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

FRASER COAST ANGLICAN COLLEGE						
\leftarrow ahumphreys@student.fcac.qld.edu.au						
Enter password						
Forgot my password						
	Sign in					

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

FRASER COAST	Office 365							D	©? 🤅
Good aftern	oon,		r			,∕⊃ Sea	arch		
Apps							(Install Office \vee	
o z <i>(</i>	W	xI	P	N	S	TB	s 📱		
Outlook OneDr	ive Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway		
Explore all your apps $ ightarrow$									
Documents							$\overline{\uparrow}$ Upload and o	pen New 🗸	
Recommended									

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

Good afte	Just a few more steps		
Apps			
<mark>0</mark> ⊠	Setup	Yes	
Outlook O			* Activate Office
Explore all your apps			in an
Documents	Click Run	2 Say "yes"	 Stay online
Recommended	Click the Setup file at the bottom of the screen.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: tolulope@student.fcac.qld.edu.au.
Сна	Close Need help installing?		
	Carlos and State	-9% -	
Setup.X86.en-us_Oexe A 1.2/5.0 MB, 24 secs left			

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

