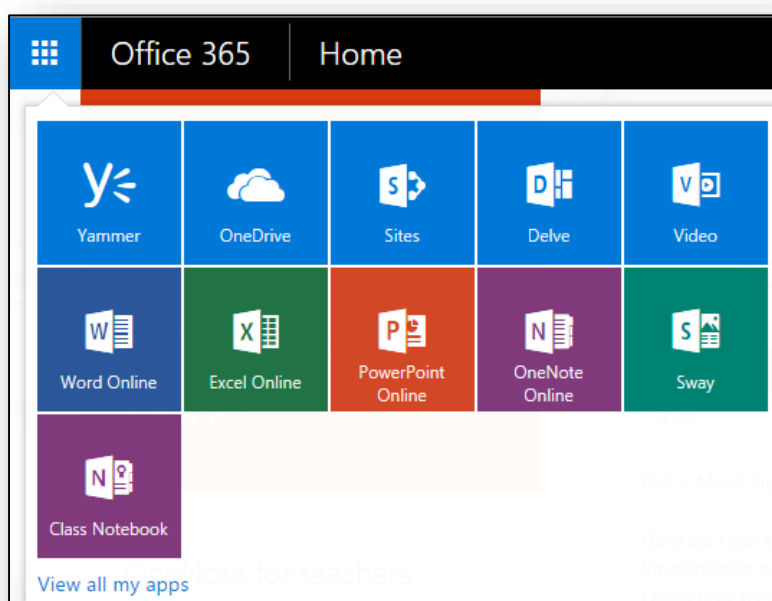


Office 365 Home Download Process



Students and staff within the **Broken Bay Diocese** are entitled to download **Office 365** for home use on up to **5 personal devices**, as long as they remain as a **student** or **staff** member within the diocese. After this time the software will automatically revert to a read and print only version.

A **personal subscription** may be purchased if full use of the software is still required after this time. The screenshots in these instructions are from a Windows 8 device.



Minimum requirements for Office 365

1. Diocese of Broken Bay login details
firstname.surname@dbb.catholic.edu.au
Note: If your account login includes a number this must also be included.
firstname.surname1@dbb.catholic.edu.au
2. The **login password** of the student/employee.
3. Office will not install on **Windows XP** or **Windows Vista**. If you have these versions of Windows, you will need to upgrade ¹ (a Windows upgrade is not covered in this offer).

¹ If you are unsure of your version of Windows, open the link,
<http://windows.microsoft.com/en-us/windows/which-operating-system>

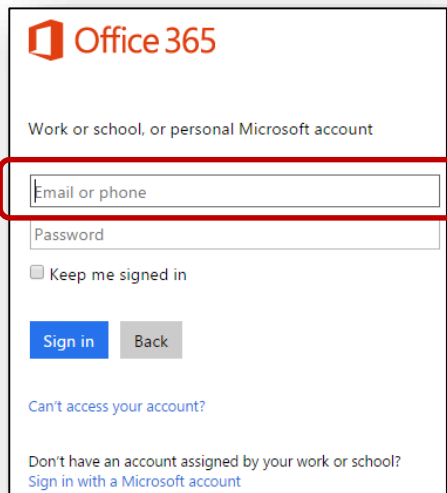
Download Process

The steps below outline the process of downloading **Office 365** onto a **Windows 8** device. It should be noted that these steps are indicative only and will depend on the device and version of **Windows** installed.

Further information can also be found at <https://support.microsoft.com>

Downloading Office 365 Home

1. Open your **Browser**.
2. Enter the address **https://portal.office.com/Home**
3. Press [**Enter**].
4. Click in **Sign in** and enter your user account email address, firstname.surname@dbb.catholic.edu.au (students - **do not** use @dbbstu.)



Office 365

Work or school, or personal Microsoft account

Email or phone

Password

Keep me signed in

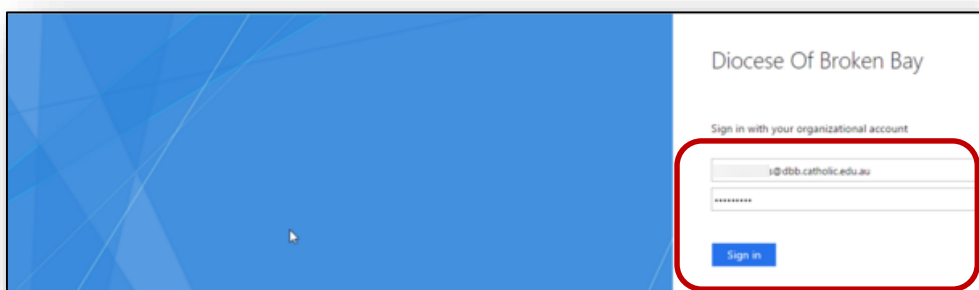
Sign in Back

[Can't access your account?](#)

Don't have an account assigned by your work or school?
[Sign in with a Microsoft account](#)

Note: After entering the email address you will automatically be redirected to the organisation login page.

5. Enter the organisation **email address** and **login password** details.



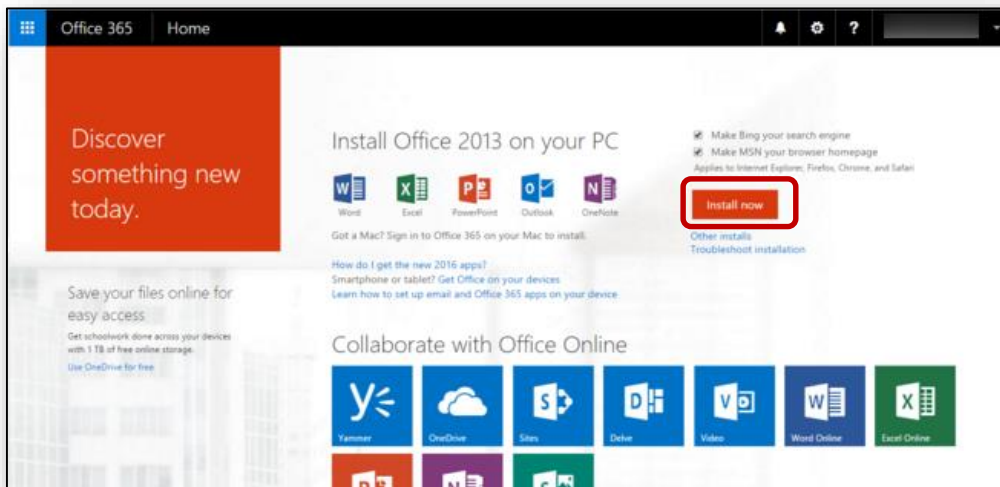
Diocese Of Broken Bay

Sign in with your organizational account

s@dbb.catholic.edu.au

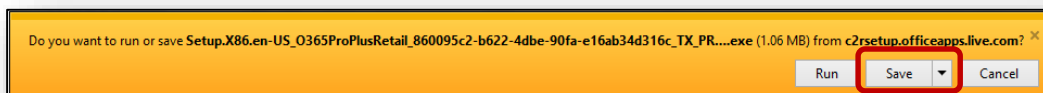
Sign in

6. Click **Sign in**.
7. Click **Install now**.

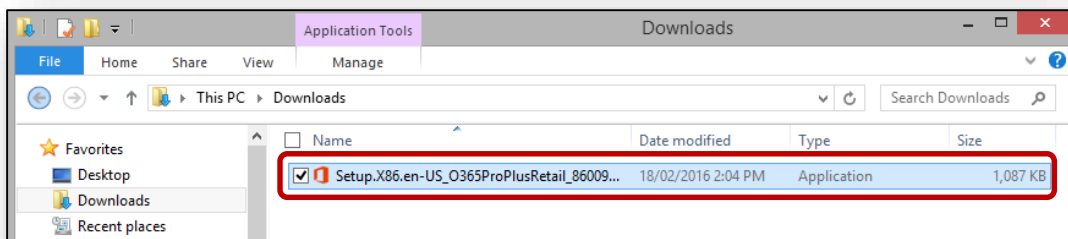


Note: The Setup file will automatically download. *Windows 10* will display it at the bottom of the screen. In earlier versions of *Windows*; it will probably be saved to the *Downloads* folder.

8. Click on the **Save** drop-down arrow, select **Save As**.

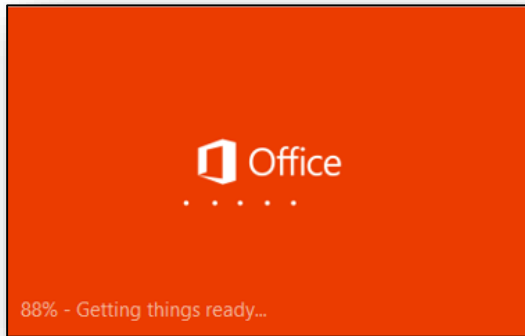


9. The file will save to **Downloads** (unless otherwise specified). Click **Save**.
10. If prompted, click **Open Folder**; alternatively open **File Explorer**.
11. Locate the **Downloads** folder.
12. Double-click on **Setup.x86.en-US...exe** file.



13. If prompted, click **Yes** to allow changes to your device.

14. The following image may appear during installation.



Note: *Office* will install in the background. You may be prompted with a request for access to change your PC again; ensure you click **Yes**. The installation progress percentage will appear in the system tray.

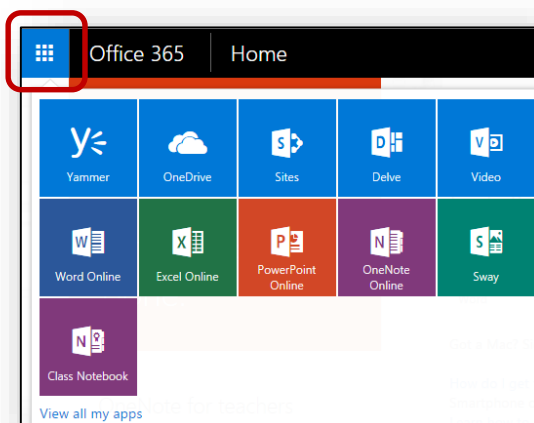
15. A **Welcome to Office** wizard will commence; step through the Wizard and click **Finish**.

Accessing Office Online

When you have successfully downloaded Office, you will be able to access it **online** by signing into the *Office 365 portal*.

Logging onto Office online

1. Follow **steps 1- 7** from the previous instructions.
2. Click the **Office Launcher**.



Note: To monitor your account install status (This is the number of devices you have installed Office onto), ensure you are logged onto *Office online* as above. Locate your username in the top-right corner and select **View Account**.