



IT Team

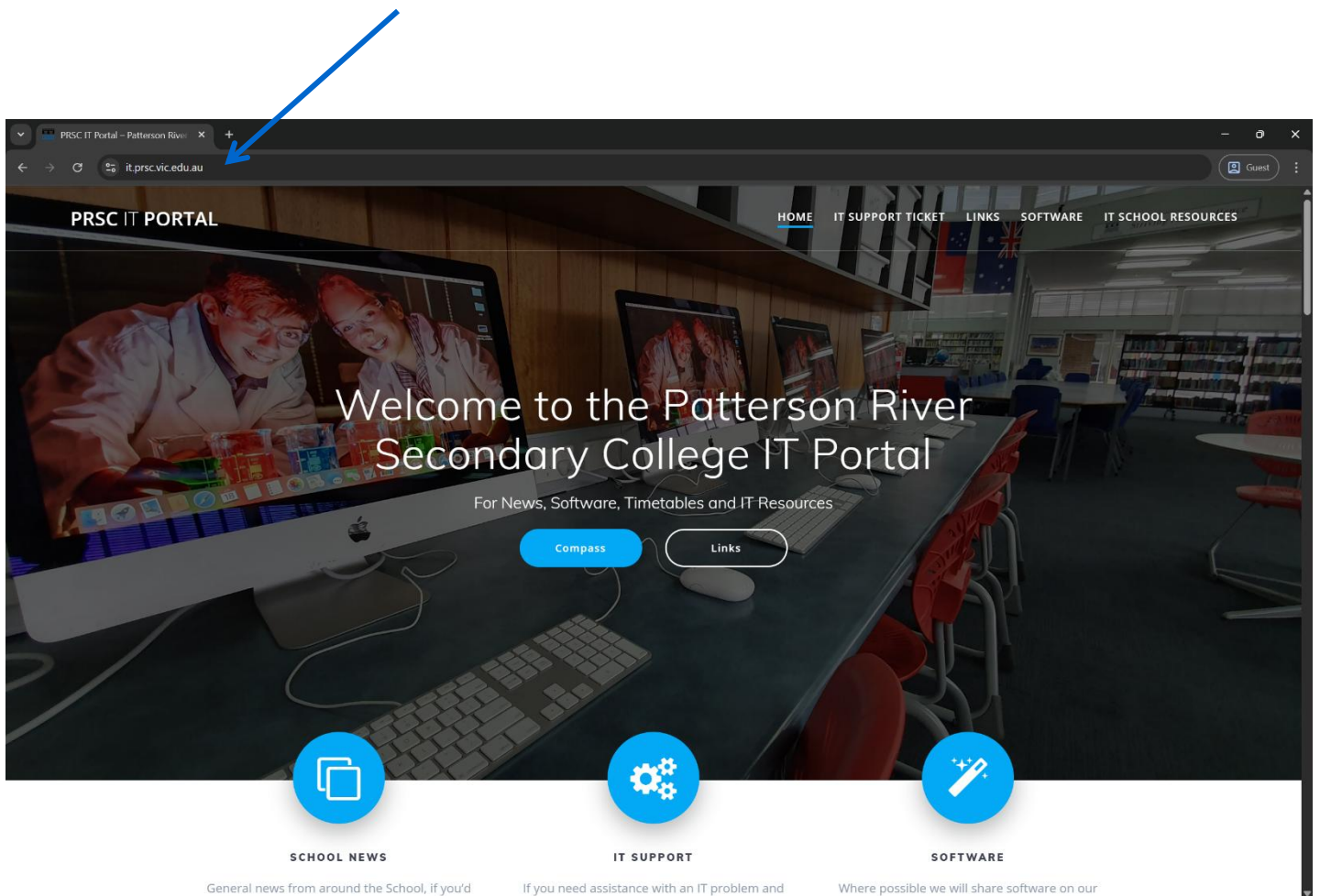
Microsoft 365 Installation Guide



Getting Started

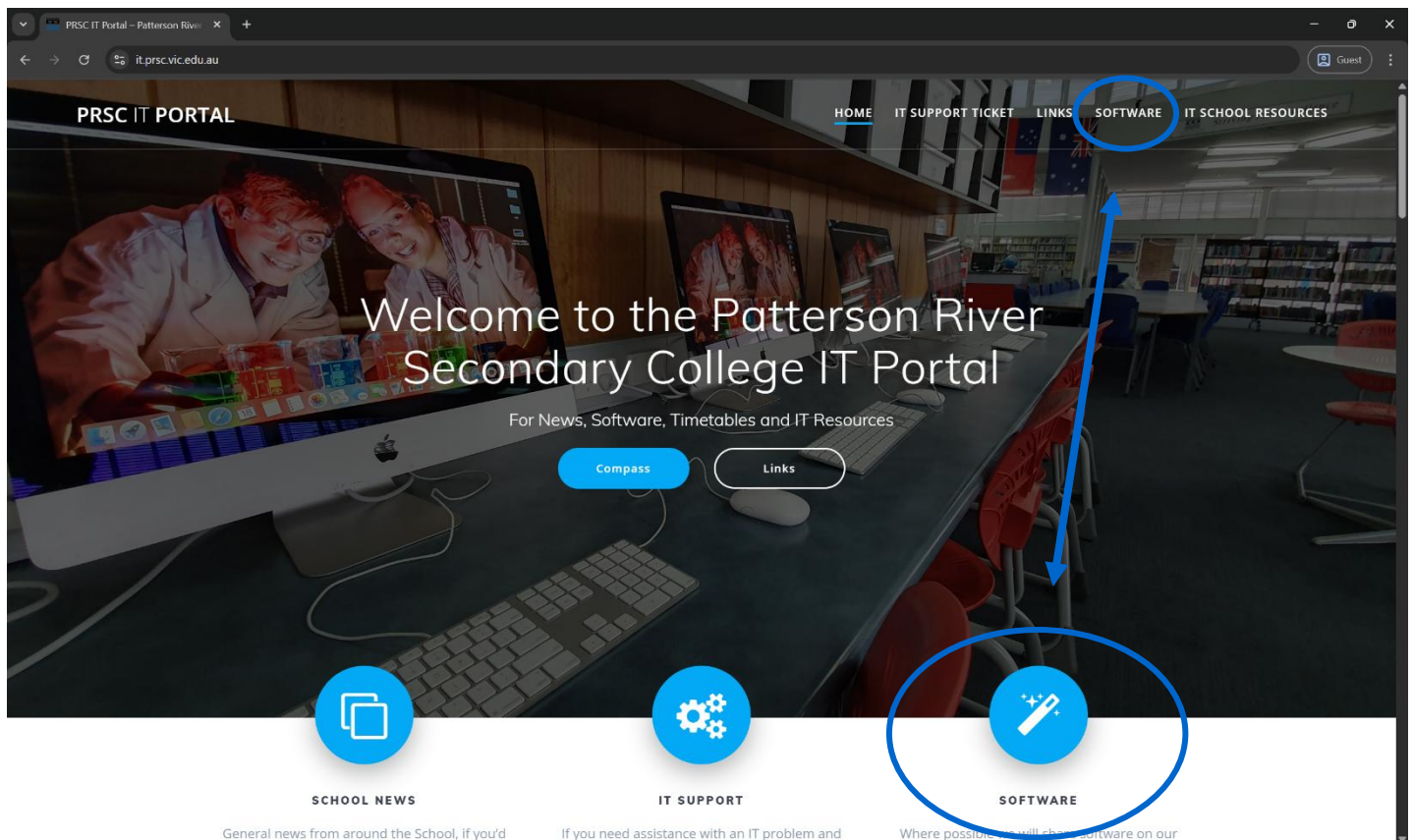
1. Open a web browser (Google Chrome)
2. Head over to:

it.prsc.vic.edu.au

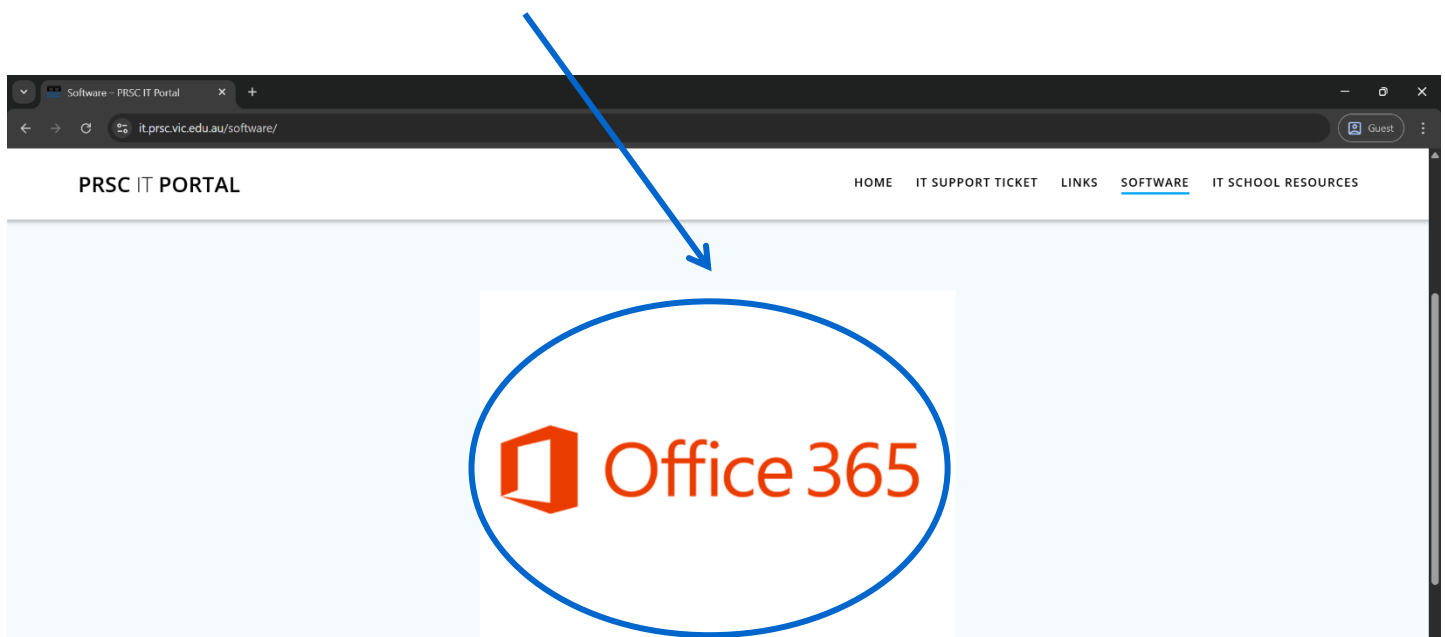


This is Patterson River Secondary's custom IT page built by our onsite IT team

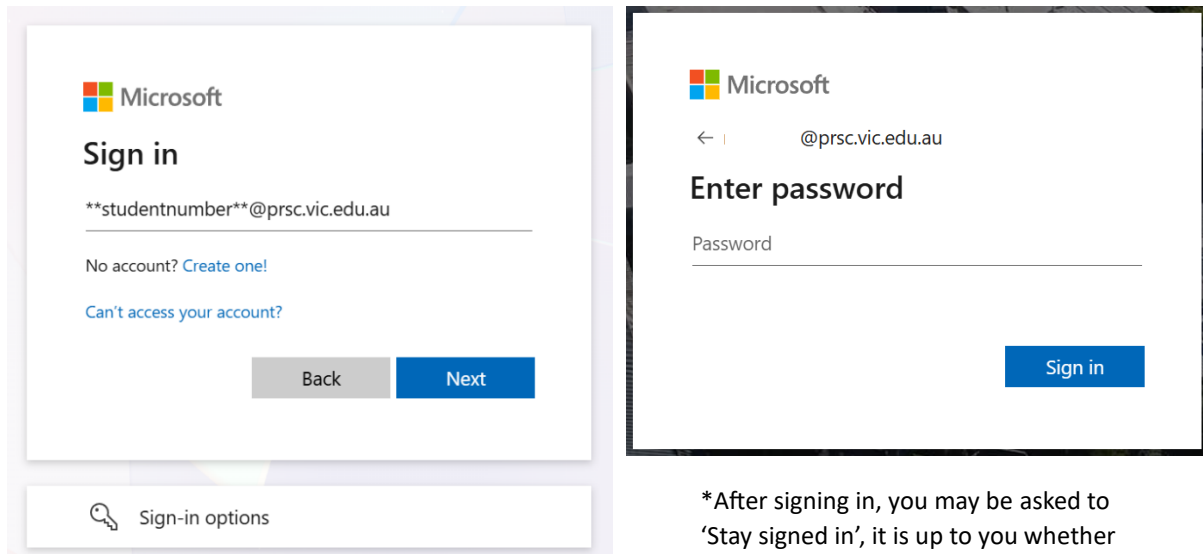
3. Click on the [SOFTWARE](#) tab or image



4. Press on the [Office 365](#) image
(<https://portal.office.com/account#installs>)



5. Login with your Student username & password

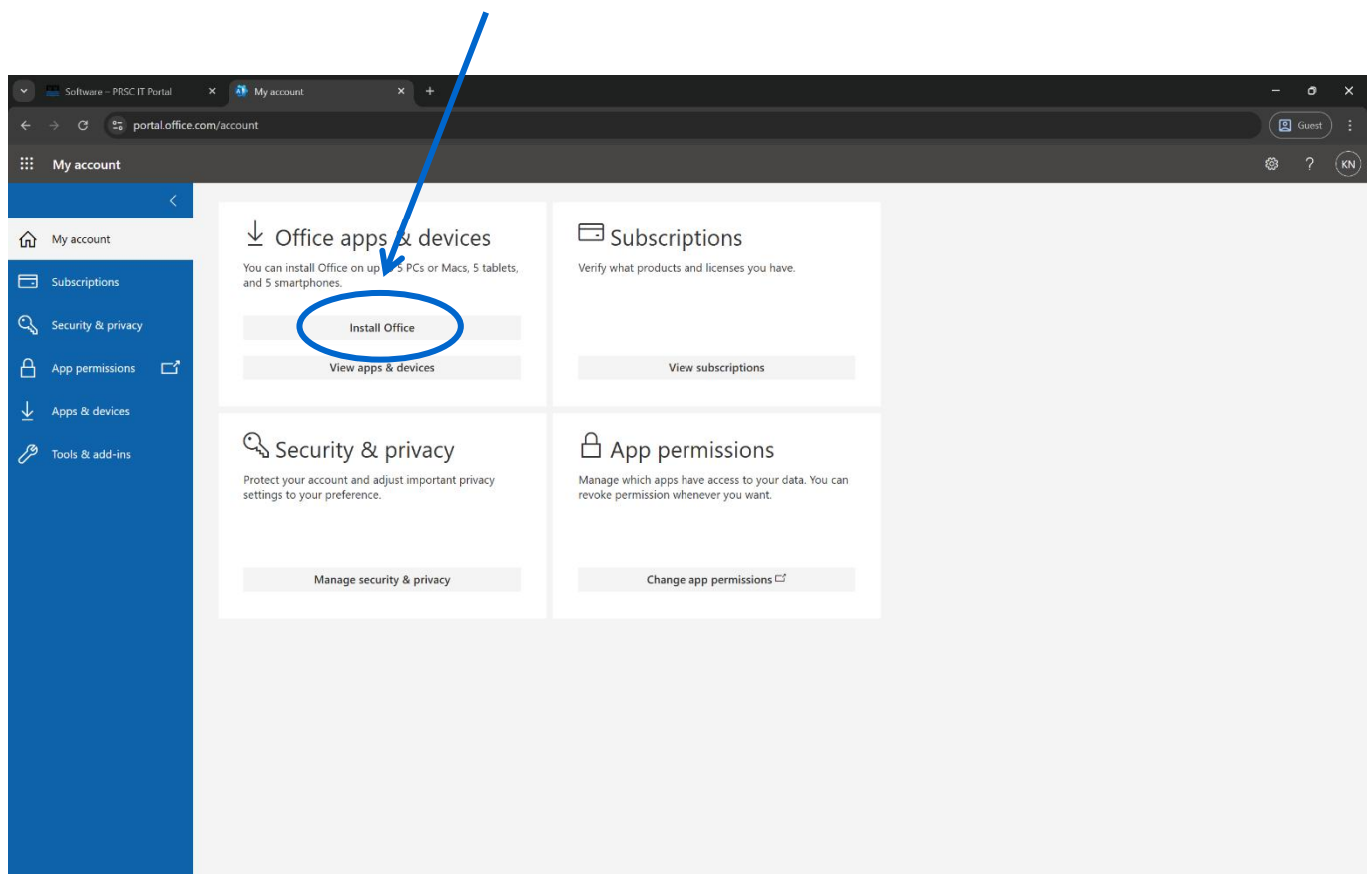


The first screenshot shows the Microsoft 'Sign in' page. The email address entered is ****studentnumber**@prsc.vic.edu.au**. Below the email field are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom are 'Back' and 'Next' buttons.

The second screenshot shows the 'Enter password' page. The email address is partially visible as **@prsc.vic.edu.au**. There is a 'Password' input field and a 'Sign in' button.

*After signing in, you may be asked to 'Stay signed in', it is up to you whether you do so or not.

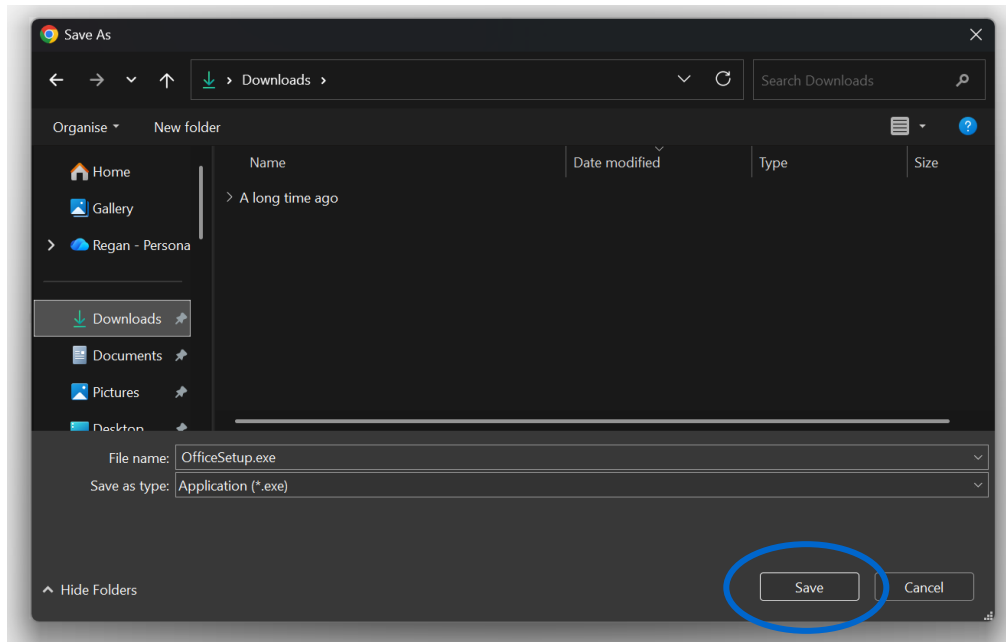
6. Press on 'Install Office'



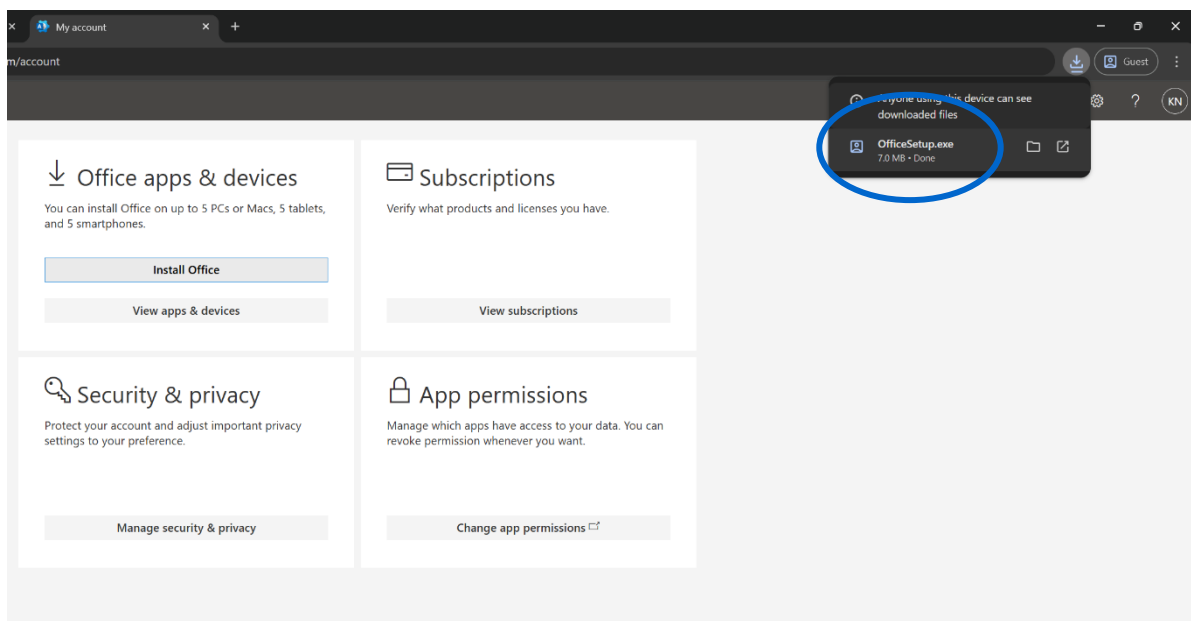
Windows

*This could vary depending on your browser. This example uses Google Chrome.

7. Select save to start the installation



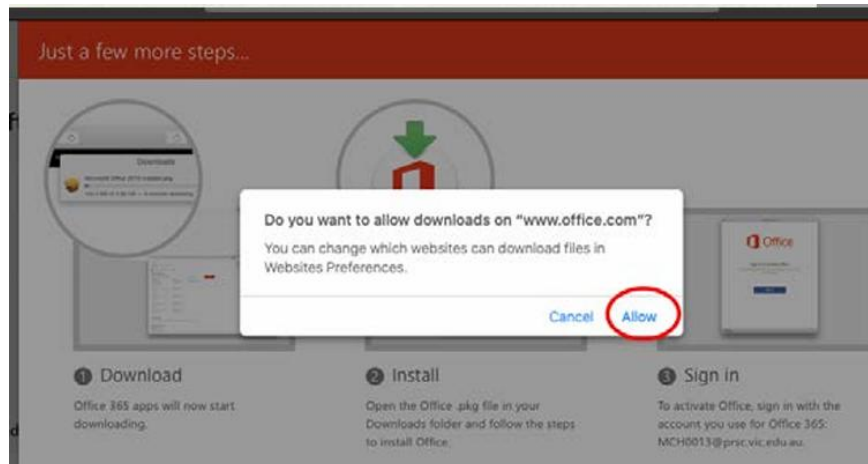
8. Select the installation once it has downloaded



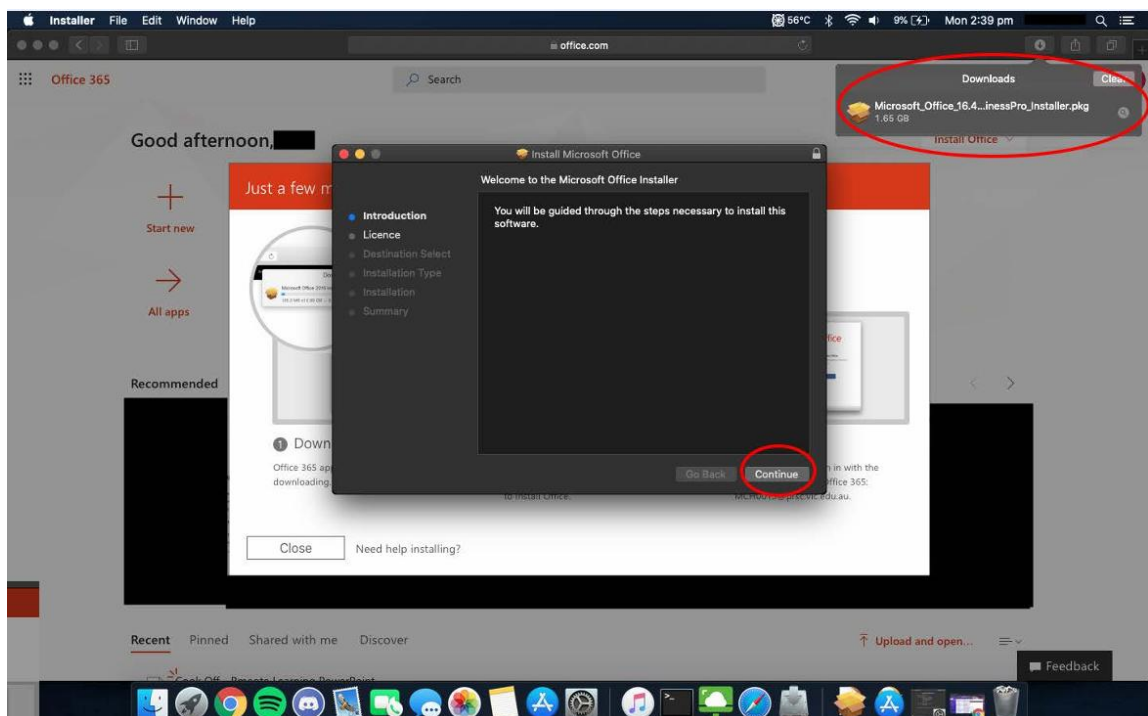
Apple Mac OS

*This could vary depending on your browser. This example uses Safari.

7. You may need to Allow the installation



8. Select the installation once it has downloaded and continue with the steps on screen



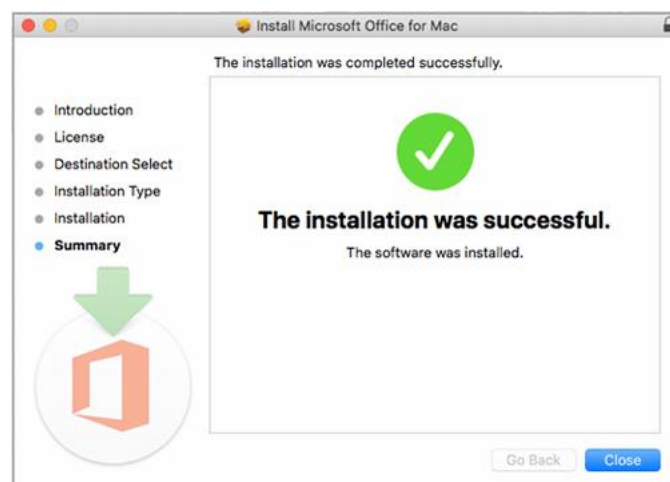
9. Installation may take a while!

*Depending on your internet connection and device hardware

Windows



Apple Mac OS



Do not turn off your device whilst this downloads!

Installation Complete!

You should now have the entire Microsoft Office 365 suite downloaded onto your device!

You may need to activate Office 365.

To do this, simply open one of the Office 365 applications and login using you student username and password.

