

Microsoft Office 365 Free for Education

Students at Boort District School are able to install a free copy of Microsoft Office from one of 3 different sources:

- A) Using students School Email credentials
- B) Using student eduPass Email credentials (supplied by Vic Dept of Edu) – Page 5
- C) Office Package via USB (Windows machines only, available from Library) - Page 7

OPTION A

Using Students School Email Address

Go to: <https://www.microsoft.com/en-au/education/products/office>

Enter student email address (Example for Jonny Smith: smi0093@boortds.vic.edu.au) and click 'Get Started'



Then select **"I'm a student"**

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

[I'm a student](#) →

[I'm a teacher](#) →

You will now have to enter the student's details and create a Password, an email will be sent to the student email address with the Verification code.

Create your account

First name Last name

Create password

Confirm password

We sent a verification code to smi0093@boortds.vic.edu.au. Enter the code to complete signup.

Verification code [resend signup code](#)

Australia ▼

Not seeing your country or region?

I would like to receive information, tips, and offers from Microsoft, and for Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, [view the Privacy Statement](#).

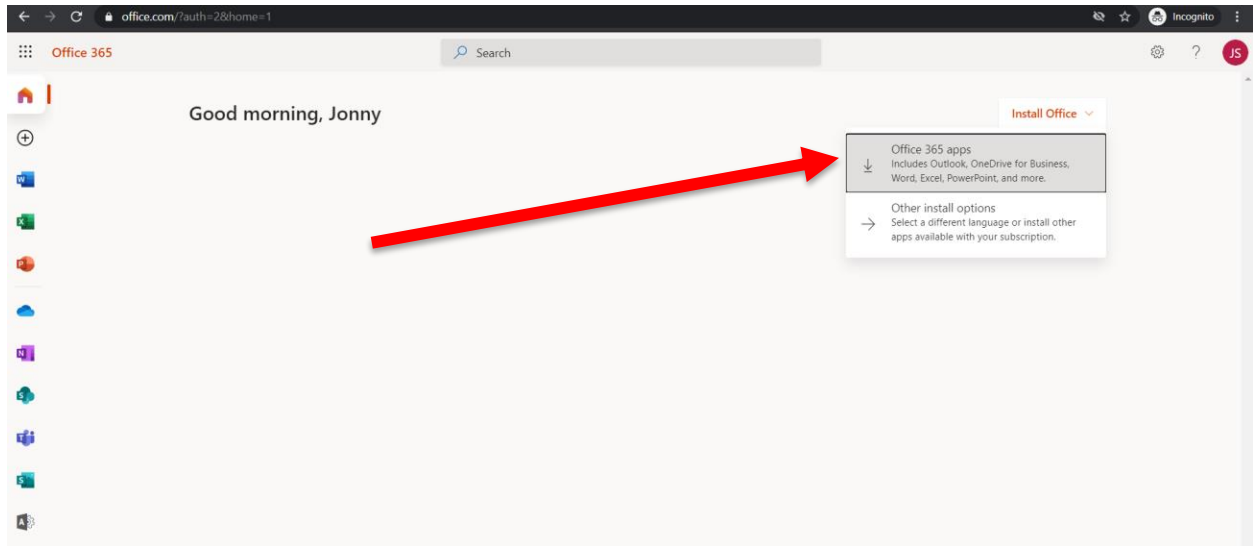
By choosing **Start**, you agree to our [terms of conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and trial organization name will be visible to other people in your organization. [Learn more](#).

[Start](#) →

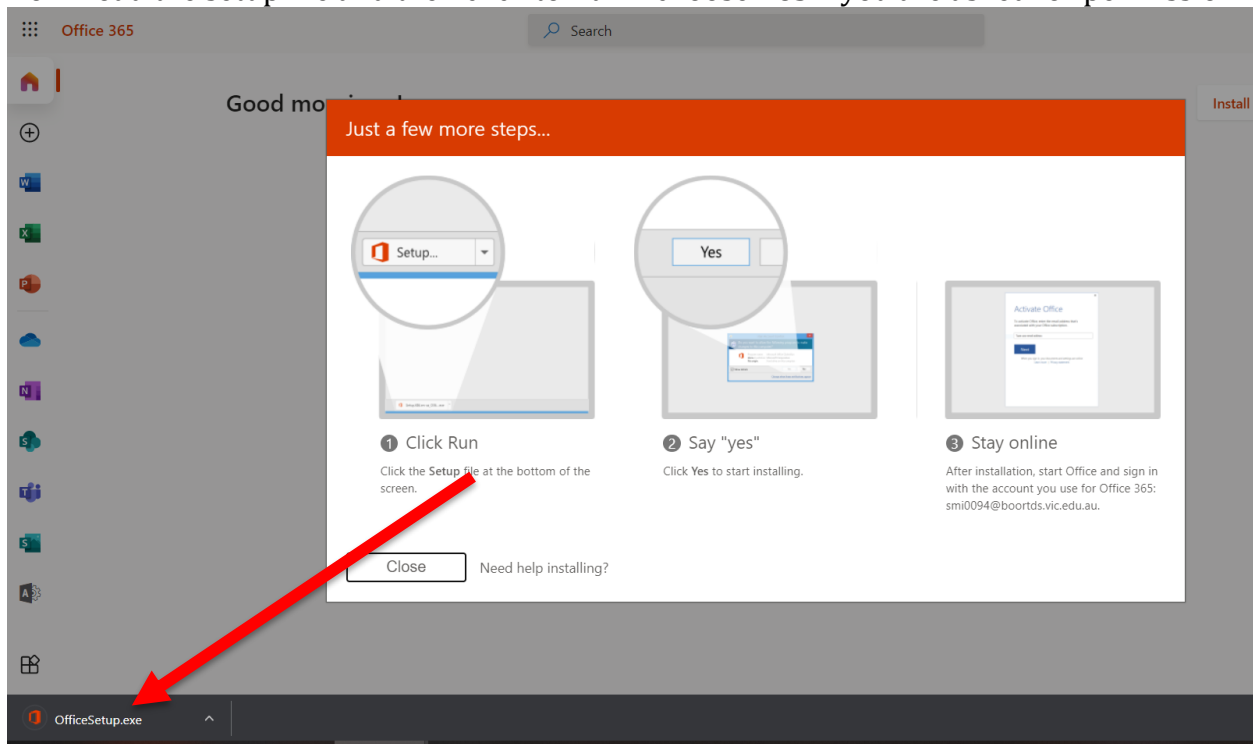


Click on **'Start'** to continue

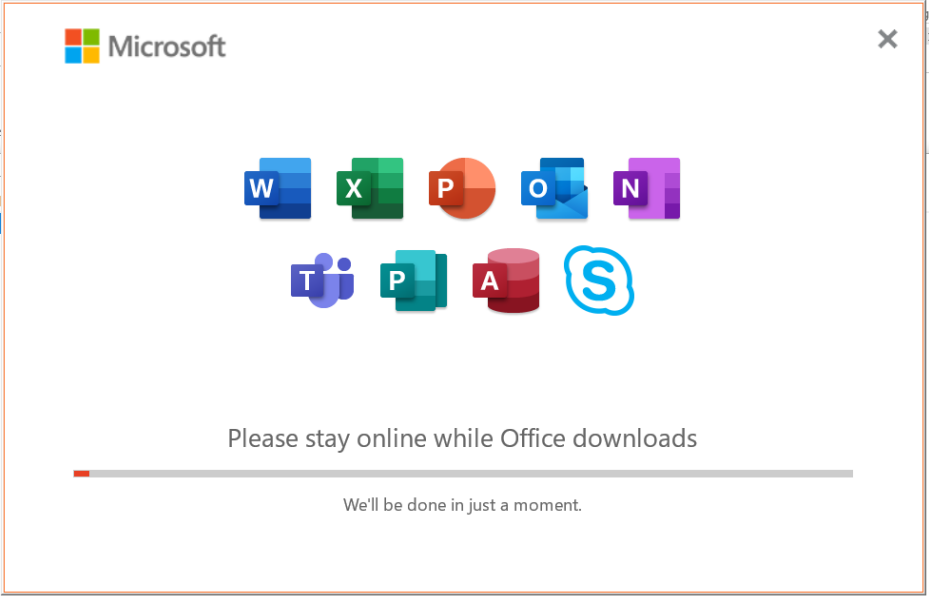
Now click on the “Install Office” button and choose ‘Office 365 apps’



Download the setup file and then click to Run – choose **Yes** if you are asked for permission



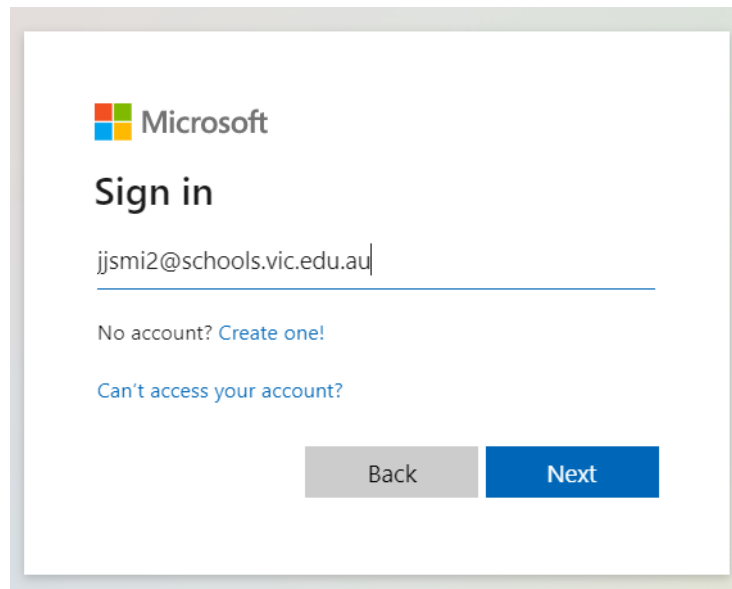
Wait while it prepares
Installation can take 15mins to 1hour depending on your Internet connection.



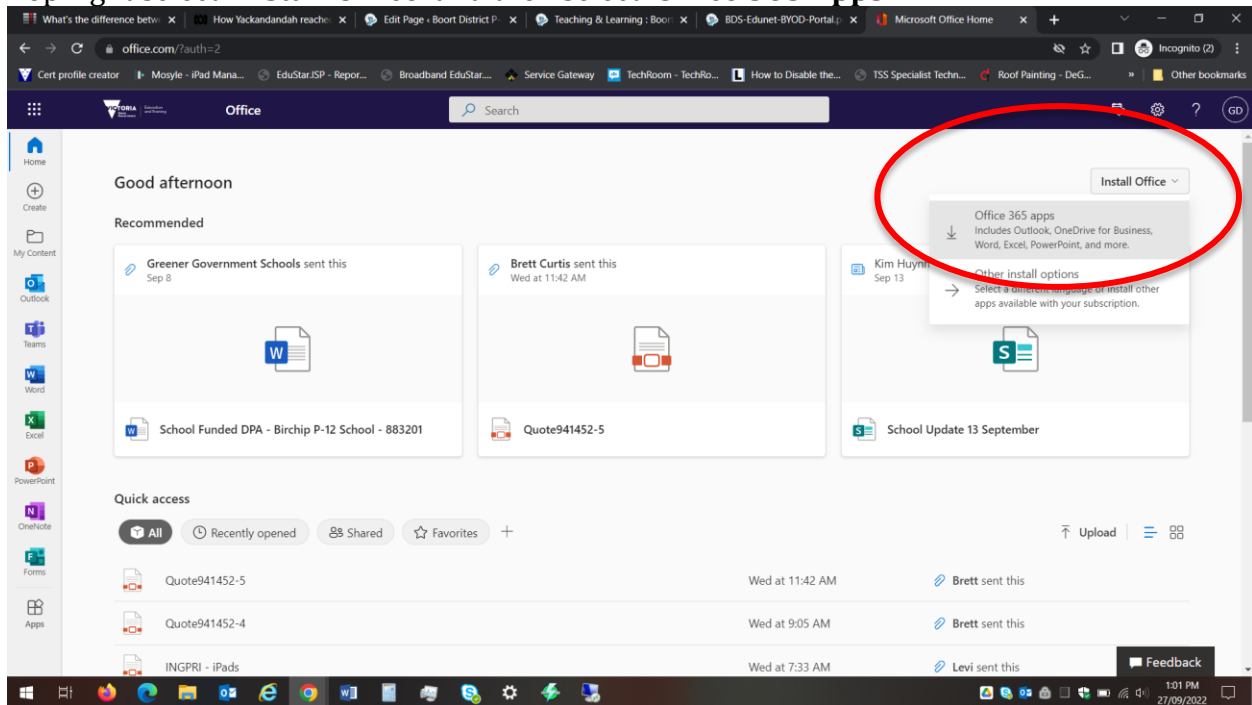
OPTION B

Using student eduPass Email credentials (supplied by Vic Dept of Edu)

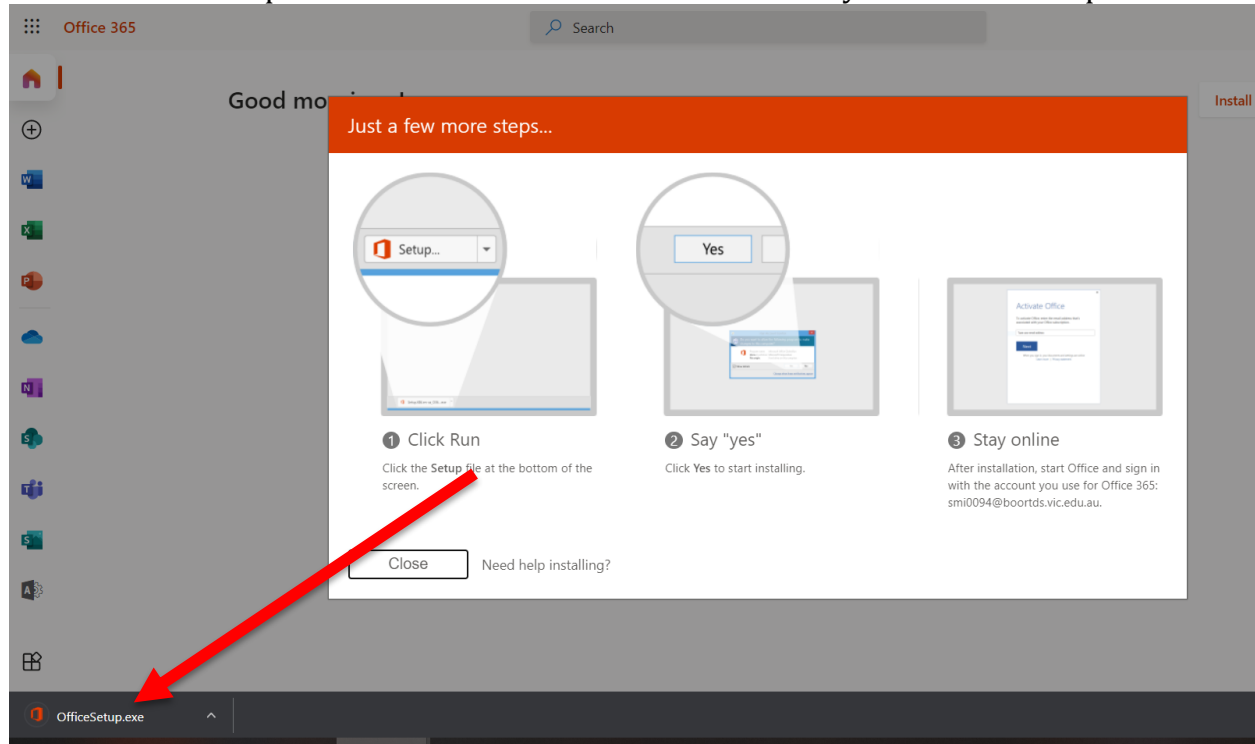
Go to <http://office.com/> and select 'Sign In' in the Top Right
With the student eduPass username and password (email example: jjsmi2@schools.vic.edu.au) sign into microsoft



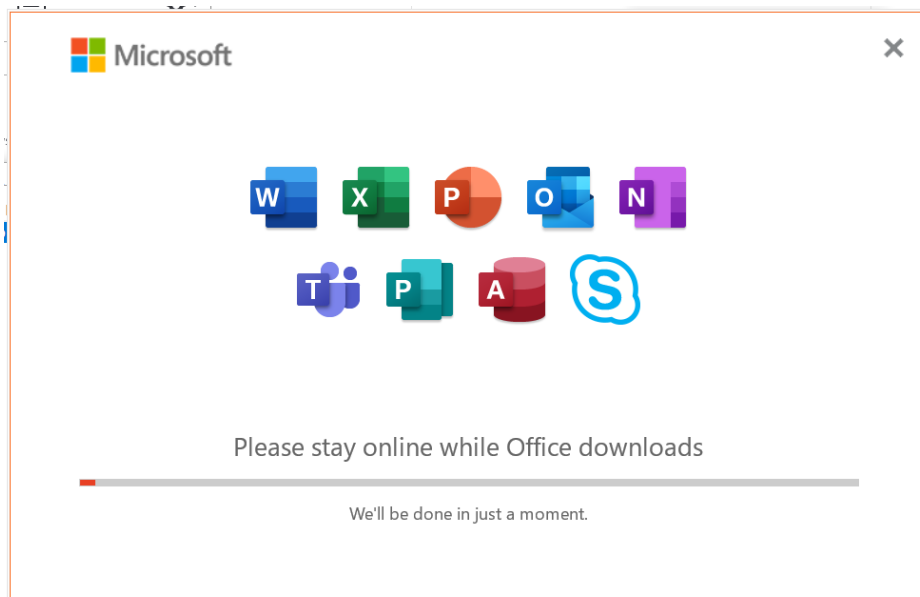
Top right select 'Install Office' and then select 'Office 365 Apps'



Download the setup file and then click to Run – choose **Yes** if you are asked for permission



Wait while it prepares
Installation can take 15mins to 1hour depending on your Internet connection.



OPTION C

Office Package via USB

A USB memory stick is available from the Library with a copy of Microsoft Office that will stay active while the Laptops regularly visit the school

Loaded on the USB memory stick is a self-installing copy of Office2019.

Double clicking on the file will launch the installation process.