



Student Advantage User Guide



What is Office 365?

Office 365 is a cloud based service which provides you access to your school email and a whole lot more. With our Office 365 service you can access the following:-

- Your School Email Account
- Your Own Online Calendar
- A SkyDrive - 25GB of Online Storage
- Microsoft Office Web Apps (Access to Word, Excel and PowerPoint through a web browser, this also works on iPads and Android Tablets)
- Office Mobile for iPhone and Android
- Upto 5 copies of Microsoft Office to install on PCs or MACs

There are also other features that Office 365 provides such as a Personal Blog, and "Sites" where we will investigate listing homework and other resources in the future.

Free Microsoft Office 2013

In addition to Office 365 you can also download Office 2013 Professional Plus for Windows or Office 2011 Professional Plus for MAC, for use on up to 5 computers.

Your Office subscription is activated through your school email account and will work as long as you remain a student in the Federation.

Getting Mobile*

Mobile phones play a big part in most of our lives today. With Office 365 you can access your email and set reminders on your calendar via your smartphone. There is also an Office Mobile App for iPhone and Android, that you can use to access your files on the go. Together with Microsoft Web Apps that work on the browser of your PC or tablet you can utilise more of your personal devices than ever to access and create.

Getting Started

You have already been issued with your school email address and password. If you did not log on to your school email within the first 90 days of your account being setup, your temporary password will have expired and you will need to see the IT Services team for a new one. If you have your Office 365 username and password you are ready to go.

Installing Office is covered on the page below, information on other features such as Web Apps, Sky Drive and Mobile Apps will be made available in school.

Resources:-

[Get started with Office 365](#)

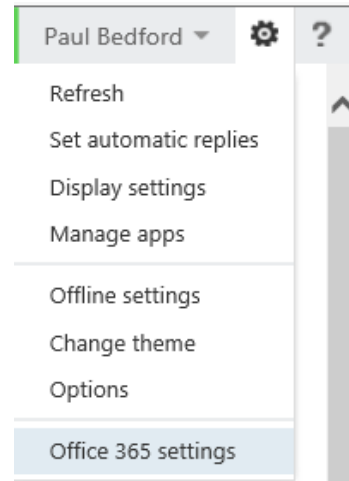
* Mobile data charges may apply. Please ask the bill payer before accessing services on a mobile device.

Download and Install Microsoft Office

- 1) Log on to Office 365 @ <https://portal.microsoftonline.com>. You can always Google "Office 365 Logon" or use the link on the school website if you lose or forget the link.
- 2) Click the cog in the top right hand corner of the screen and choose **Office 365 Settings**. →

- 3) From the Office 365 Settings Screen choose **Software** (Install and Manage Software).

- 4) Choose the version you would like to download and click install. Microsoft recommend using the 32bit version of Office on all systems.



Please be aware that the Microsoft Office package is a large download and if you have limited broadband it could use upto 1.5GB of your allowance.

- 5) Follow the onscreen instructions.

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States) ▼

Version:

32-bit (recommended) **advanced**

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

install

If you experience any particular difficulties please email helpdesk@whpfederation.org and we will try our best to assist. Unfortunately, we are unable to advise on any issues caused by individual computer configuration issues, your firewall and antivirus software or your internet connection.

Resources:-

[Install Office on your PC or Mac with Office 365](#)