



KINGSWAY
CHRISTIAN COLLEGE

Office 365
Office 2013 Installation Guide

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Table of Contents

Table of Contents.....	2
Document Control.....	3
Revision History.....	3
Authors.....	3
Introduction.....	4
What is Office 365?.....	4
Logging in to Office 365.....	5
Microsoft Office 2013 ProPlus.....	6
Windows – Internet Installation.....	6
Mobile Devices.....	8
Further Reading.....	9



Document Control

Revision History

Revision	Date	Changes Applied
0.1	19/01/15	Initial Document

Authors

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Introduction

What is Office 365?

Office 365 is a suite of productivity software and services from Microsoft. Office 365 comprises of Hosted Exchange (Email), Hosted SharePoint (Collaboration), OneDrive for Business (Storage), Office ProPlus (Software Suite), and Office 365 Web Apps

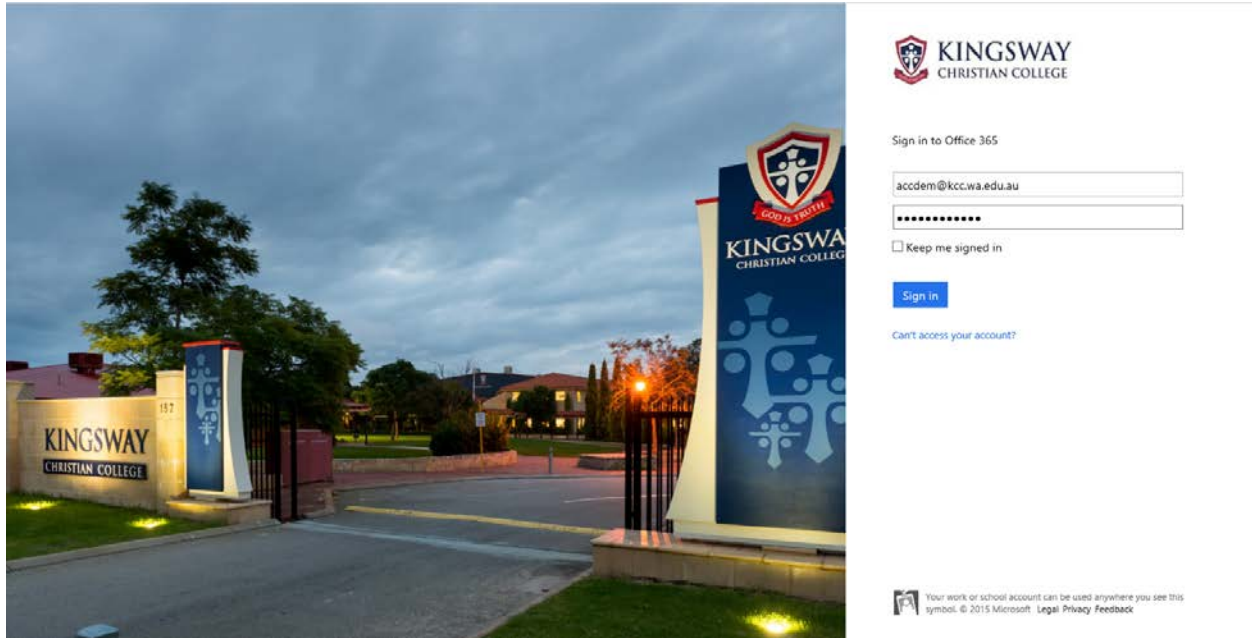




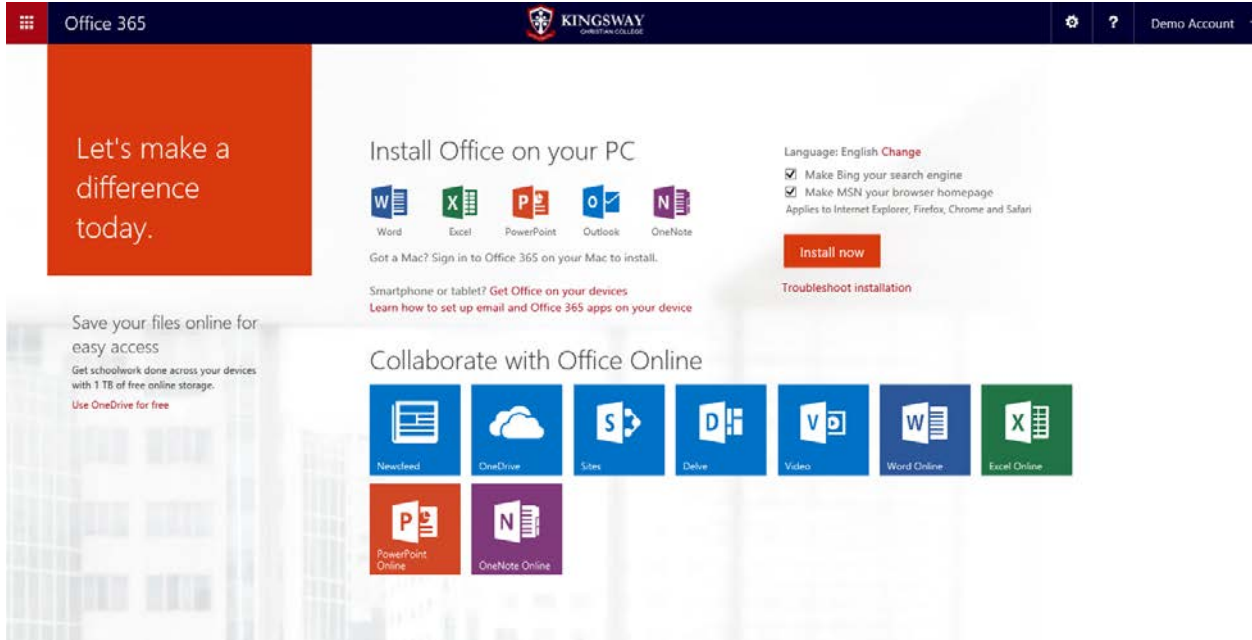
Logging in to Office 365

Browse to <https://portal.office.com>. Login with your *username@kcc.wa.edu.au* and domain password:

For example if your username for the domain is 'accdem' then your username would be *accdem@kcc.wa.edu.au*.



You are now logged into the Office 365 Portal





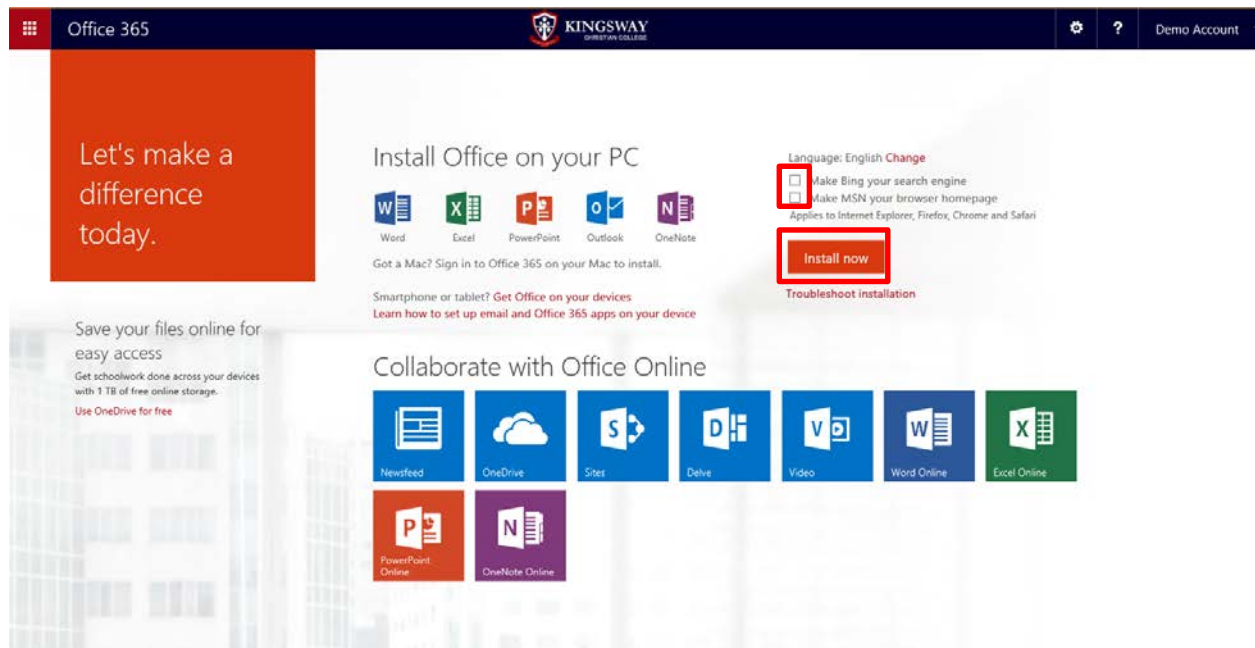
Microsoft Office 2013 ProPlus

Your Office 365 License entitles you to install Microsoft Office ProPlus on up to five devices, including PC's, Mac's, iPads, iPhones and Android devices. There are 2 way of installing Microsoft Office:

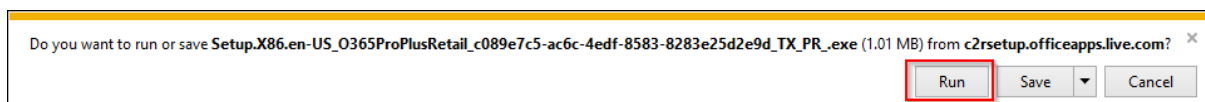
- Internet Installation (available everywhere)
- Local Installation (only available on the school premises)

Windows – Internet Installation

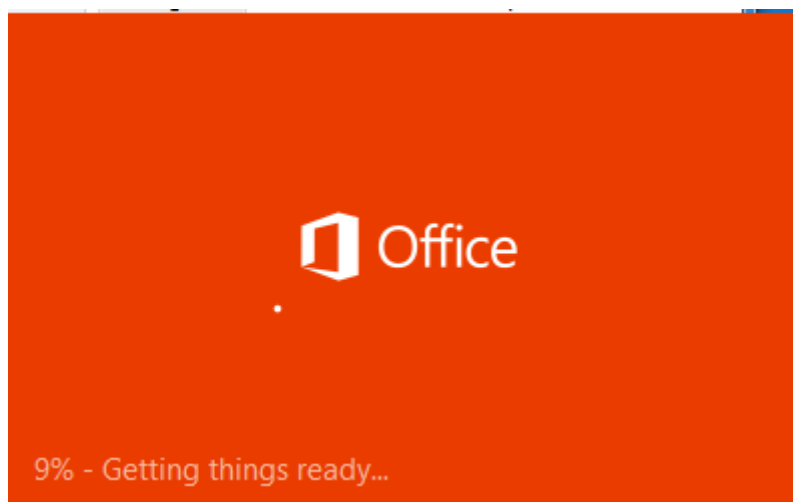
Log into the Office 365 Portal from your PC. Uncheck the two check boxes above the Install Now button, and then click on **Install now**:



Click **Run**:

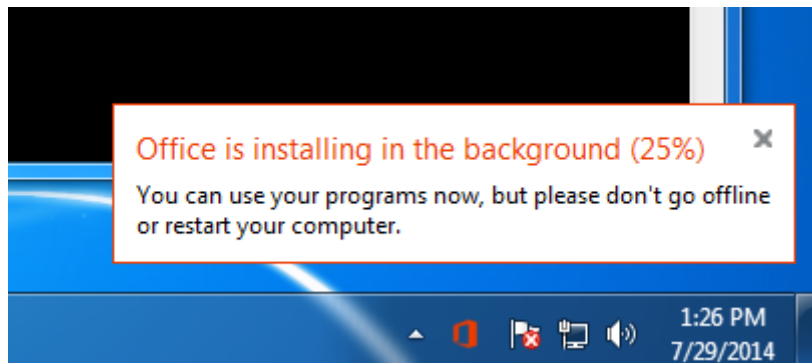


A progress bar will be displayed as the installer running



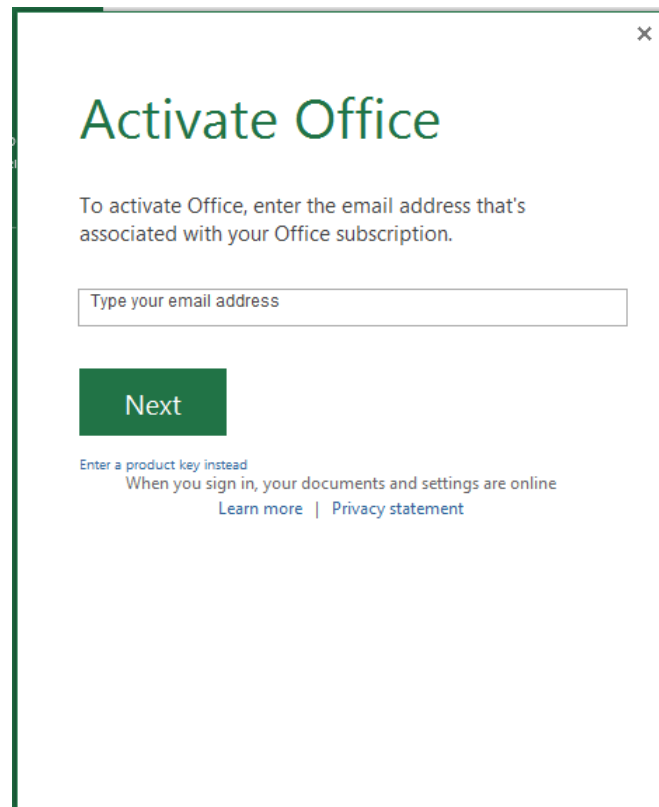


This will then disappear and show up in the bottom right of your screen



When opening Office for the first time you will be asked to activate the software. Please enter username@kcc.wa.edu.au. It will then prompt for your school password.

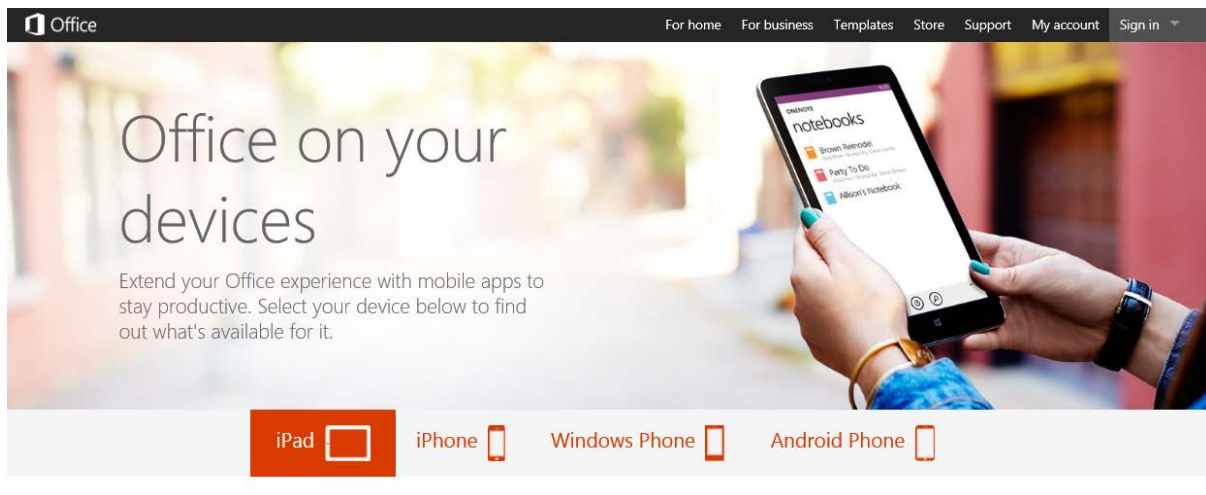
For example if your username for the school is 'accdem' then your username would be accdem@kcc.wa.edu.au.



Mobile Devices

Open an Internet Browser on your mobile device and navigate to <http://products.office.com/en-AU/mobile/>

You will then be able to select your device (iPad, iPhone, Windows Phone, Android Phone) and click on a link to take you to the relevant App Store



After installing the app(s), you will need to sign in with your username@kcc.wa.edu.au and your domain password.



Further Reading

Further information can be found at the [Office 365 Learning Center](#)