

OFFICE 365 GUIDE

Office 365 Installation guide



To install Office 365 on your laptop, please open your browser and go to [office.com](https://www.office.com/) or click on the following link:

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

Click Sign in and login with the following details:

Username: YourUsername@schools.vic.edu.au

Password: your EduPass password

This information will be handed to students when they start at Greenvale SC, but is also available on request if needed.

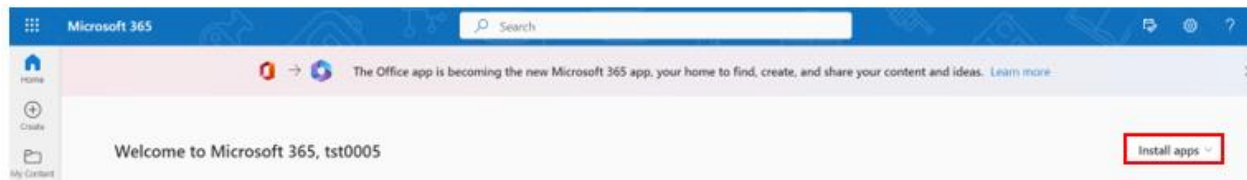
Office is now Microsoft 365

The all-new Microsoft 365 lets you create, share and collaborate all in one place with your favorite apps

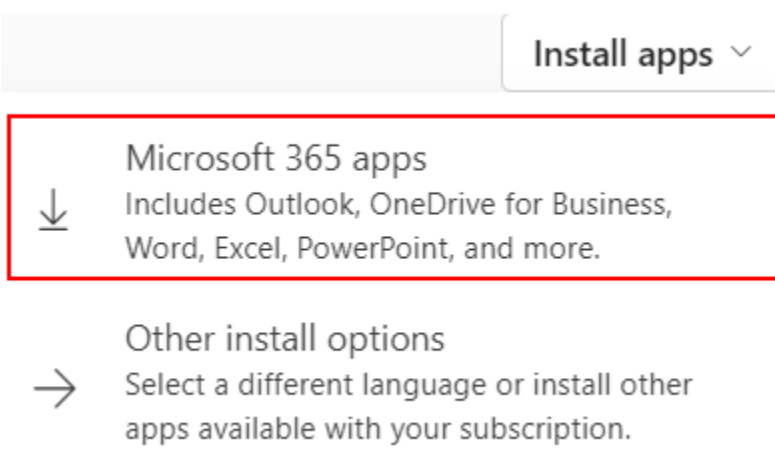
Sign in

Get Microsoft 365

Once you have signed in, click on Install apps near the right side of the screen.



Clicking on Install apps will bring up the following options. Click Microsoft 365 apps to download the office setup file.



Once it has finished downloading, double click on the setup file and follow all the prompts to install Office 365.