ACT Government
Education and Training

GET INTO OFFICE 365:

Obtaining and Installing Microsoft Office OS X Guide

Your classroom resources online, anywhere at any time.

This guide will cover obtaining and installing the Microsoft Office freestanding application suite for students. Microsoft Office is provided to students with Office 365 for both PC and Mac on up to 5 personal devices at no extra charge.

Microsoft Office

Microsoft Office includes Word, Excel Powerpoint on the Mac, plus OneNote, Access and Publisher on the PC. Use it to work on a document or presentation while you're not online, then save straight to Office 365 when you're back online again.

Contents

About Office 365 4
Starting up 4
Logging on 4
Downloading Microsoft Office 6
Installing Microsoft Office 2011 on OS X 7

Welcome to Office 365

About Office 365

Office 365 is a cloud-based system offering the full Microsoft Office suite online in the web browser and available for download on up to five personal devices. Office 365 also includes unlimited cloud storage. See our guide “OneDrive for Business” for instructions on how to use Microsoft cloud storage.

Starting up

Open a web browser and go to the Digital Backpack webpage:

https://backpack.ed.act.edu.au

Logging on

Teachers

Enter your SchoolsNET username (firstname_lastname) and password.

Click “Logon”.

Students

Students who have returned their parent/care consent form will use their SchoolsNET username (student number) and password.

Click “Logon”.

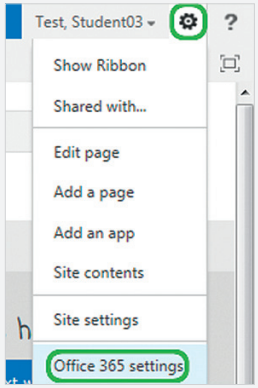
When the Backpack page launches, click the Microsoft Office 365 icon.

Microsoft Office 365
Office 365

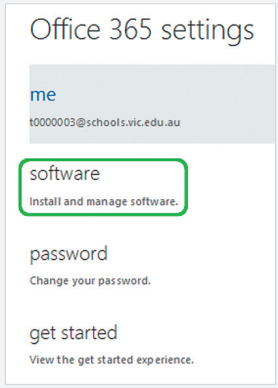
Downloading Microsoft Office

The Office app suite is available to students directly from Office 365 in the Digital Backpack. Both Windows and OS X versions are available for download on your personal device.

There is no need to install again if you already have Microsoft Office 2011 for OS X or 2013 for PC.

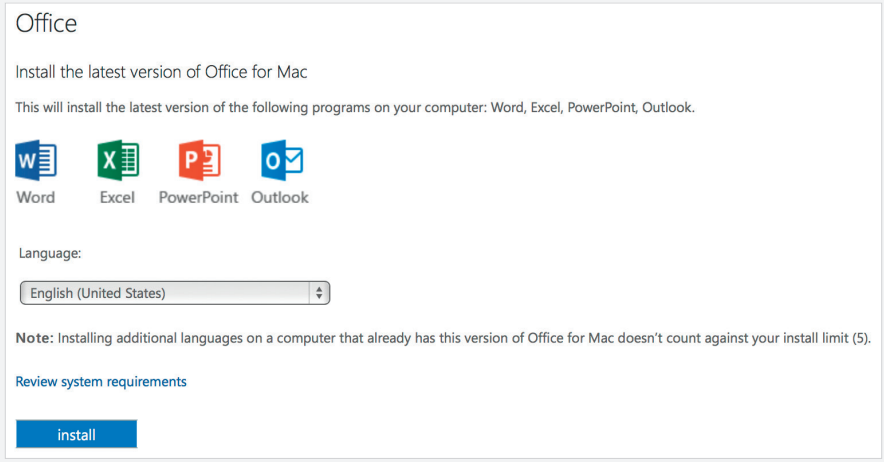


1. Click the cog in the top right corner of your school site and select **Office 365 settings**



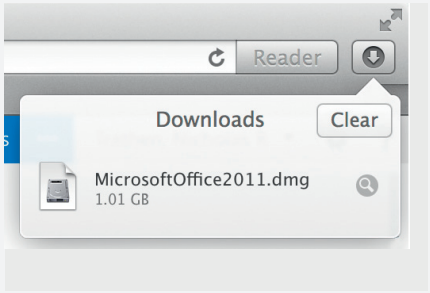
2. Click **software**

The apps available are then displayed:



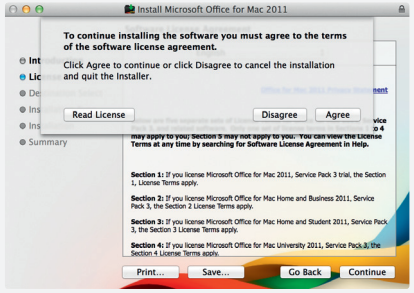
3. Click **Install** to begin the download

Installing Microsoft Office 2011 on OS X

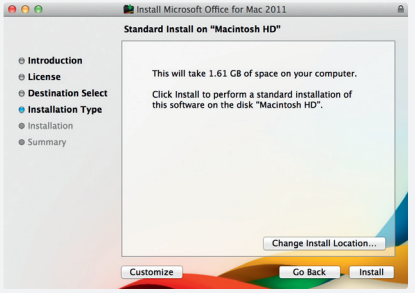


4. Double click the downloaded file to open it

5. Click **Continue**

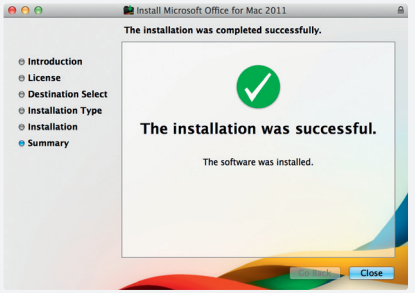


6. Click **Continue** again, then **Agree**



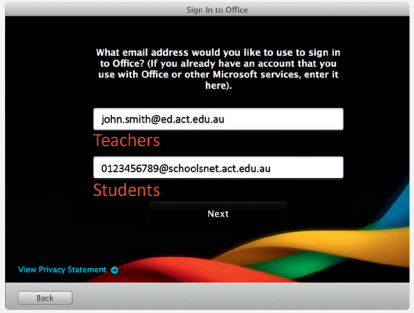
7. Click **Install**

8. Enter your password and click **Install Software**



9. Click **Close** when the installation completes

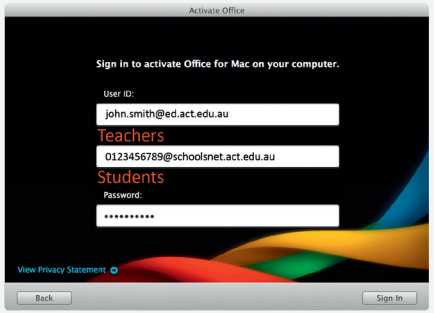
7. Click **Sign in to an existing Office 365 subscription**



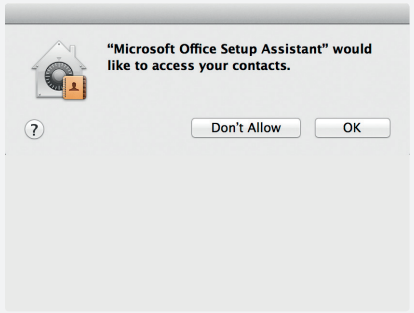
8. Enter your ETD email address, then click **Next**

Teachers
Your email address is your firstname.lastname@ed.act.edu.au

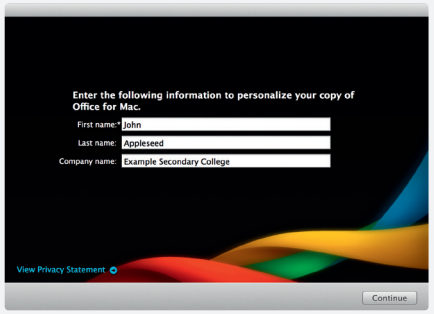
Students
Your email address is your student ID @schoolsnet.act.edu.au



9. Enter the same email address and your SchoolsNET password used to sign into the Digital Backpack **Sign In**



10. Click **OK**



11. Enter your name and school and click **Continue**

12. Enter your preference here, then **Continue**

13. Click **Done** to complete the install

Support

See your School's ICT Coordinator or IT Officer.

Should your ICT Coordinator or IT Officer be unable to resolve the issue, they can log a request with the Shared Services ICT Service Desk.

Self Help

http://community.office365.com/en-us/default.aspx

Support for all other areas of Office 365 can be obtained via the Office 365 Self-help community.