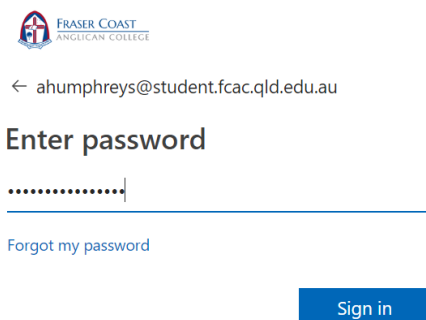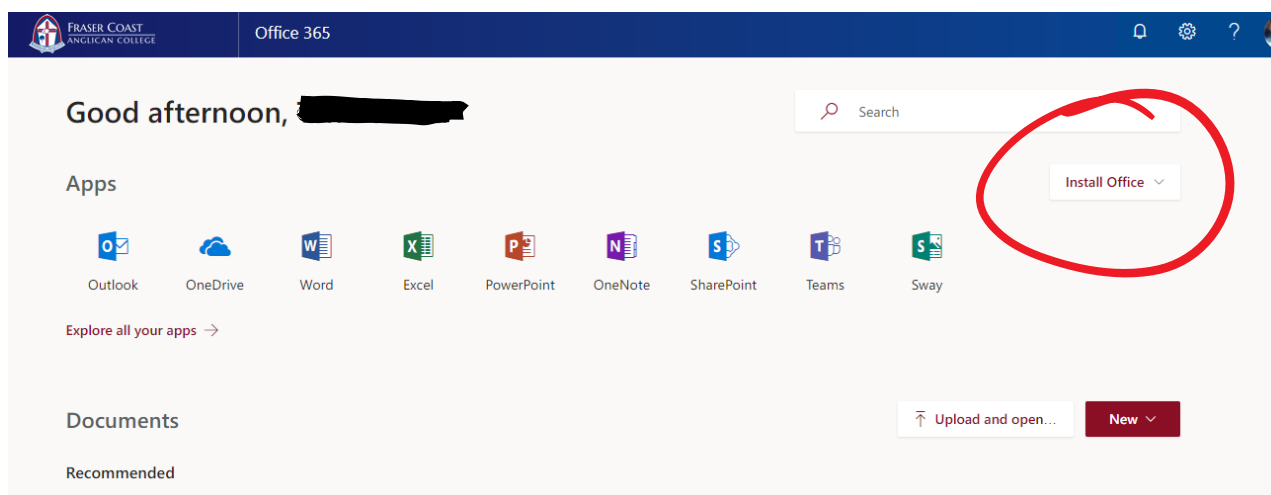# Fraser Coast Anglican College – BYOD Microsoft Office Installation

- The install relies on a current FCAC student email address for activation. This product will become inactive once a student's account is deactivated (eg if a student leaves the College).
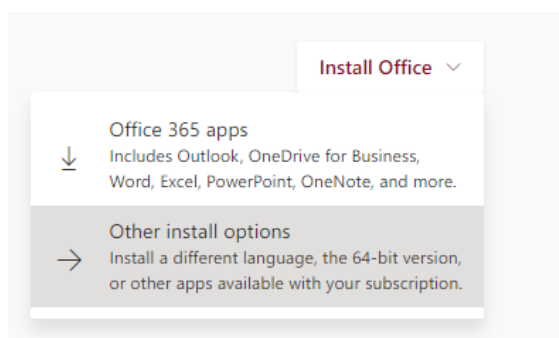- This will install offline versions of the Office applications (eg Word, Excel, PowerPoint)

1. Go to http://portal.office.com
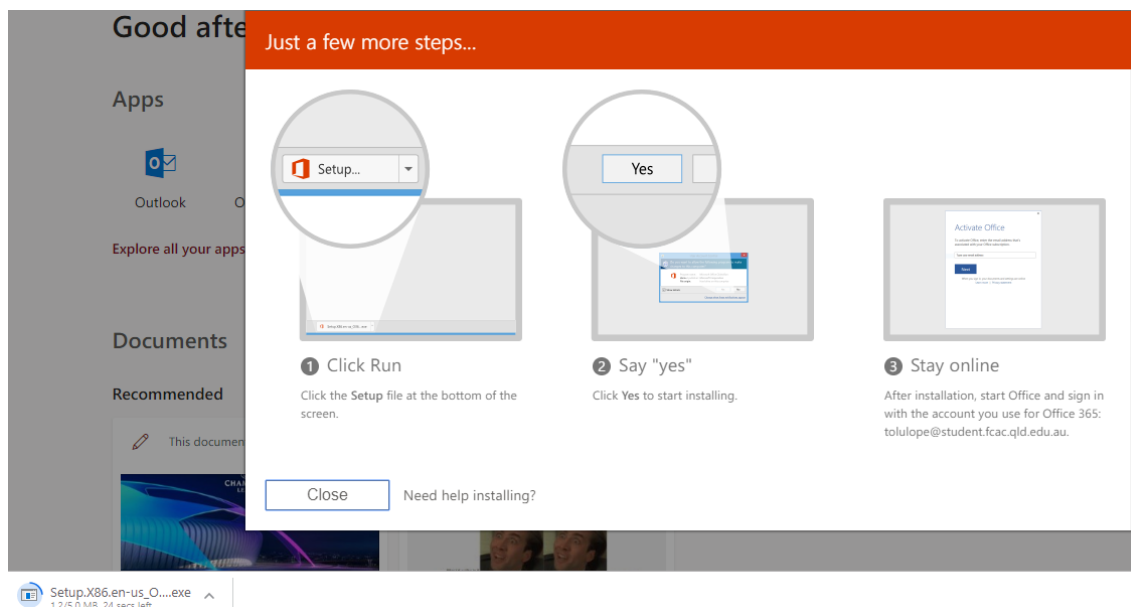2. Enter your student's College email address and password when prompted

3. Once successfully logged in, you will see the screen below. Select the "Install Office" button.

4. Selecting this button will bring up the prompt below. Office 365 apps is the recommended install; however, you may wish to explore other install options if you wish.

5. On selecting Office365 apps, your browser will download a small install file. Please follow the onscreen instructions to install and begin the Office download. Depending on the speed of your internet connection, this may take some time; however, you can continue working while Office downloads in the background

6. After installation has been completed, start Office. It will prompt for account details for activation. Please enter your College email address and password.