This document is a step-by-step guide to installing the DET Enterprise licensed Office365 on Windows10 based Student BYO Devices.

All DETNSW Staff and Students enrolled in a NSW Government High School are entitled to install a copy of the DETs Enterprise version of Office 365.
This is available for all BYODs running Windows or OS-X Operating systems (PCs and Macs).
It is not available on IOS or Chrome based devices (iPads, Chromebooks etc).

The example device we used has Windows 10 Home edition installed, and the procedure will be identical on all versions of Windows 10 except Windows 10-S or "student edition". If you happen to have a device with Windows10S installed, please come and see the IT Admin or Computer Coordinator before proceeding.
If you have an Apple OS-X based device, the steps are essentially the same, except the installer is a "DMG file", and installs as per any other stand-alone Apple Application.

Before you begin-
- Ensure that **all pending windows updates are installed** and the machine has been re-started (select restart, don't select shutdown and then start up from off). This avoids issues with 'Windows Quick Start", and ensures all pending updates are installed.
- It is assumed that all steps are carried out while **logged in with an account which has Administrator rights on the machine.**
- Make sure that the device is **connected to mains power and the internet** until the entire process has been completed. Installing office requires a large download which can take 15-30 minutes over a typical NBN home wireless connection.
- We suggest you carry out these steps while you locate the device in the same room as your home wireless router to ensure you have the best possible signal quality and connection speed.

**Step 1: Open your preferred web Browser. In this example, we are using EDGE.**
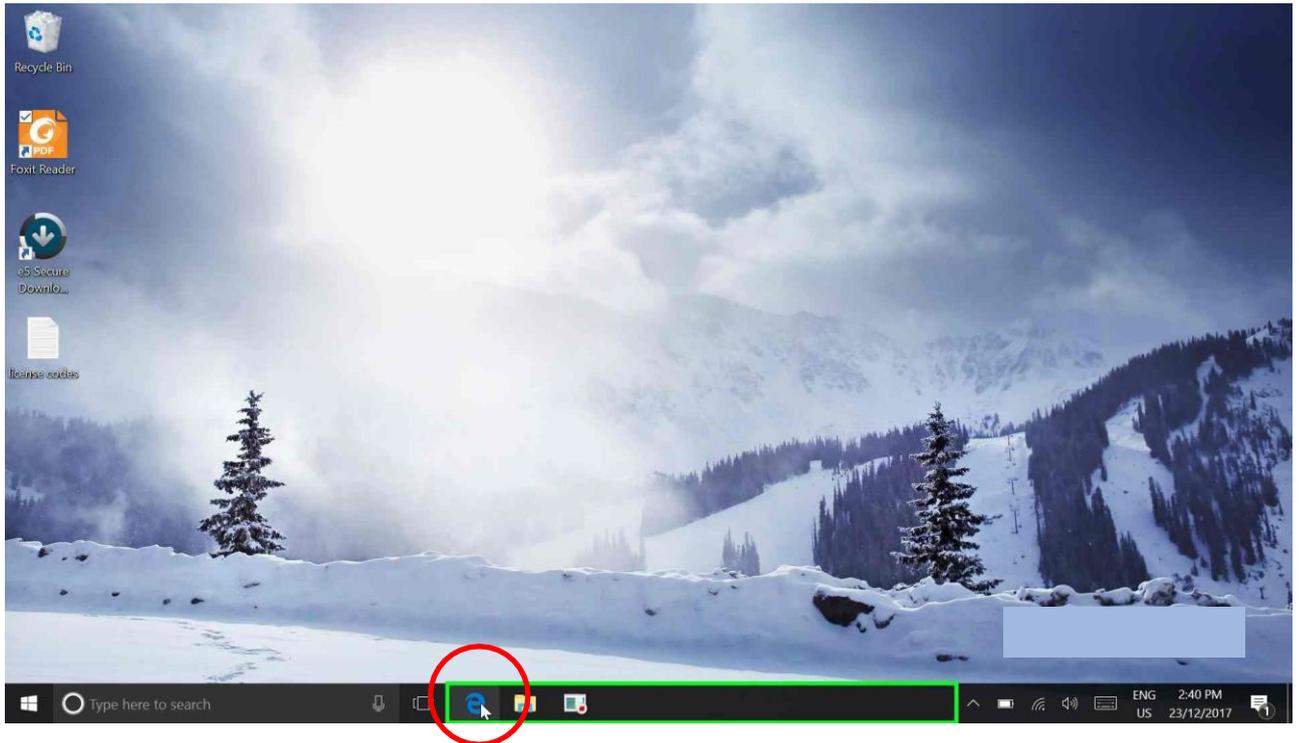
Step 2: Type http://education.nsw.gov.au into the address bar of your Web Browser.

At the right side of the page is a LOG IN pull-down menu.

Pull it open and choose "Student Portal"

NOTE- It's a good idea to save this address as a Favorite/Bookmark and perhaps also add it as a shortcut to the desktop. Students will be logging in to the DETNSW Student Portal daily to check their email and access other web delivered NSWDET services and applications.
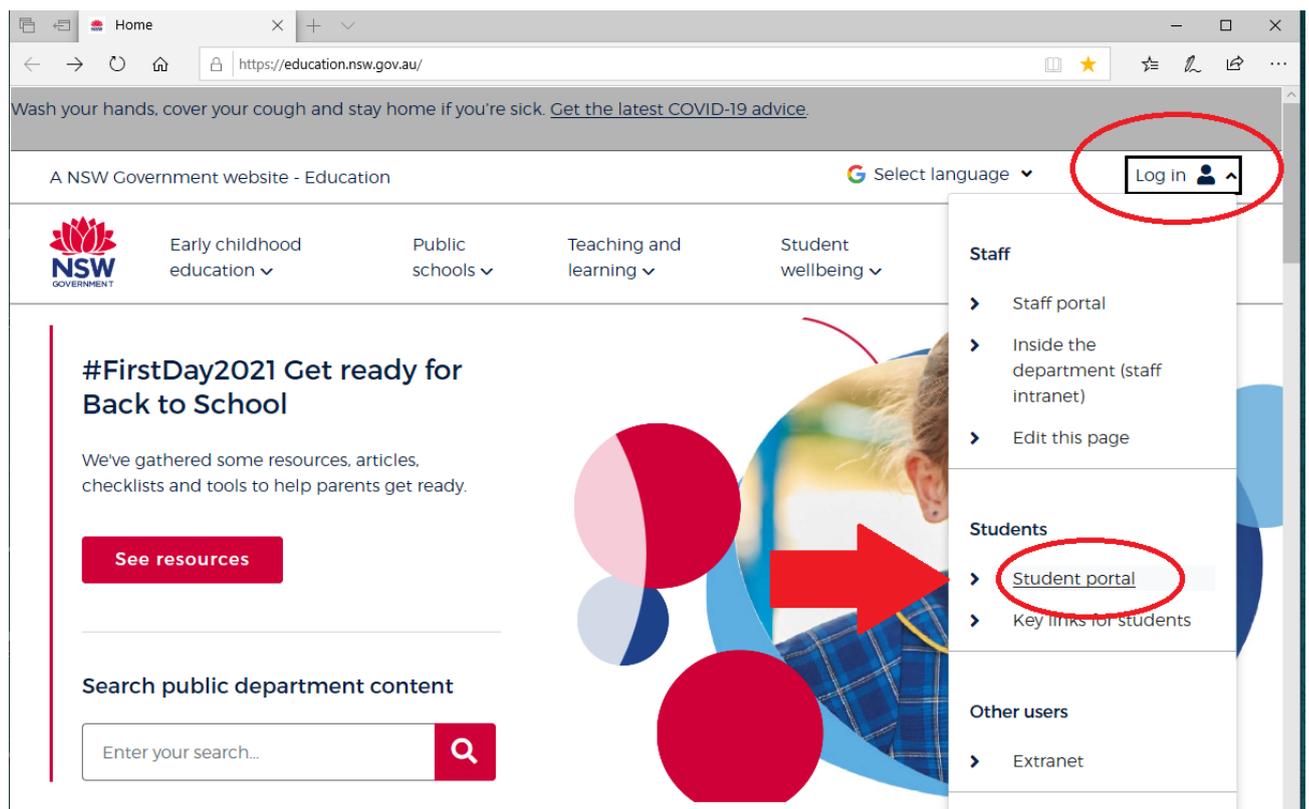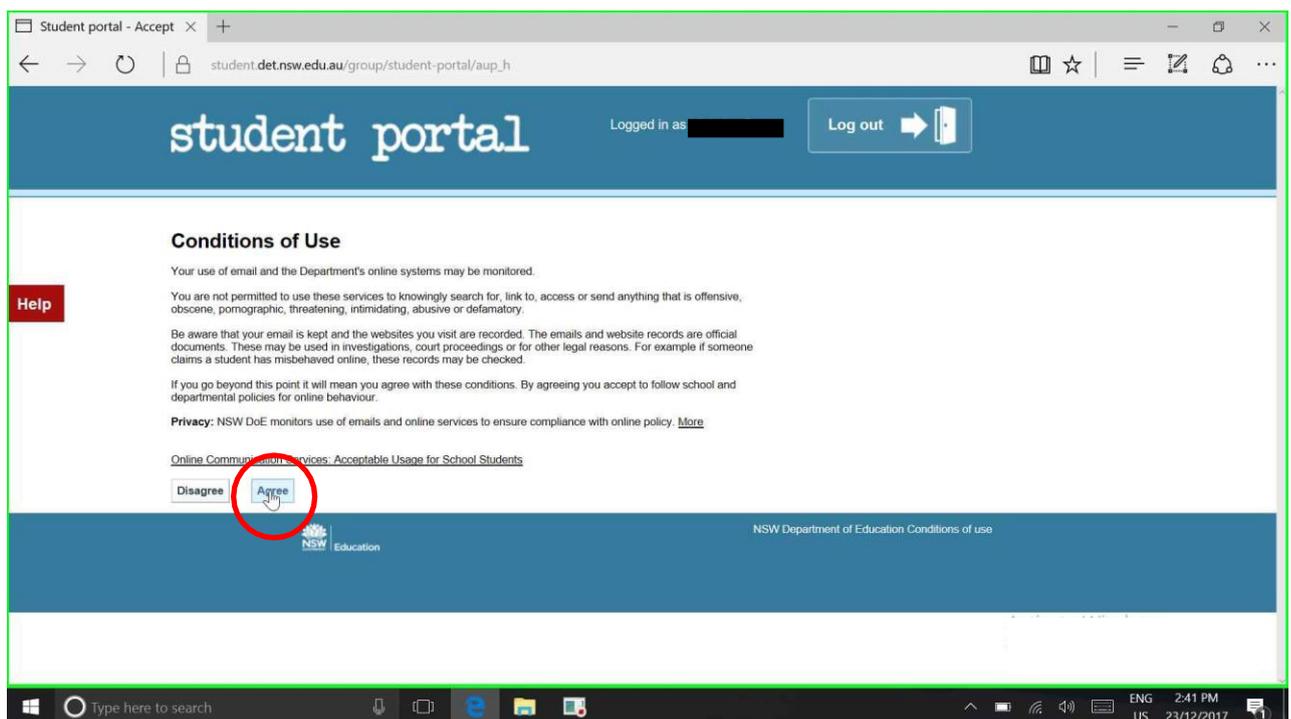
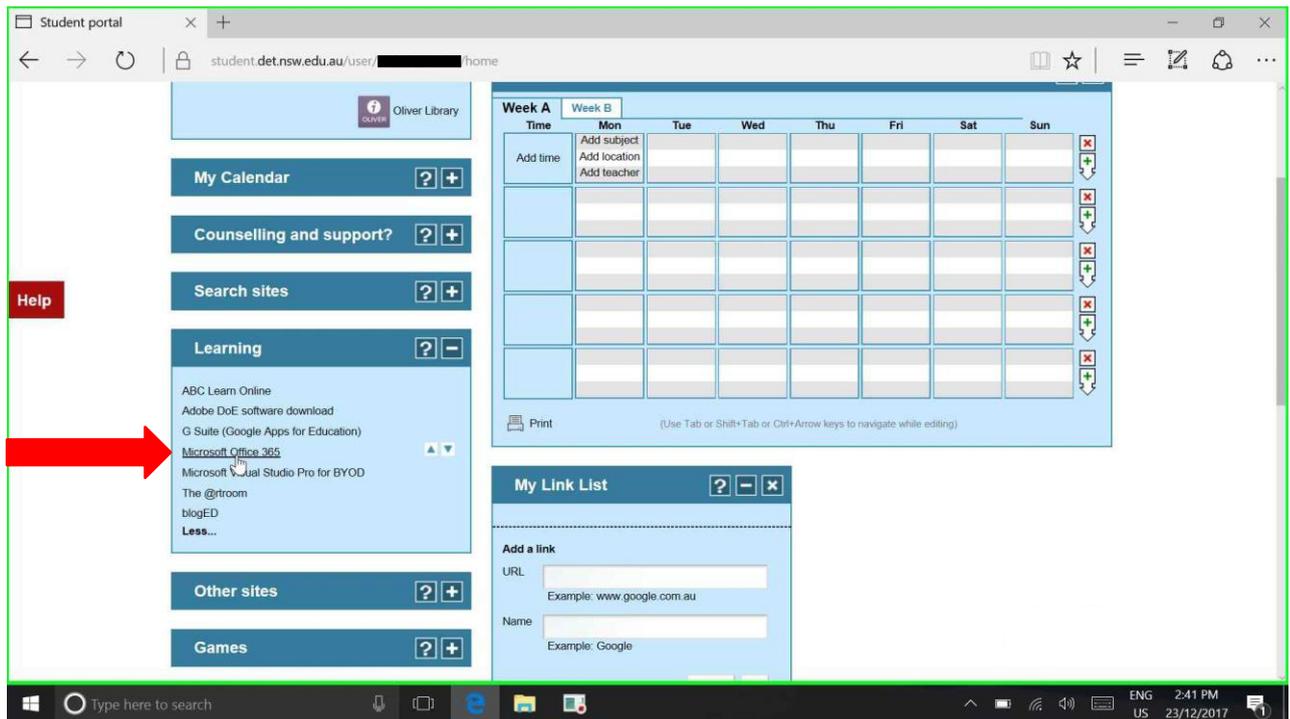**Step 3:** enter your DET Username and Password, then left-click the blue "Log in" button
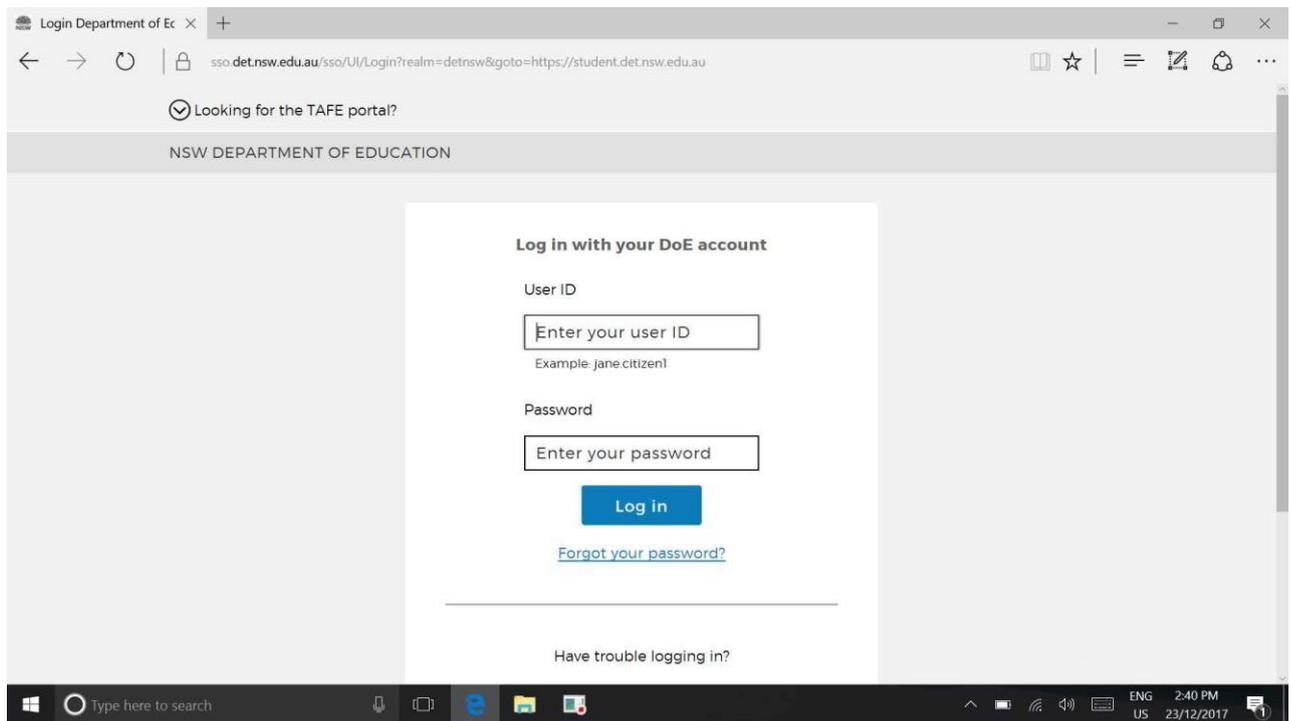
In this case, you should just enter your username without the @detnsw on the end.
EG- jack.sparrow3   not jack.sparrow3@detnsw

Step 4: Read the Conditions of Use and select the "Agree" button to continue if this screen appears

Step 5: Expand the "Learning" menu list by selecting the plus (+) symbol

This is a typical home screen for a Year 7. The layout will be somewhat more crowded for senior (Band 5-6) Students.

Step 6: Select "MORE" to see the full list….

**Step 7:** Select "Microsoft Office 365" from the list

Step 8: Select the blue "Install Office apps" button at the upper right corner of the page
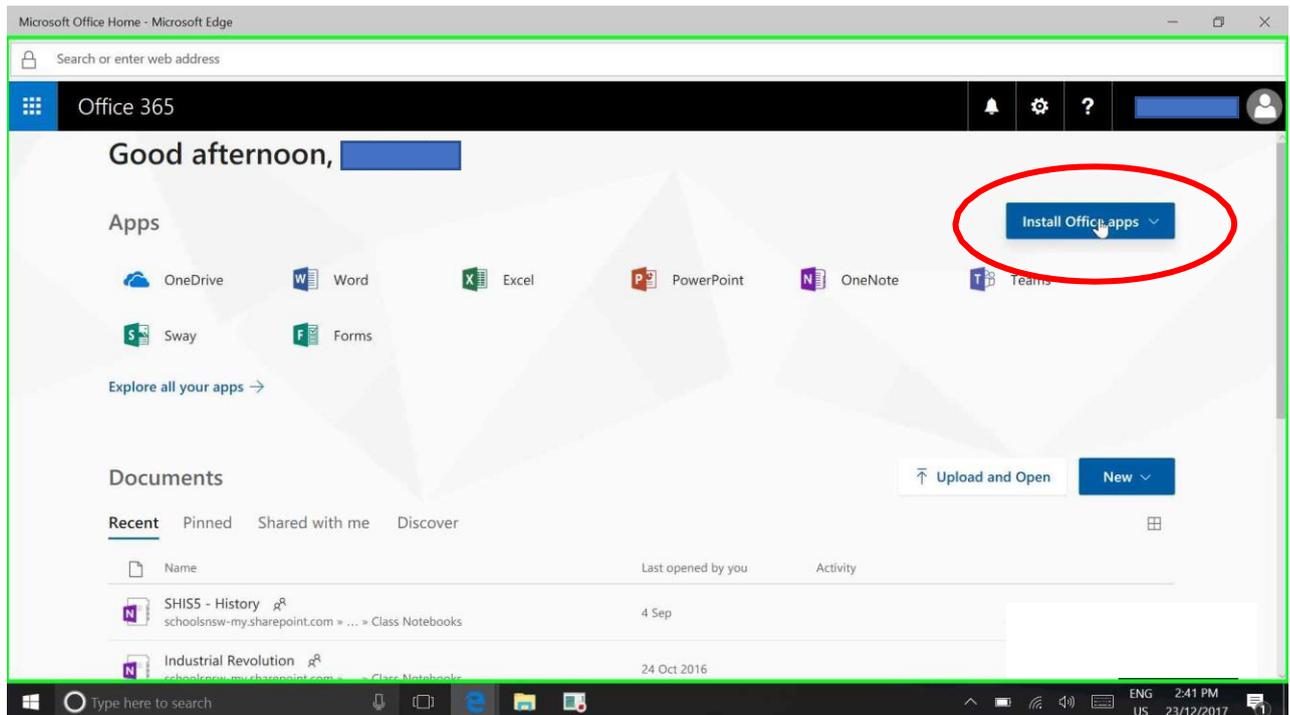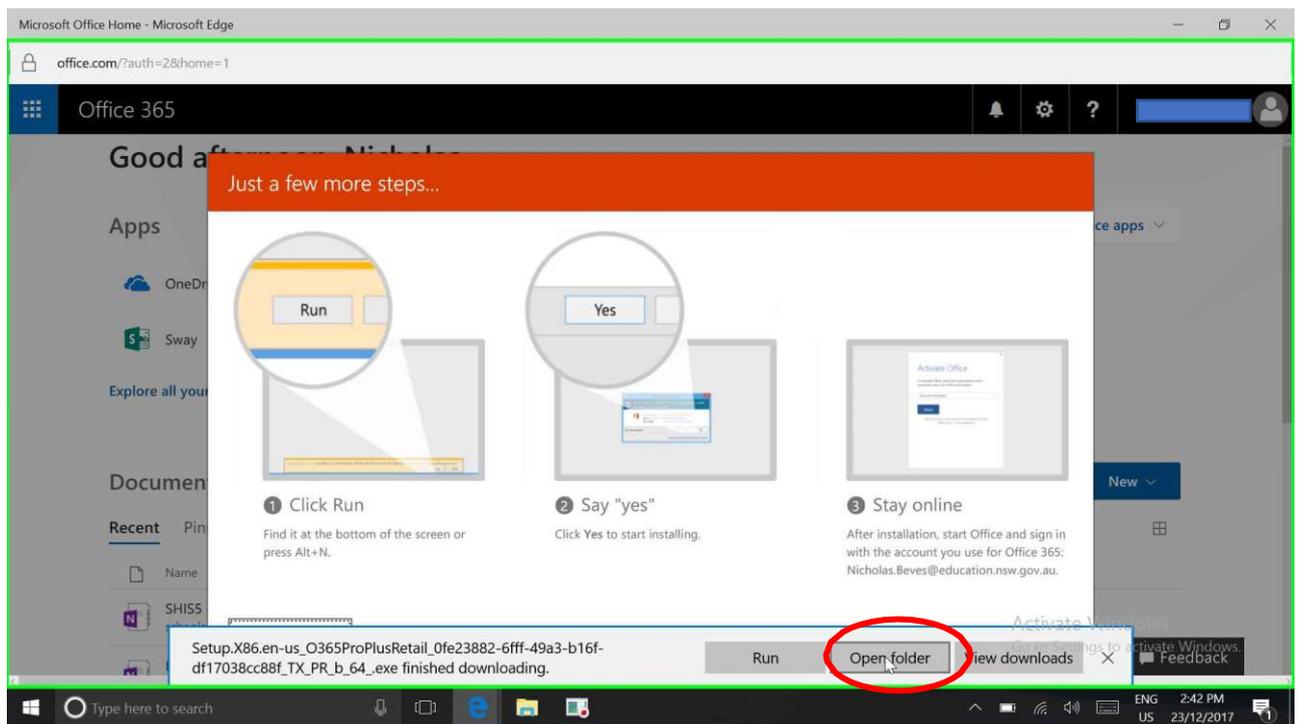
Step 9: Select the "Office 365" option to install Office apps on your Windows device.
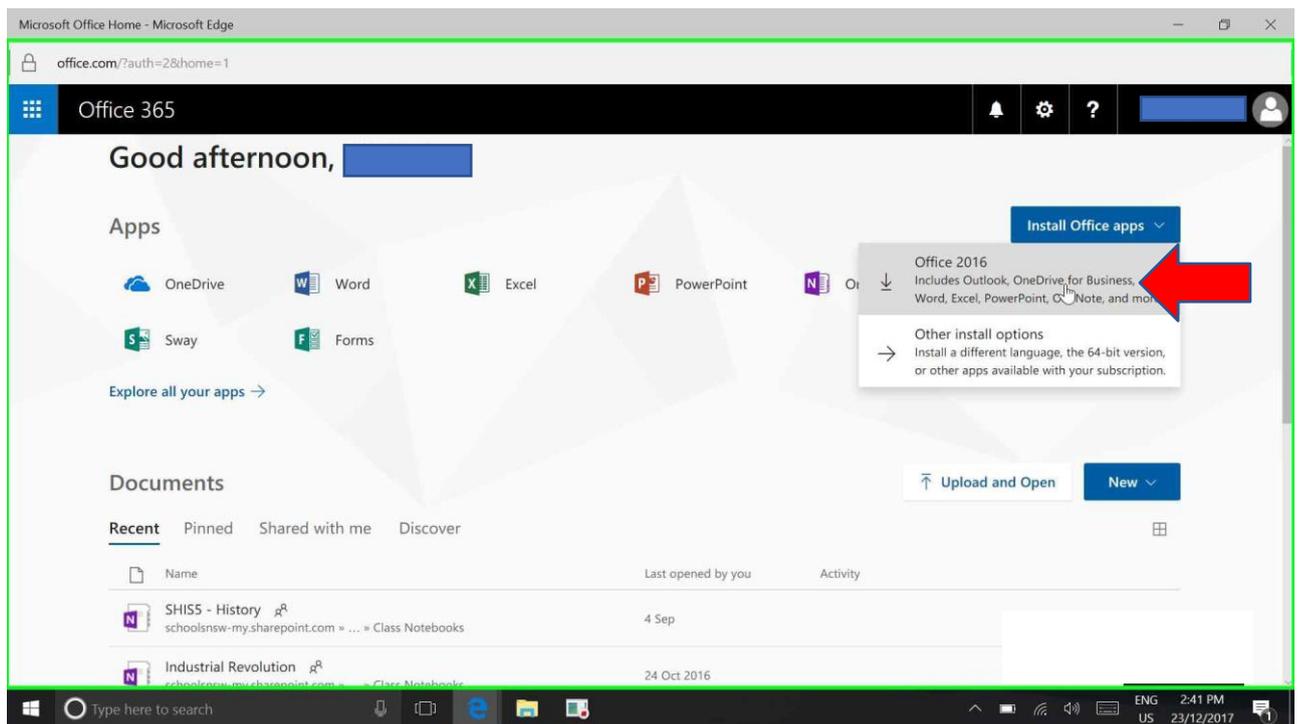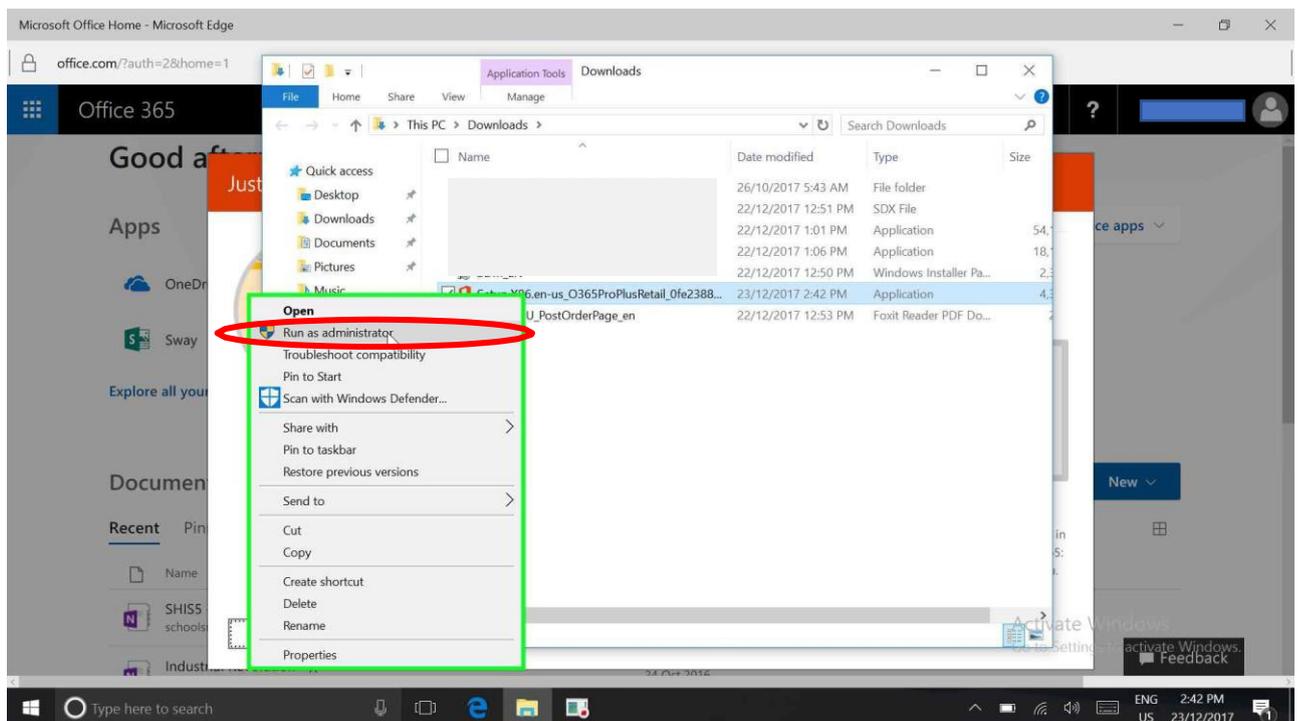

Step 10: The installer will now download- choose SAVE, or SAVE AS if you want to save it to somewhere other than the default location (the downloads folder).
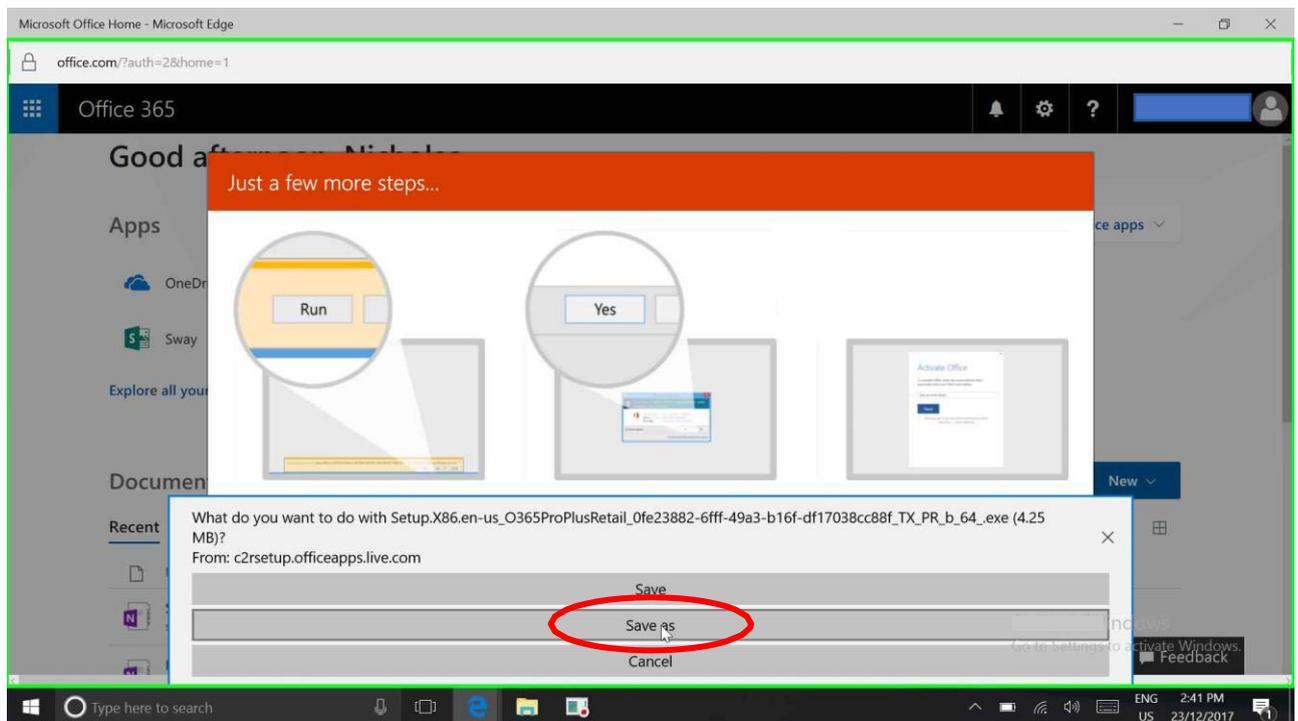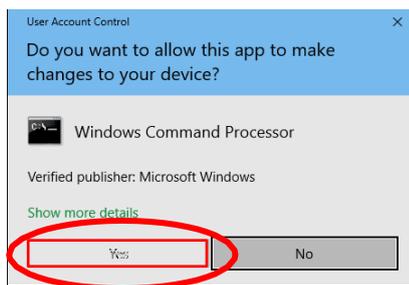
Step 11: When the download is complete, choose "open folder" to view the downloaded file


Step 12: Right-click the installer and choose "Run as Administrator" to begin installing Office for all users on the device.

Step 13: If you see a UAC popup window like this, select YES

Step14: The office installer runs. When Complete, it will announce that Office is installed and ready to use. NOTE- this can take some time depending on your device and your internet connection speed.
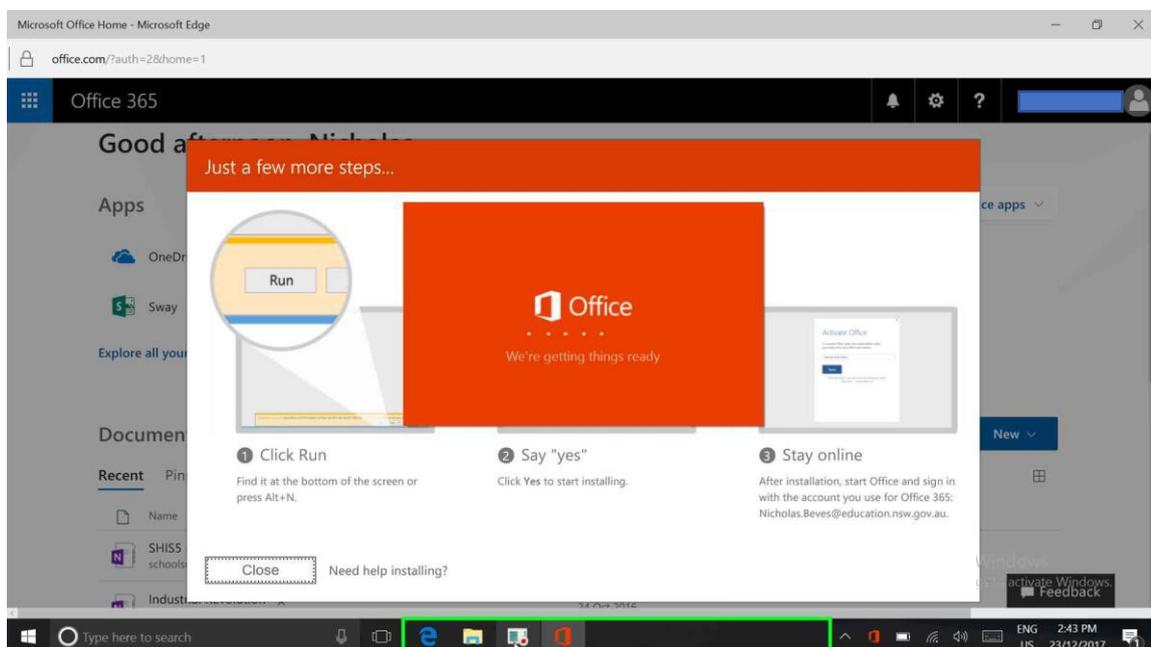

Once the installer informs you that the installation is complete, you may choose "close" to close the installer window.

The next step is to verify that Office365 has activated correctly on your device.

NOTE- under the DET Enterprise License Agreement which covers Student BYOD Software, *it can only be legally installed on a Device that an eligible student uses for education-related tasks*. Breaches of the license terms can result in criminal and civil liability in addition to sanctions imposed by DET itself.

Activating Office can be done using any one of the Office applications. In the following steps, we are using Word to check and if necessary manually activate all Office Apps in the suite.
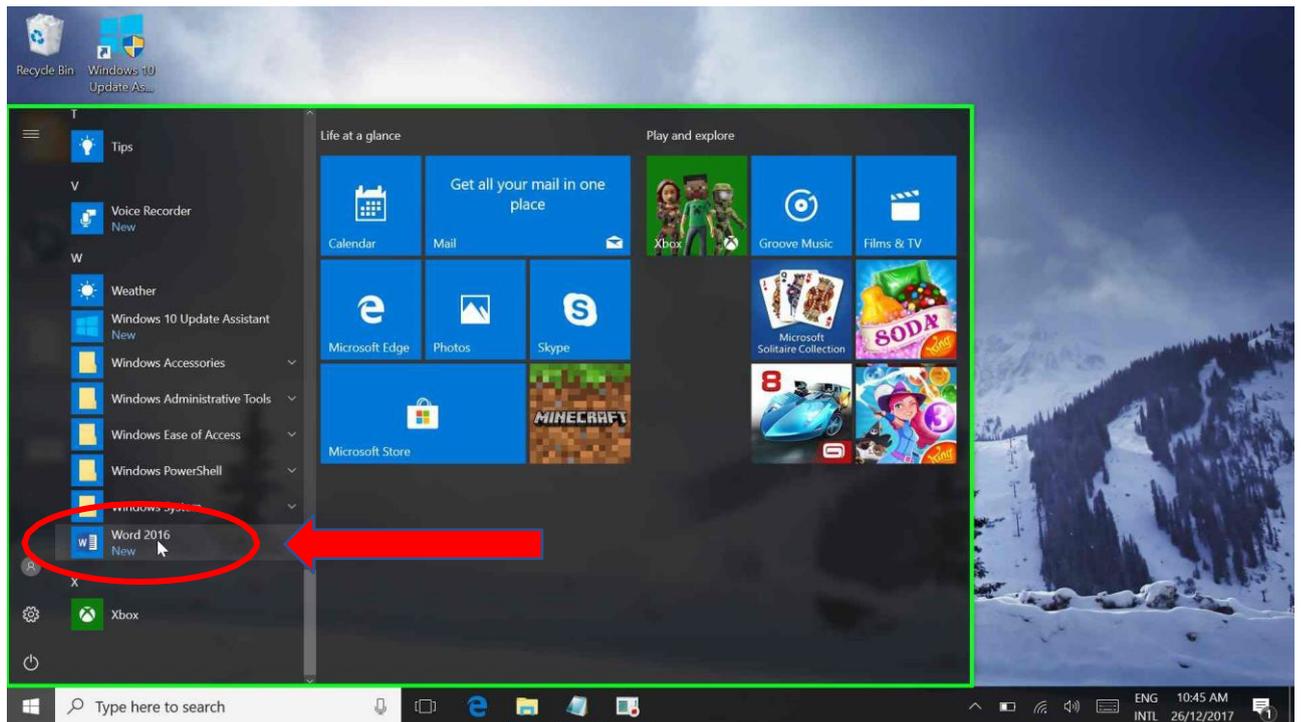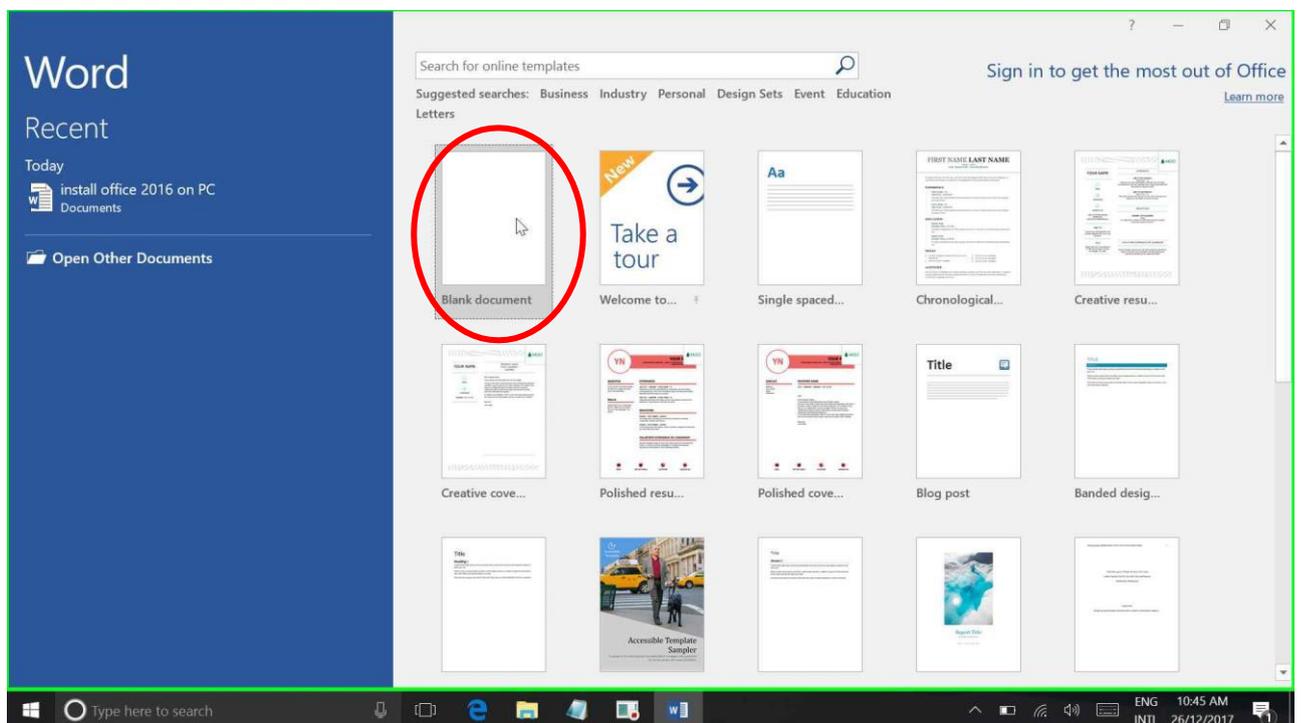
Step 1: Left click on "Start Button"
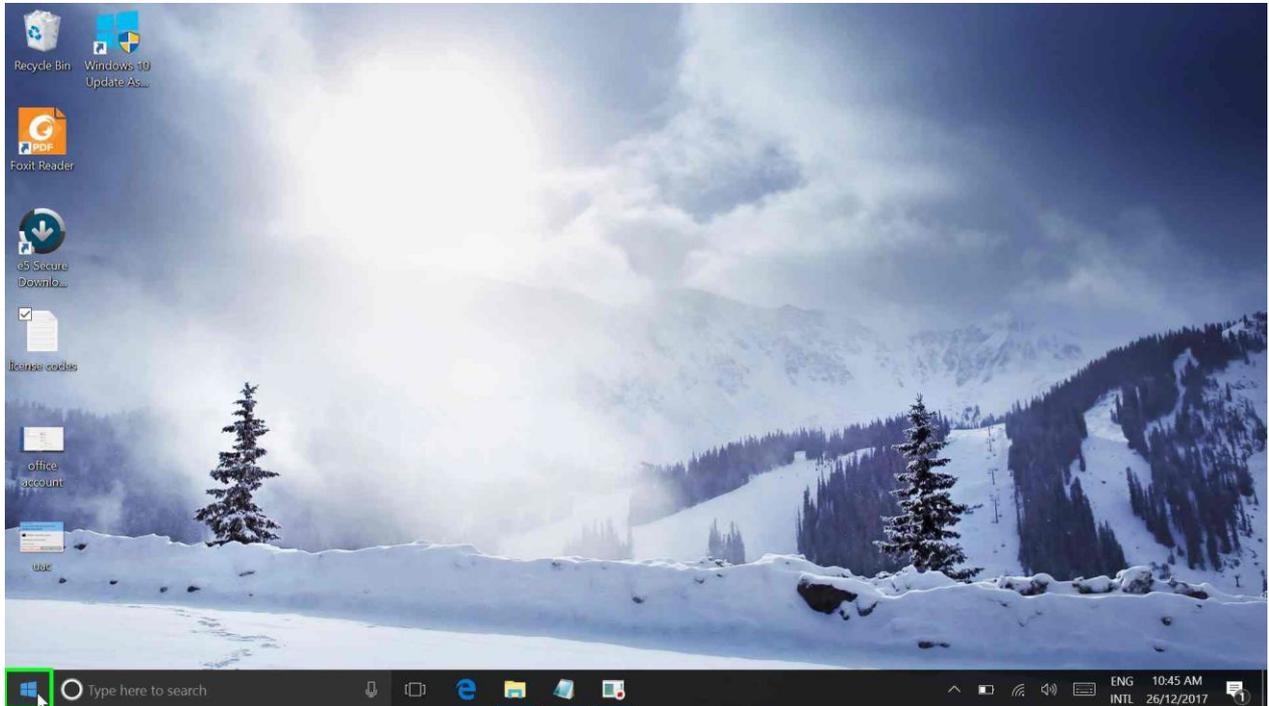
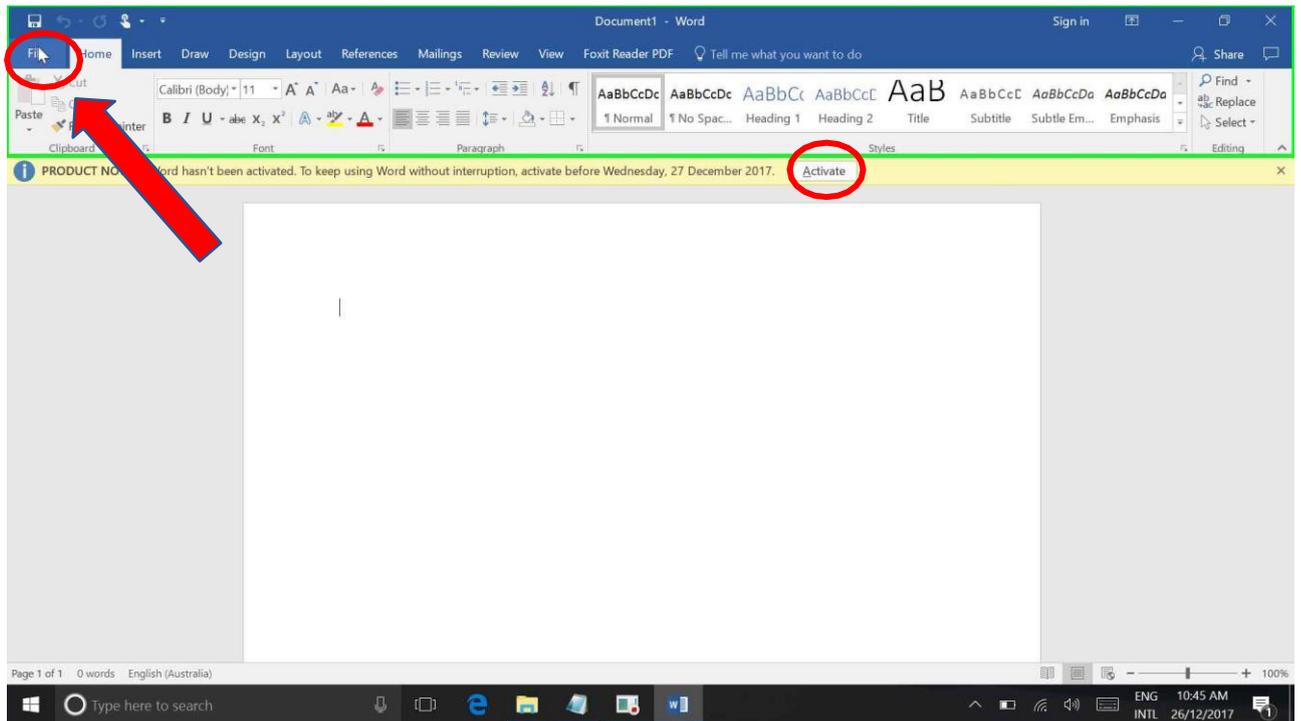**Step 2:** Scroll to the bottom of the jump list to find "WORD 2016"
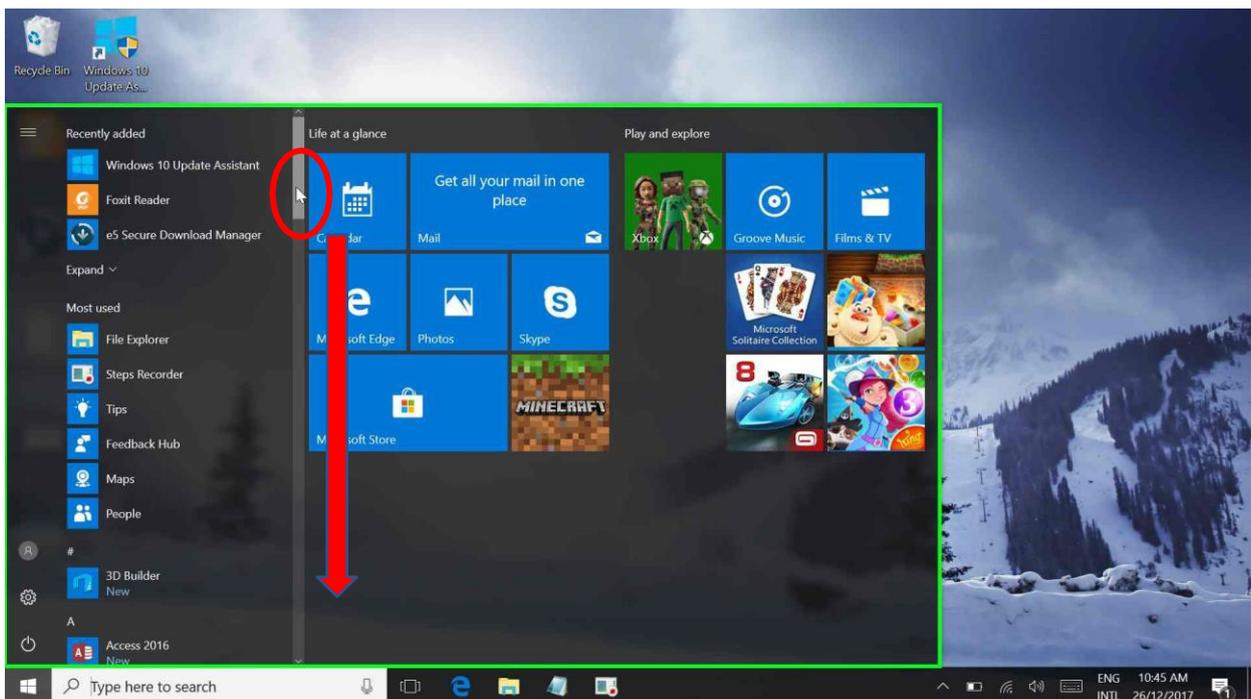
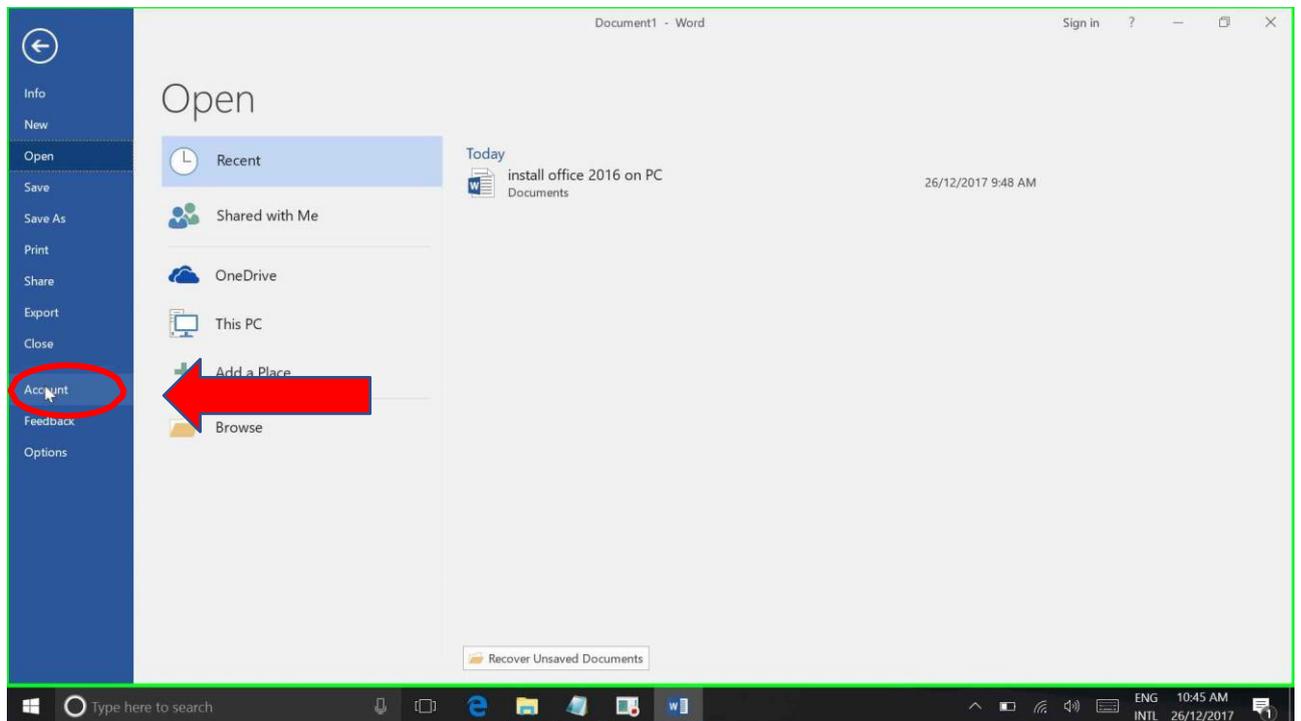**Step 3: L**eft click on "Word 2016" in the jump list

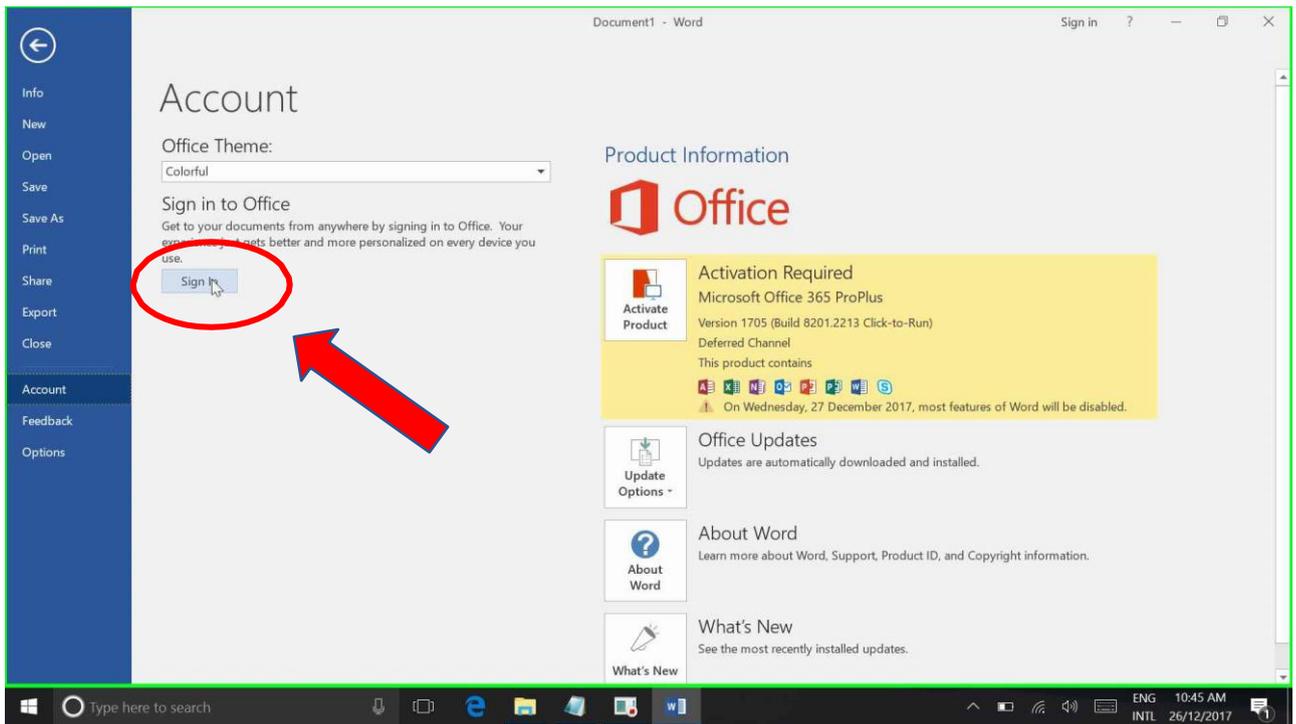**Step 4:** Select "Blank document"

Step 5: In this picture, the yellow banner indicates that Office didn't activate automatically. If it did, skip to the last page.
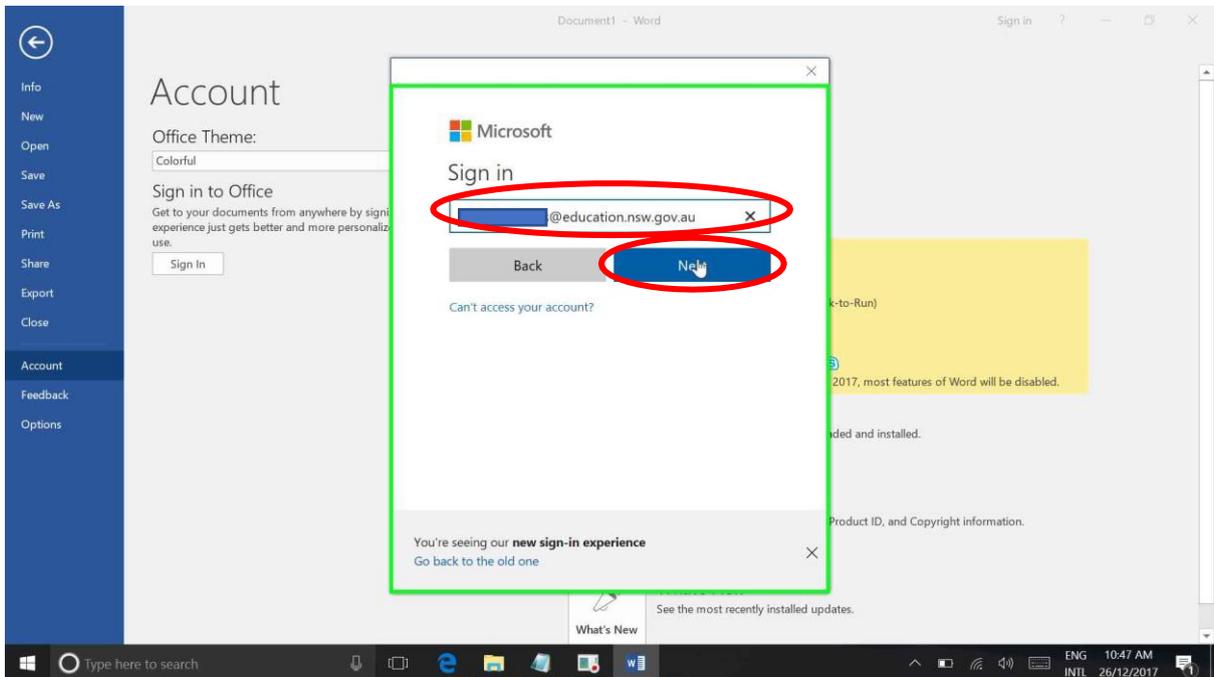

Step 6: left click on the "Account" Tab

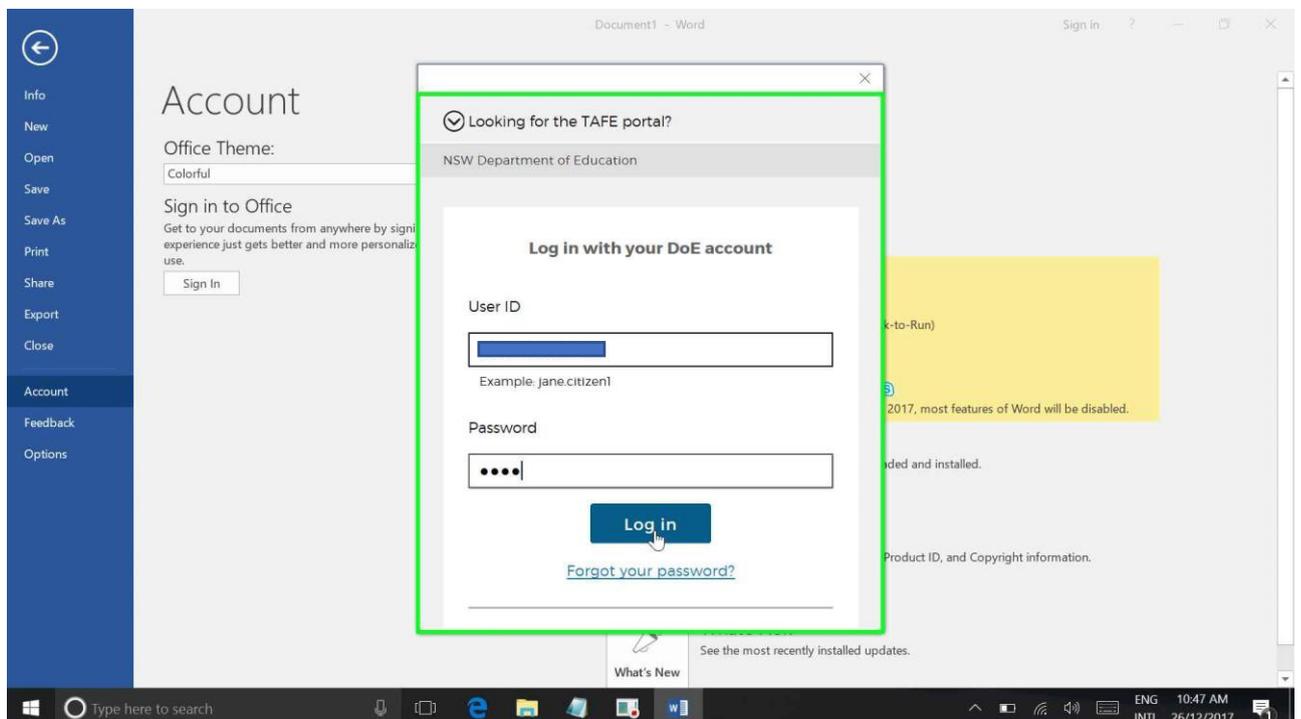**Step 7:** Left click on "Sign In" Button

Step 8: Enter your DET EMAIL ADDRESS in the sign-jn box to sign in.
eg: if your NSWDET username is "fred.smith7", your student email address would be
fred.smith7@education.nsw.gov.au

**Step 9:** You may see this screen if you already have both a DET and a "private" Microsoft account with the same name. **If you don't see this, proceed to the next step.**
**If you do,** left click on "Work or school account created by your IT department".
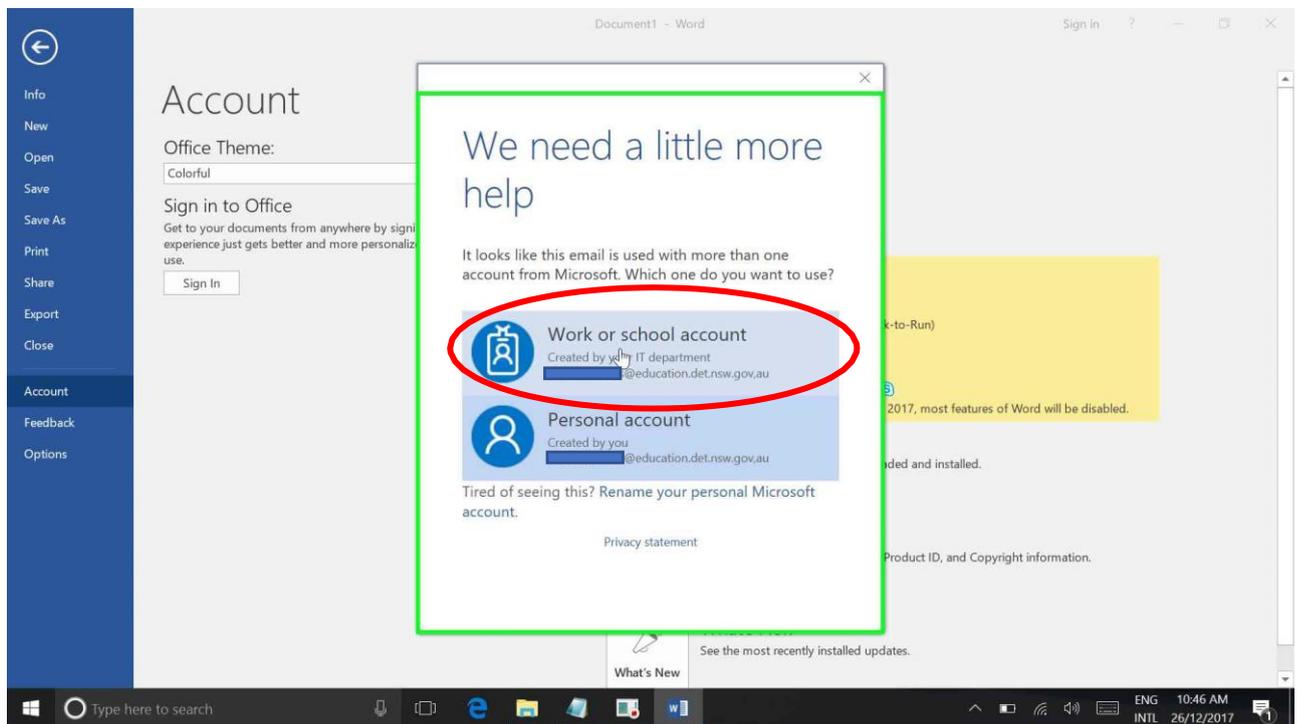
Step 10: Enter your DET USERNAME (**not your email address**) in the DET login box
(Eg: fred.smith7@detnsw) and your det password, then press the blue LOGIN button.

Step 11: Once you are logged in to your Microsoft Account, left click on the "Activate Product" Button on the "Account" screen.
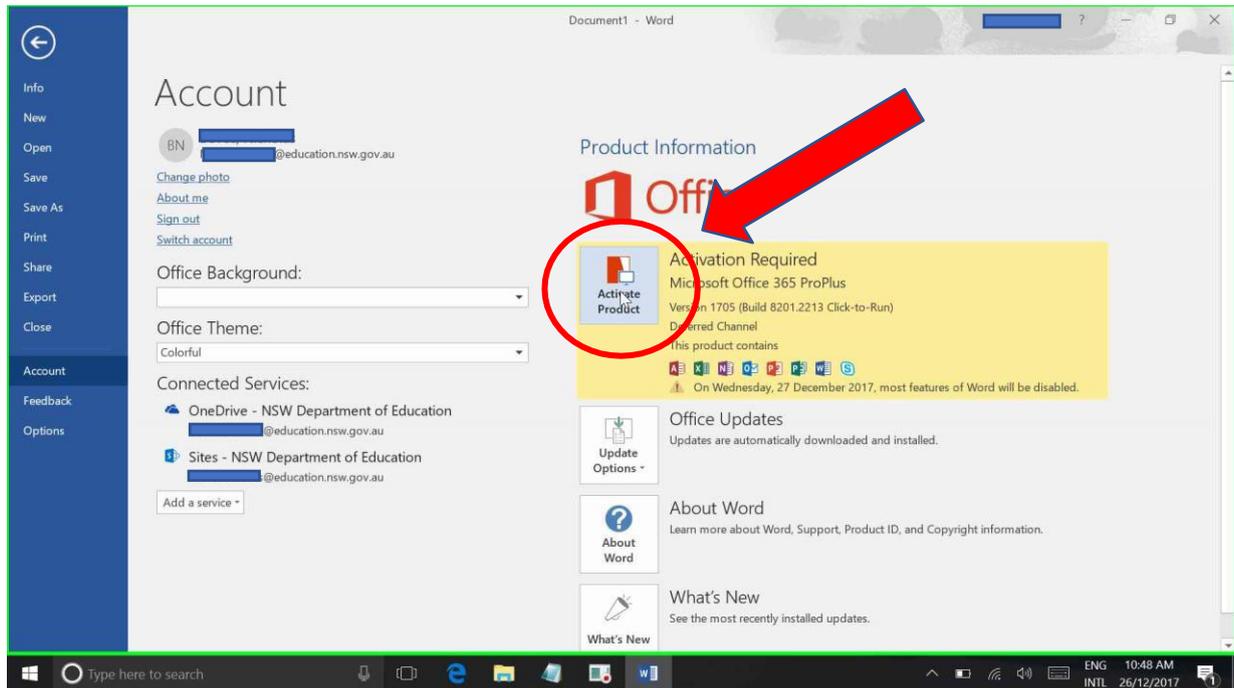
NOTE- If it does not change to "product licensed to (your email address)" after 30-60 seconds, SIGN OUT of Word and Sign in again. Occasionally, an activation failure can be corrected by closing Word and restarting your PC. After your PC has restarted, log in, open Word and open the Accounts Tab as described in steps 3-6. Your accounts tab should now look like this-
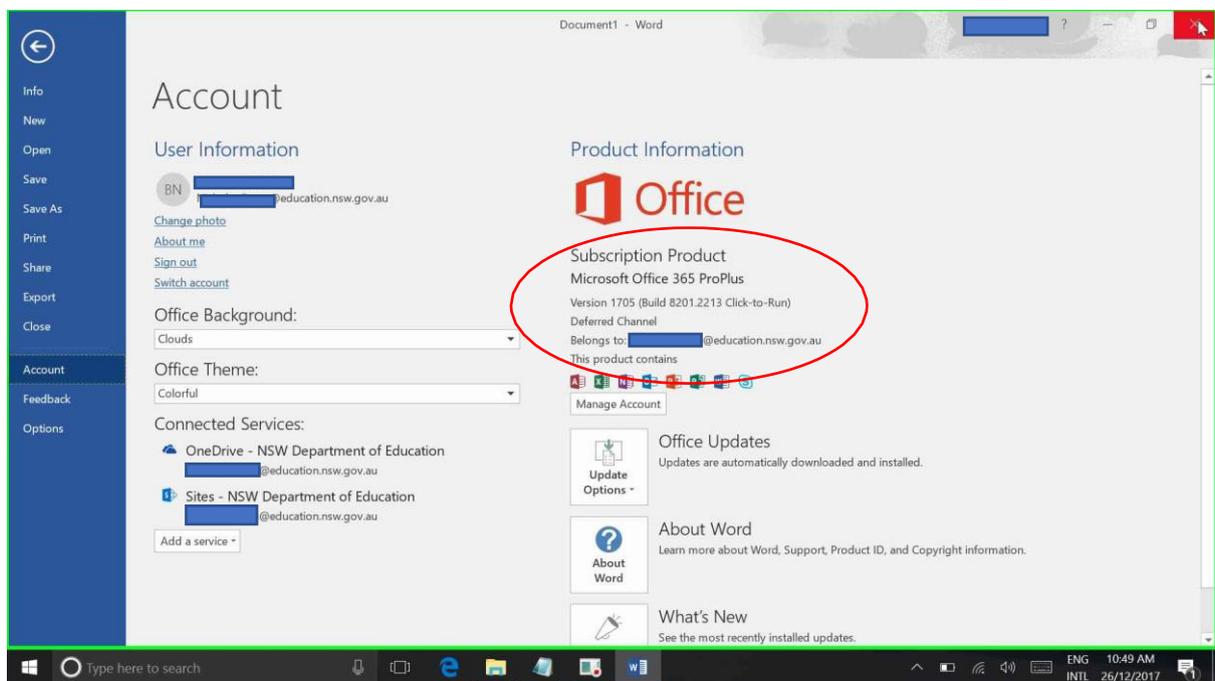
Congratulations, you have successfully activated all Office apps on your PC.

Note- on the left side under "Connected Services", you will see you now have access to a DET hosted "One Drive" cloud storage folder, and a SharePoint Folder. The purpose and use of these cloud-based storage services will be explained to you during Digital Literacy Classes.
Please note that the DET's Acceptable Use Policy applies to any content stored in these locations.

NOTE- Once ALL required Student Software has been installed and activated (including any Adobe Software, which is described in a separate guide), it is a good idea to make a "System Backup" of your BYOD in case you need to recover your laptop from a dire problem at some point in the future.

For System Image Backup, see-

https://support.microsoft.com/en-us/help/12415/windows-10-recovery-options

https://support.microsoft.com/en-us/help/4027408/windows-10-backup-and-restore

https://answers.microsoft.com/en-us/windows/forum/windows_10-update/how-to-restore-a-windows-10-system-image-to-an/e20992ca-5641-4f7c-bb09-3895d0732162

For daily or weekly backup of user files, see-

https://www.pcworld.com/article/2974385/windows/how-to-use-windows-10s-file-history-backup-feature.html

For your User Files (school work), it's a good idea to make sure you have up to date copies or backups of you important files in two separate places. Ideally, one of them should be in the Cloud As a NSWDET Student, you now have access to both MS One Drive and Google Drive (for Cloud Storage) as well as more traditional media such as external USB drives/sticks to provide that "second place" to keep your most important files.