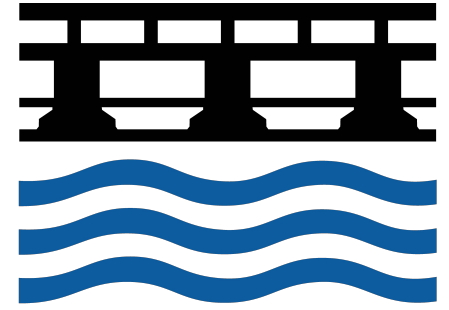


Microsoft 365 Installation Guide



PATTERSON RIVER
SECONDARY COLLEGE

IT



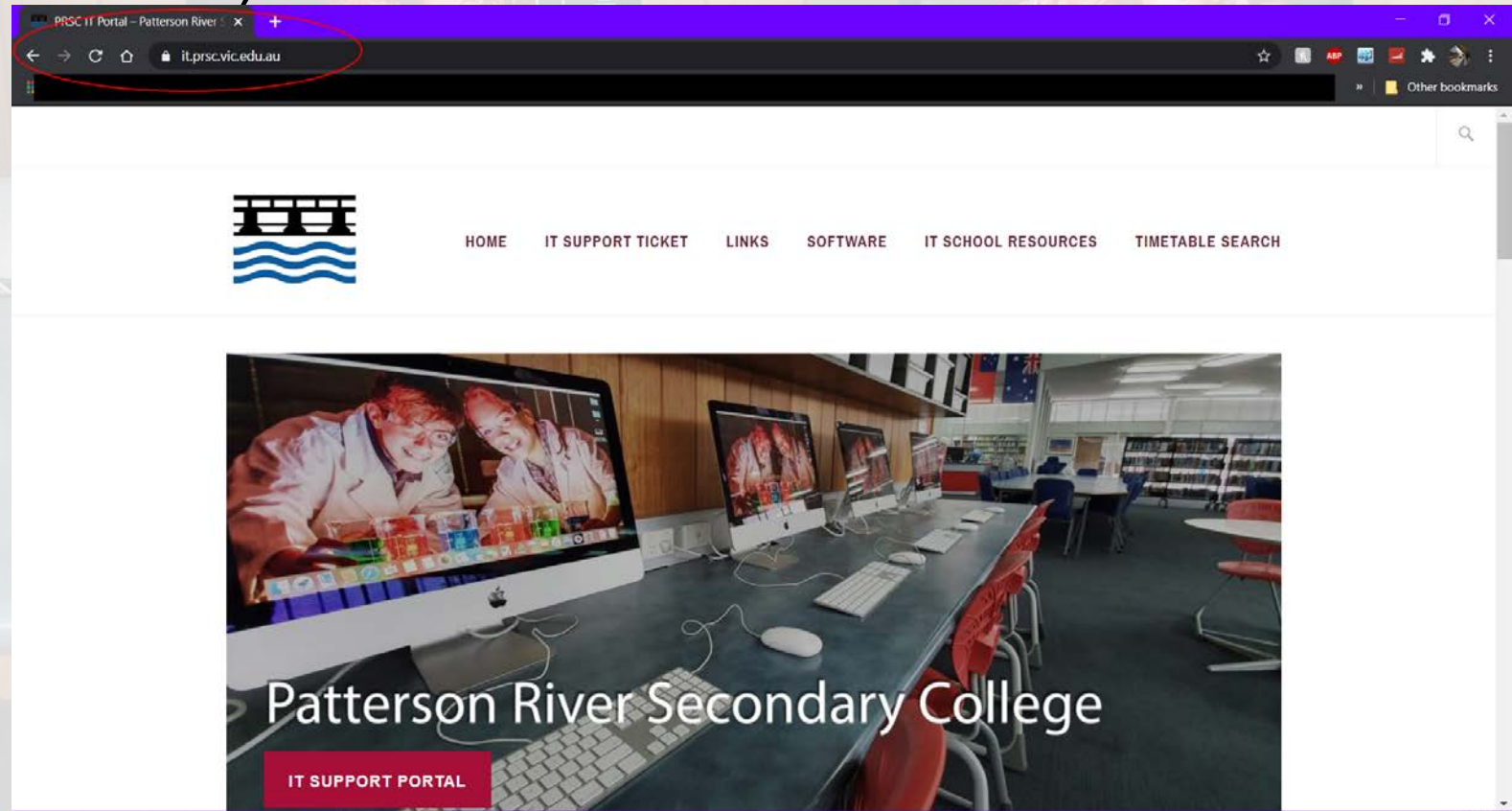
Microsoft 365

Getting started

- Open a web browser (chrome)
- Head over to:

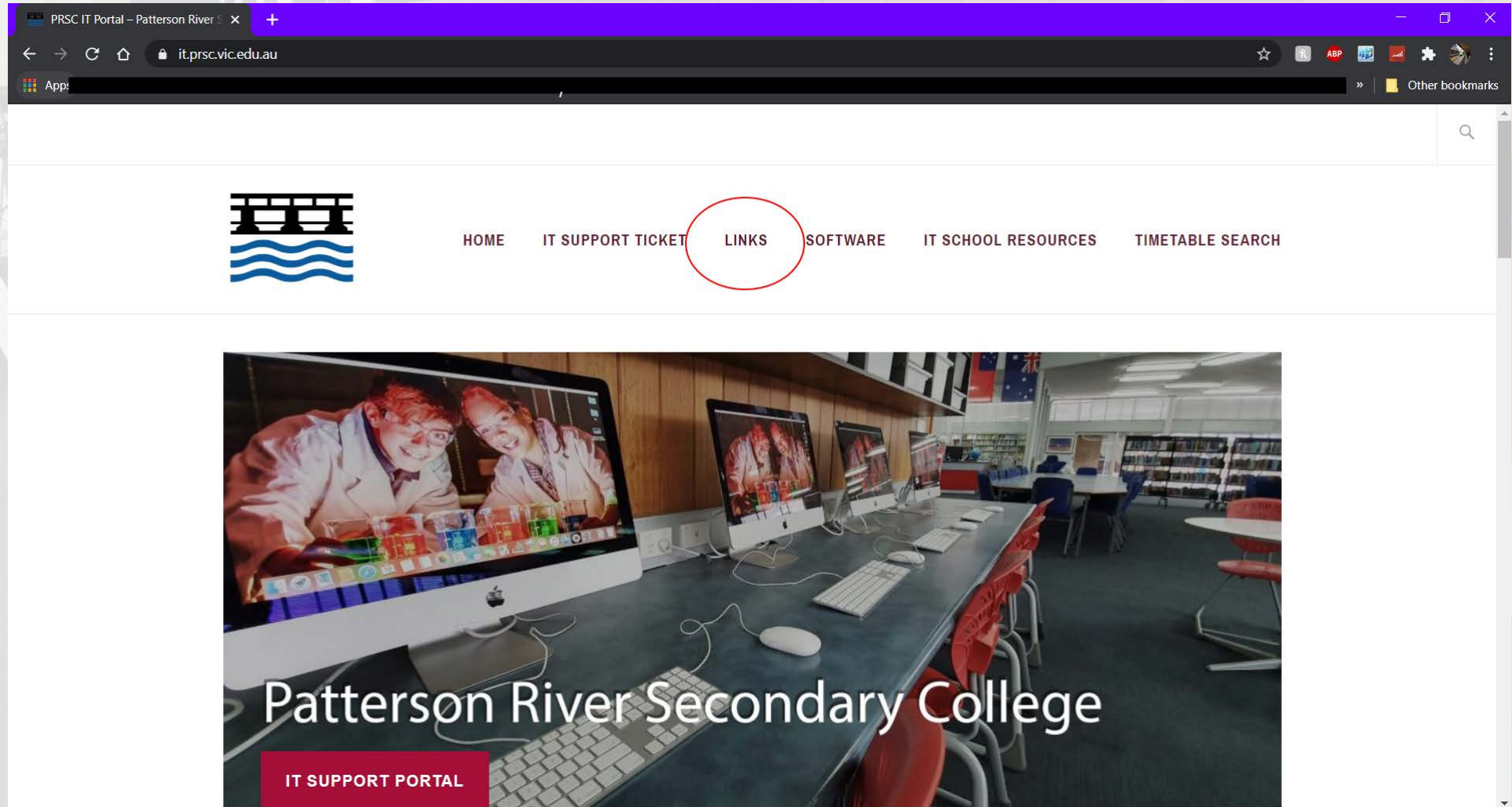
it.prsc.vic.edu.au

This is Patterson River Secondary's custom ICT page built by our onsite IT team



The screenshot shows a web browser window with the address bar displaying 'it.prsc.vic.edu.au'. The website features a navigation menu with links for HOME, IT SUPPORT TICKET, LINKS, SOFTWARE, IT SCHOOL RESOURCES, and TIMETABLE SEARCH. Below the menu is a large banner image of a computer lab with the text 'Patterson River Secondary College' and a red button labeled 'IT SUPPORT PORTAL'.

Next, click on LINKS

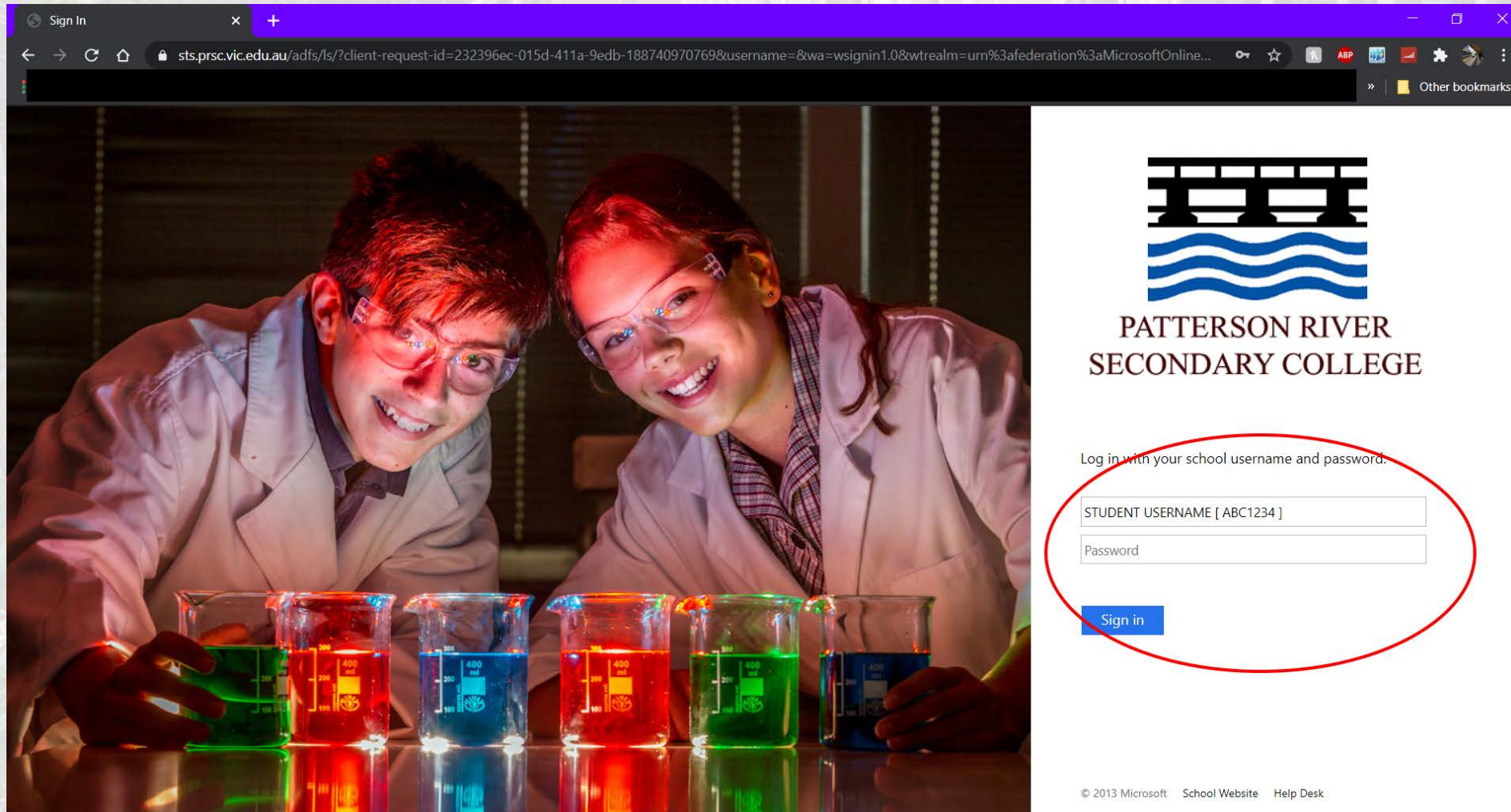


The screenshot shows a web browser window displaying the PRSC IT Portal. The browser's address bar shows the URL `it.prsc.vic.edu.au`. The website's header features a logo on the left and a navigation menu with the following items: HOME, IT SUPPORT TICKET, LINKS, SOFTWARE, IT SCHOOL RESOURCES, and TIMETABLE SEARCH. The 'LINKS' menu item is circled in red. Below the navigation menu is a large banner image of a computer lab with several desktop computers. The text 'Patterson River Secondary College' is overlaid on the bottom of the banner, and a red button labeled 'IT SUPPORT PORTAL' is positioned at the bottom left of the banner.

Press on the link under Office 365 (<https://office365.prsc.vic.edu.au>)

The screenshot shows a web browser window displaying the PRSC IT Portal. The address bar shows the URL it.prsc.vic.edu.au/links/. The page features a navigation menu with links for HOME, IT SUPPORT TICKET, LINKS, SOFTWARE, IT SCHOOL RESOURCES, and TIMETABLE SEARCH. Below the navigation is a section titled "Links" containing several service tiles. The "Office 365" tile is circled in red and includes the URL <https://office365.prsc.vic.edu.au>. Other tiles include "Compass Education" (<https://prsc-vic.compass.education>), "Google" (<http://www.google.com>), "On Demand Testing" (<http://odt.prsc.vic.edu.au>), "SmartLibrary" (<https://prsc.librarysolutions.com.au>), and "Student Email" (<https://mail.prsc.vic.edu.au/owa>). To the right of the links is a "Recent Posts" section with three entries: "IT Support Guidelines – 3/8/2020", "Teams for Mac Now Available for Students", and "Internet outage 9/6 – 2:30pm to 4:30pm". Below this is a "Connecting a Mac to the PRSC Network" link. At the bottom right, there is a "Compass Newsfeed" section.


Enter your student username & password



Sign In

sts.psrc.vic.edu.au/adfs/ls/?client-request-id=232396ec-015d-411a-9edb-188740970769&username=&wa=wsignin1.0&wtrealm=um%3afederation%3aMicrosoftOnline...

Other bookmarks



PATTERSON RIVER
SECONDARY COLLEGE

Log in with your school username and password.

STUDENT USERNAME [ABC1234]

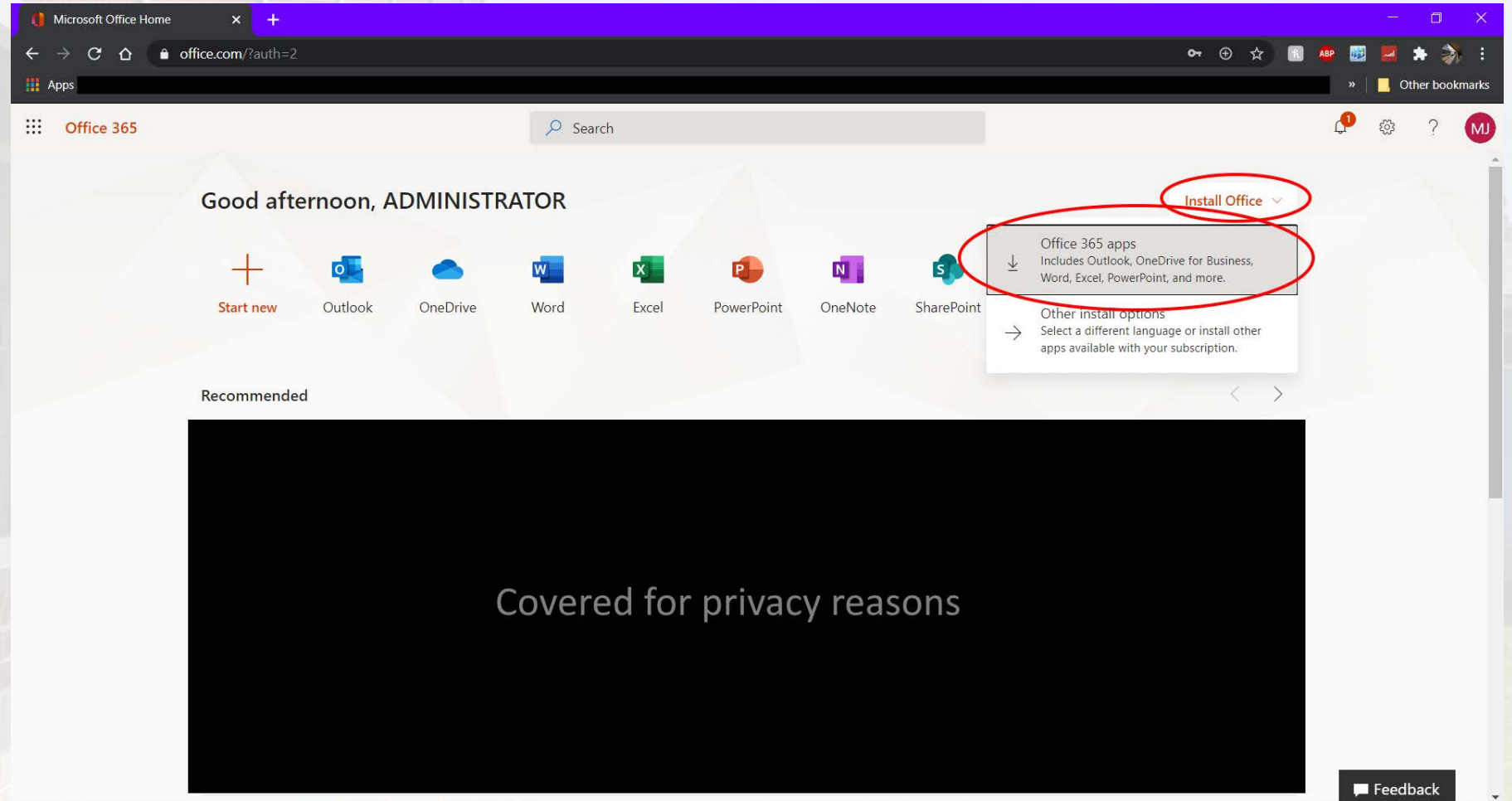
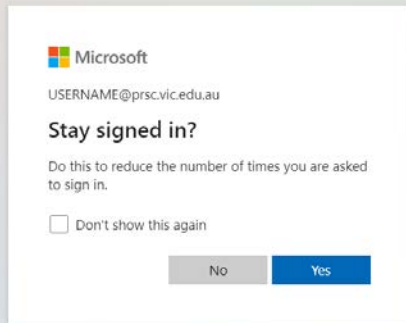
Password

Sign in

© 2013 Microsoft School Website Help Desk

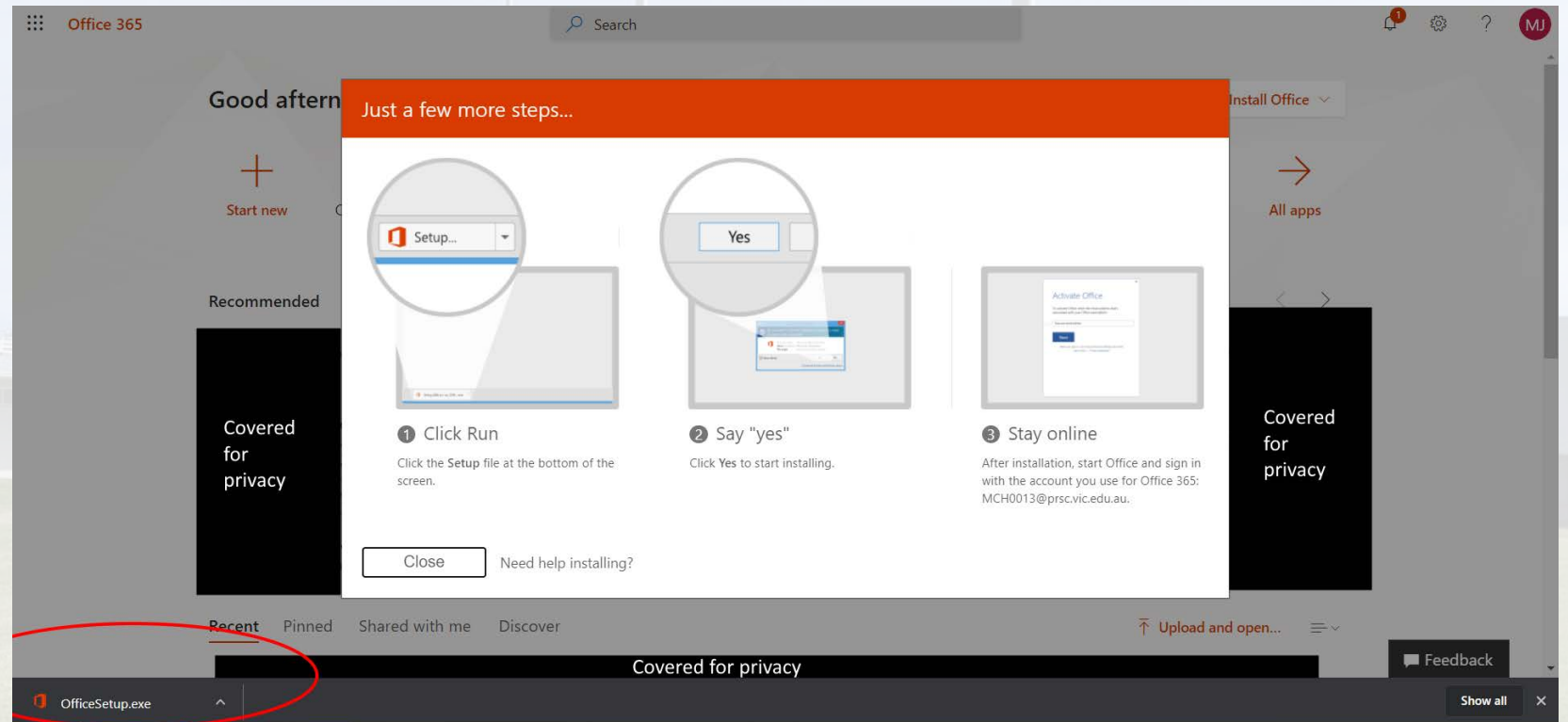
Press on 'Install Office' and choose the 'Office 365 apps'

Prior to the screenshot on the right, you may be asked if you want to stay signed in, this is up to you if you want to do so.

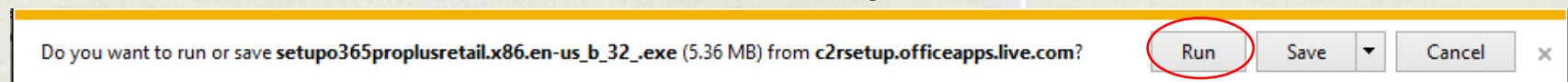


Windows

*This could vary
depending on your browser



Alternatively:

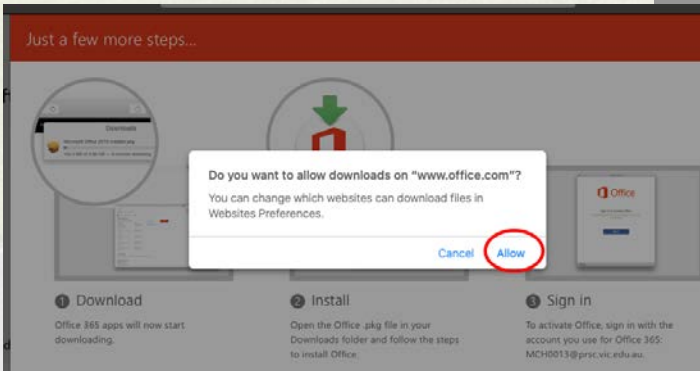
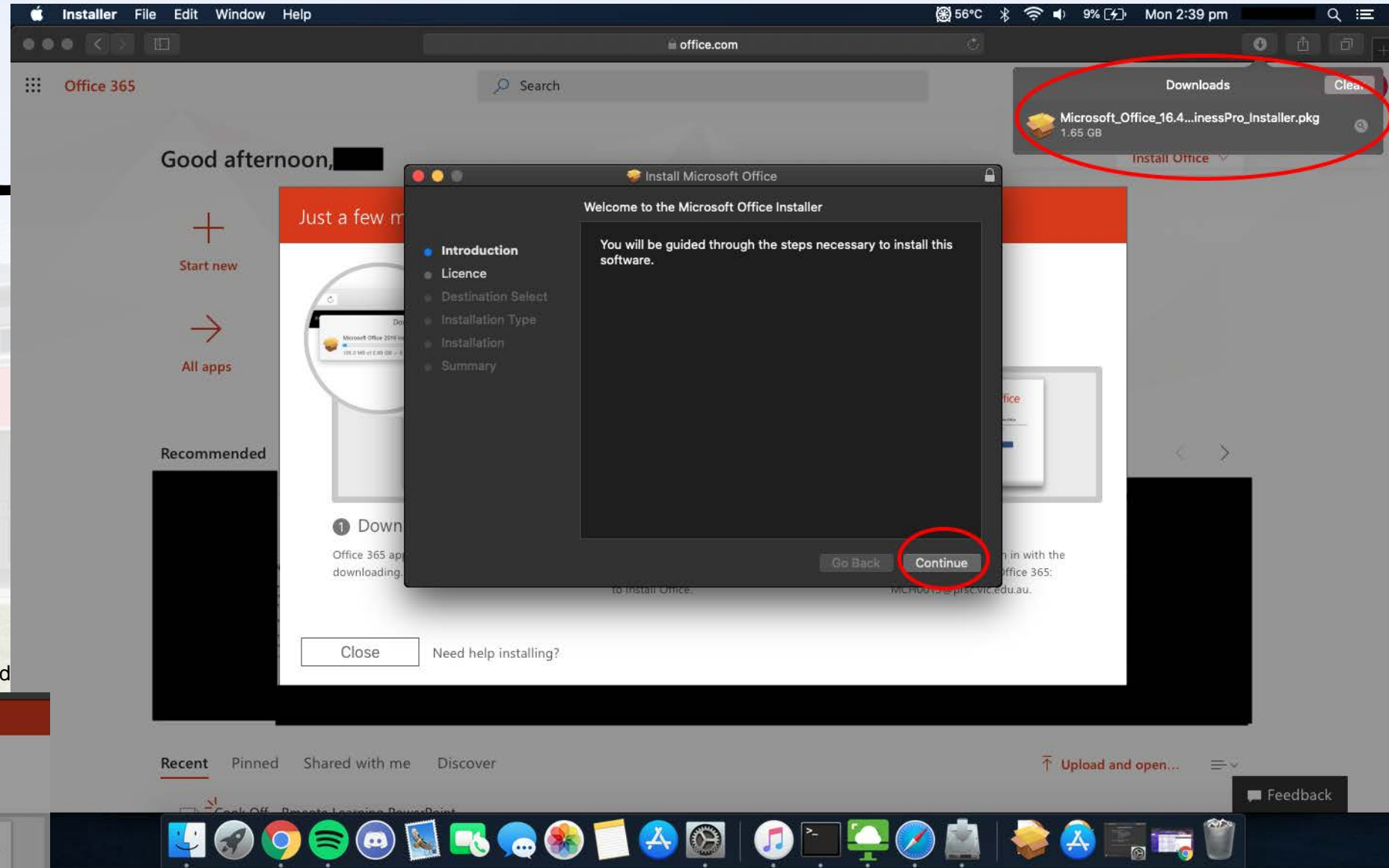


Mac

The installation is very similar for mac systems

I used Safari in this screenshot, using chrome should be similar to Windows

You may come across this message too beforehand



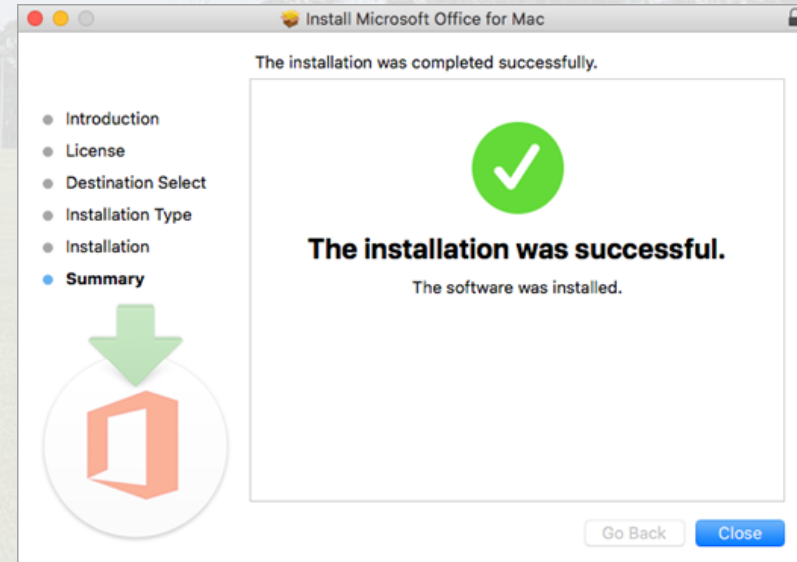
Installation may take a while!

*Depending on your internet connection and computers hardware

Windows:

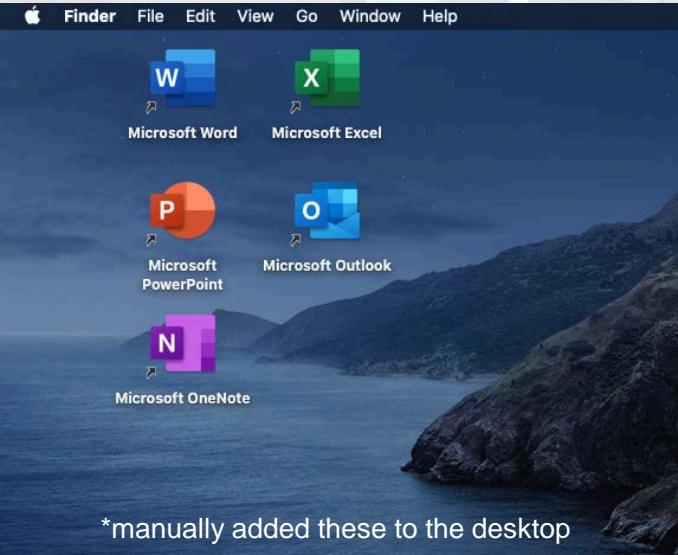


Mac:



Don't turn off your computer whilst this downloads!

Installation done!



You may need to activate office!

You can activate by pressing login and entering you student email and password:

