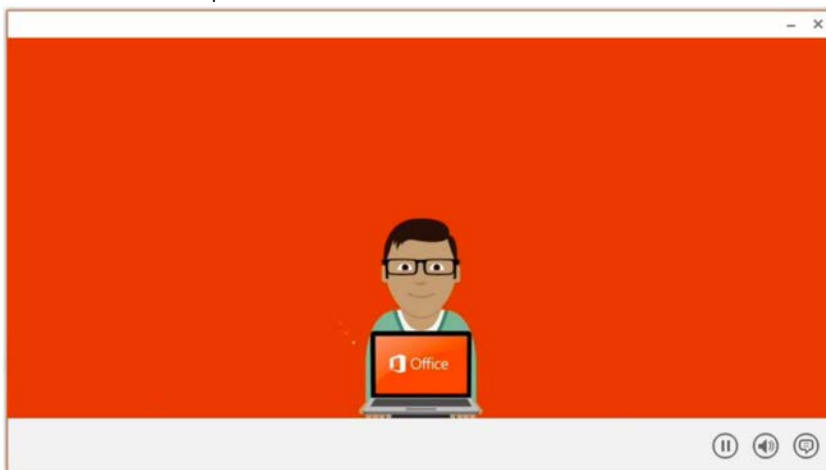
Once you see the Welcome screen, click **Next** to move on.



If you would like to send information to Microsoft automatically, select Send us information to help improve Office. For the purposes of this tutorial, we'll choose **No thanks**.

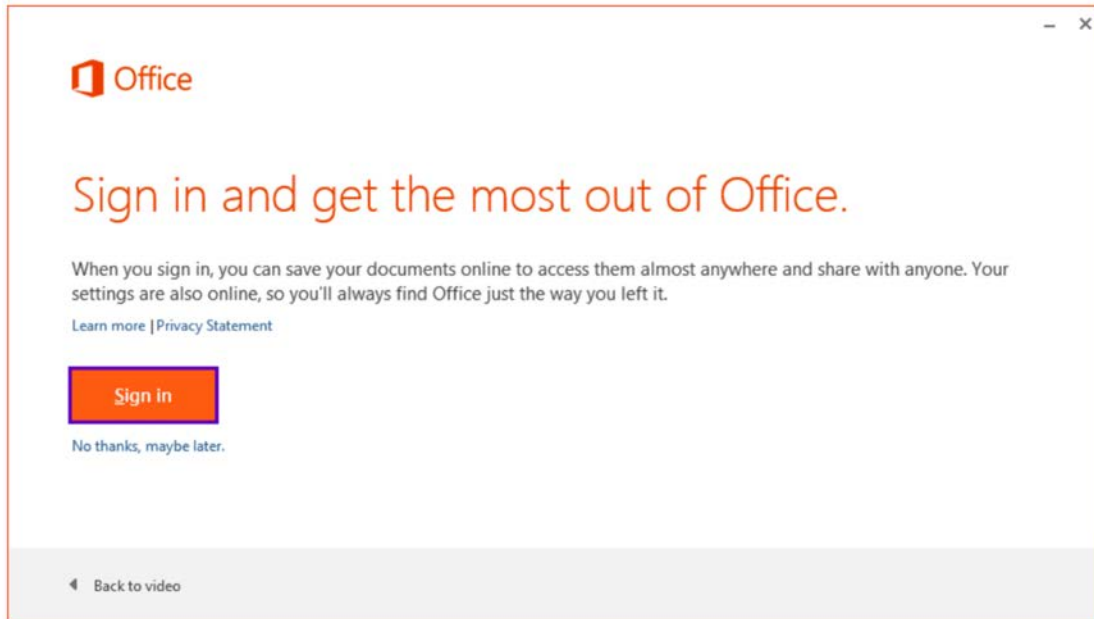


After choosing your preference, click **Accept**.
The next screen provides a video introduction to the Office 365 software package.





You will now be directed to a login screen to set up your Office settings. You can either click **No Thanks** and go on to use office or log in and customise the look of your Office and find out what's new.



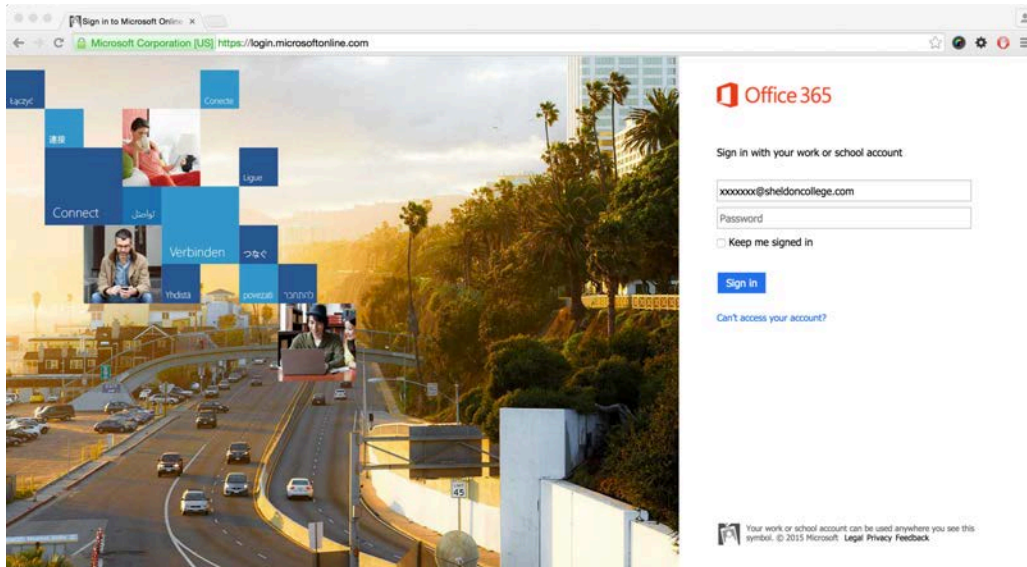
Office 365 ProPlus is now installed, you can access it as you would any other installed program on your computer.



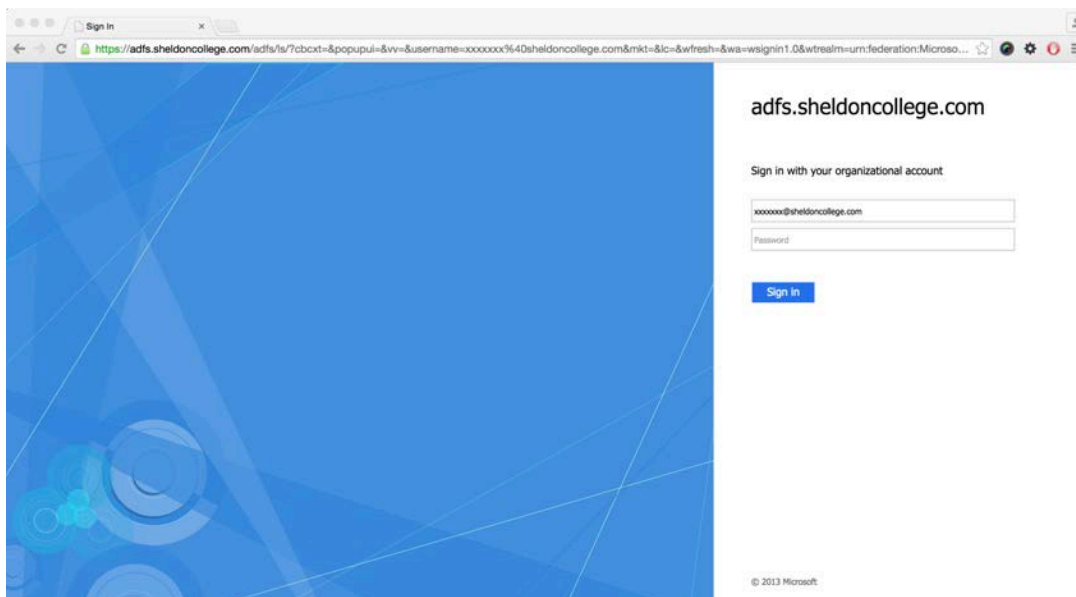
Office 365 Installation Guide – Mac OS

Installation Information

Visit: <https://login.microsoftonline.com/>
Enter your **Sheldon College email address** and click in the password field.

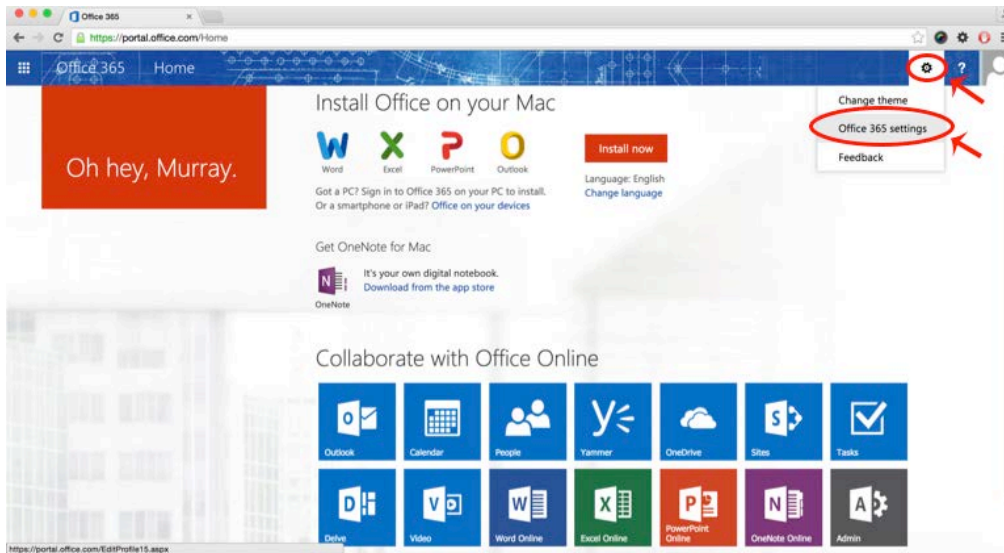


You will be redirected to the Sheldon College **Office365 Login Portal**.
Enter your Sheldon College email **password**.

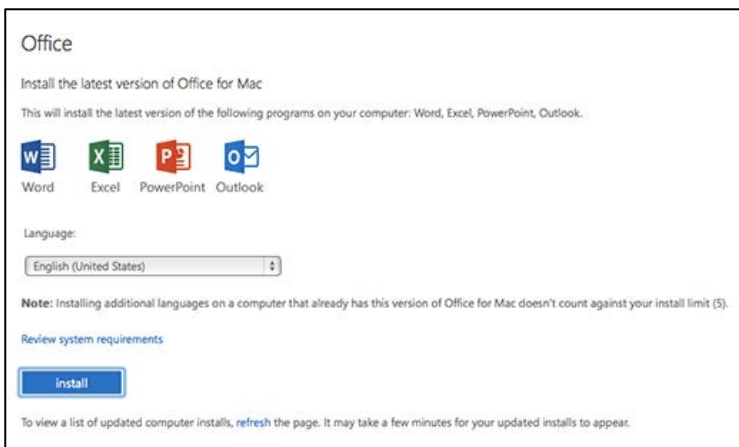
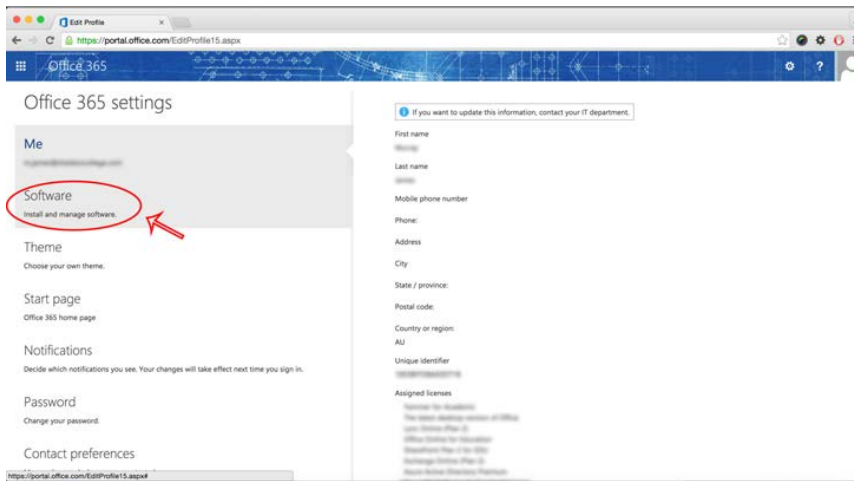




Office365 Portal. Click the **sprocket** in the upper right-hand corner and choose **Office 365 settings**.



Select **Install and Manage Software**.

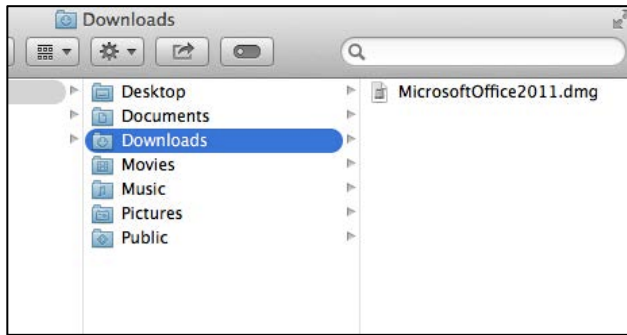


Clicking the software link will direct you to the page below, where you can access your **Office 365 ProPlus** software.

On the software page, click on the **Install** button.



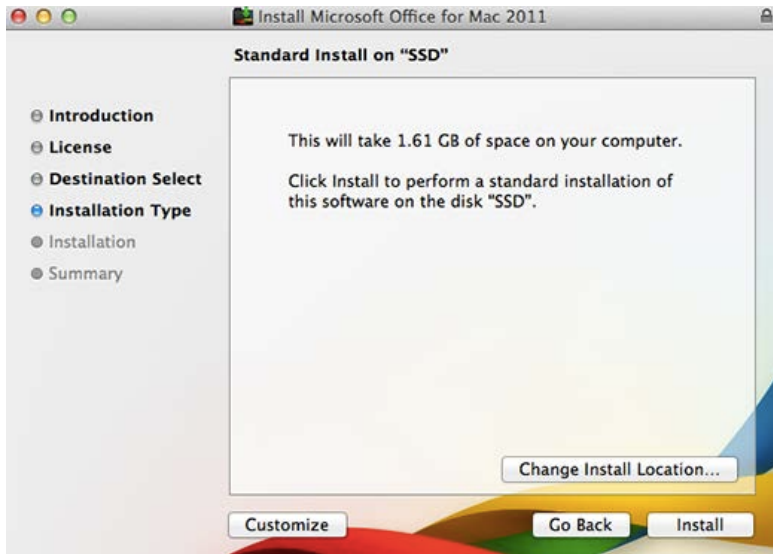
The Microsoft Office 2011 for Mac software will download to your **Downloads** folder. After downloading is complete, open your **Downloads** folder and **double-click** on **MicrosoftOffice2011.dmg**.



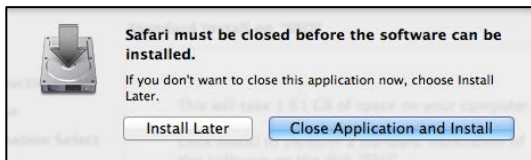
In the Microsoft Office 2011 Window, **double-click** **Office Installer**.



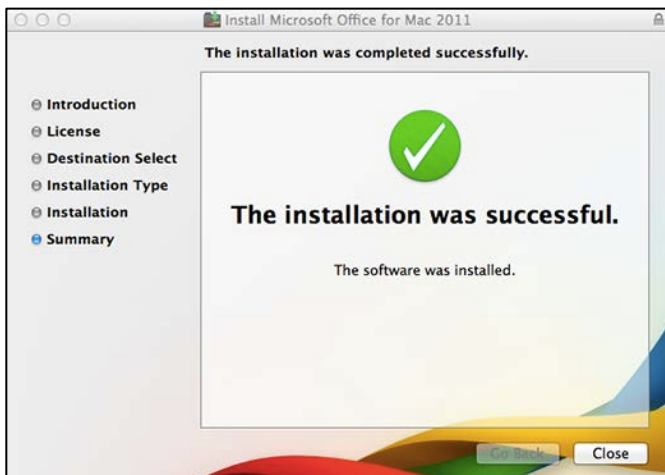
Click **Continue** in the installer window, then click **Continue** on the Software License Agreement screen. Note: You will need to click **Agree** on the pop-up window for the terms of the software license agreement.



You may be prompted to **close** your browser **before installation** begins. Please click **Close Application and Install** and **Install**.



Your **Mac** may ask you for your **Mac password**. Please enter it now. The installation will now take place. After installation is successful, please press **Close**.

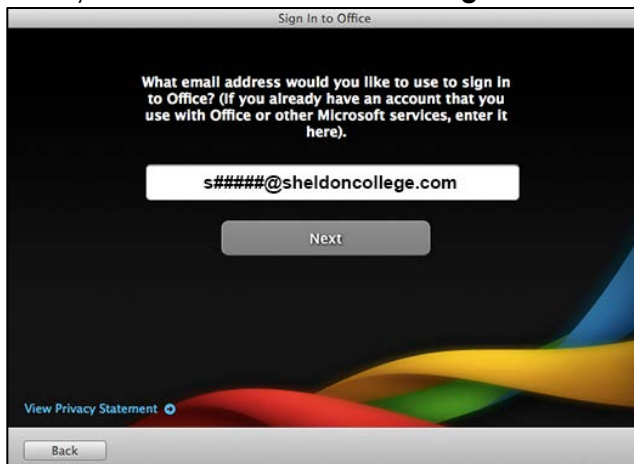




The first time you open one of the **Microsoft Office 2011** programs, you will be prompted to **Get Started with Office 2011**. Please select **Sign in to an existing Office 365 subscription**.



Enter your full **S#####@sheldoncollege.com** e-mail address in the space provided, then click **Next**.



In the next **Sign In to Office** window, select **Organizational Account** from the list.





When prompted for your **password**, please enter your **Sheldon College Email Password**.
An office setup assistant pop-up window will ask you to access your **contacts**.
Click on the **Don't Allow** button.



The next screen will ask you to personalise your copy of **Microsoft Office 2011 for Mac**.
Enter your **First Name**, **Last Name**, and **Company Name** (Sheldon College), then click **Continue**.



The **Help Improve Microsoft Office** window will ask if you want to **Keep Office for Mac up to date?**
Select **Yes** for this. For the **Join the Customer Experience Improvement Program?** Select **No**.
Click **Continue**.



Click **Done** on the **Congratulations** screen. You are now ready to use Office for Mac.
You will now see Microsoft Office 2011 listed in your **Applications** folder and the icons will now display on your **Dock** at the bottom of your Mac screen.



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Frequently Asked Questions

1. What Office products am I able to download?

Microsoft Office 365 ProPlus offers Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook and InfoPath to PC users. Mac users have access to Word, Excel, PowerPoint, OneNote and Outlook.

2. What are my login credentials for Office365?

User login is your Sheldon College email address and password:

Username: **s#####@sheldoncollege.com**

Password: The same password used to access your College email.

3. How much data will be used during the installation?

The Windows files are approximately 3 GB, the Mac files approximately 1 GB.

4. If I already have Microsoft Office 365 on my computer, do I need to download Office 365 ProPlus?

If you already have Office 365 installed on your computer, you can choose to cancel your subscription and install Microsoft Office 365 ProPlus.

Please note: You will need to uninstall the previous version of Microsoft Office 365 from your computer before installing Office 365 ProPlus.

5. How many devices can I download Office 365 on?

You are able to install Office 365 ProPlus on up to 5 computers, tablets and mobiles.

6. Is this an Education / Student version of Office? Are there restrictions?

Microsoft Office 365 ProPlus is a fully functional software package for both offline and cloud use.

7. If I have an older version of Microsoft Office on my computer, can I still download and install Office 365 ProPlus?

Yes. You can have multiple versions of Microsoft Office installed on your computer. We suggest not uninstalling your previous version of Office unless you have your product key available to reinstall it at a later date.

8. How long can I use Microsoft Office 365 ProPlus?

Microsoft Office 365 ProPlus is available for all **active** students.

9. What happens to my Office 365 when I am no longer a Sheldon College student?

Microsoft Office 365 ProPlus is only available to active **enrolled** students. Once no longer an enrolled student, the software will no longer function.



10. Can I download Office Mobile for Office 365 on my Apple iPhone or Android phone?

Yes, Office Mobile for Office 365 is included.

Please note: Although Office Mobile for Office 365 is available for iPad, the app is optimized for the iPhone 5 and may not function as desired.

MICROSOFT OFFICE 365 PROPLUS MOBILE REQUIREMENTS

- iPhone
 - iPhone 4
 - iPhone 5
 - iPhone 5s
 - iPhone 6
 - iPod Touch 5th generation
- All devices above must be running iOS 6.1 minimum
 - Android
 - Android OS 4.0 or greater
 - Android touch enabled smartphones only

GENERAL INSTALLATION DIRECTIONS FOR MOBILE

- Go to <https://login.microsoftonline.com> and sign in.
- In the upper right-hand corner, click the gear next to the question mark.
- Select "Office 365 settings".
- Select "software" on the left side of the page.
- Select "phone & tablet" under "software".
- Choose the phone (iPhone or Android) you have.
- Follow the steps provided for your device.

11. How does the Office 365 subscription work?

Office 365 runs offline. You must connect to the internet every 30 days to maintain your subscription.

Office 365 will let you know when it's time to connect.

12. I have a Windows RT tablet, can I still download it?

*Yes, you can download Microsoft Office 365 ProPlus specific to your device by visiting the **Office365** Portal.*

Troubleshooting Information:

<https://support.office.com/en-us/article/Troubleshoot-installing-Office-with-Office-365-for-business-35ff2def-e0b2-4dac-9784-4cf212c1f6c2?ui=en-US&rs=en-US&ad=US>

ICT Support to Students

ICT Helpdesk in the SLC – BYOD WiFi / Office 365

Students are able to access ICT Support during Morning Tea (10:50am – 11:20am) in the Senior Learning Centre. This support is for all BYOD WiFi and Office365 related queries.

Additional support and enquiries:

If additional support is required parents can email our eLearning and ICT Support Team using the following email address: elarning@sheldoncollege.com