Microsoft Office 365

An installation guide for RMIT students.

What is Microsoft Office 365?

Office 365 is a line of subscription services offered by Microsoft as part of the Mircosoft Office product line.

RMIT provides its students access to various Office 365 products whilst they are studying at RMIT.
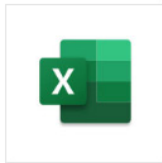
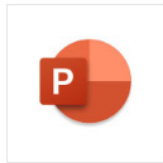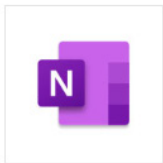## The list of Office 365 products available to students include:

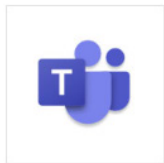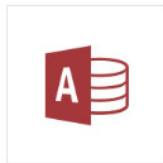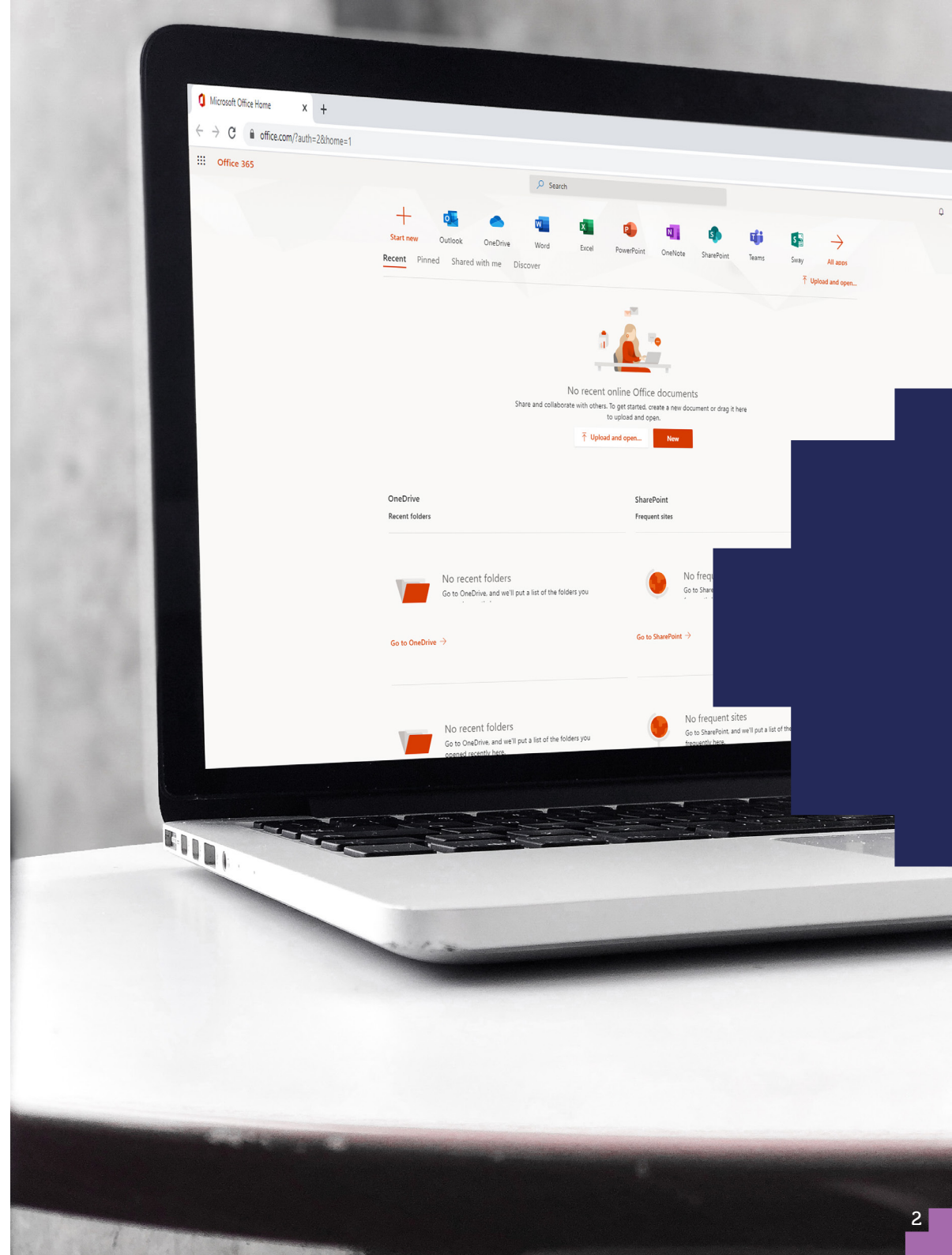|			
Outlook	Word	Excel	PowerPoint
OneNote	Teams	Publisher	Access (PC only)

Requirements:

In order for students to gain access to the Microsoft Office 365 suite of products, students would need the following:
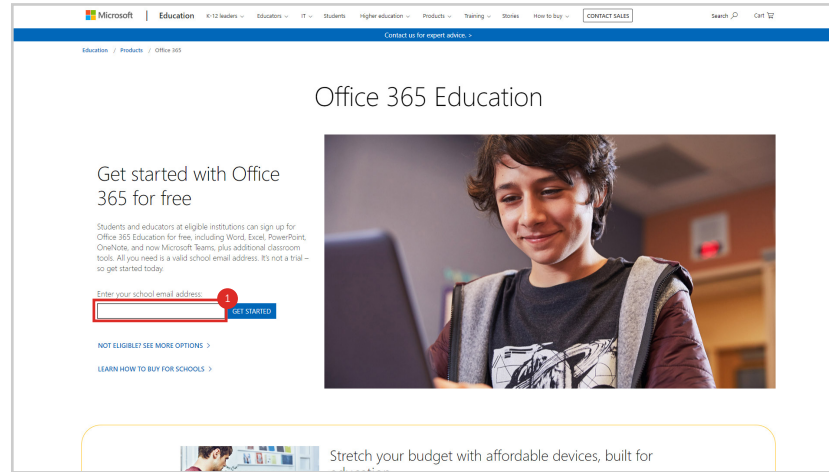
1. Valid RMIT student email account
2. Password for their RMIT student email
3. A web browser
4. Administrative rights to install software onto their computer.
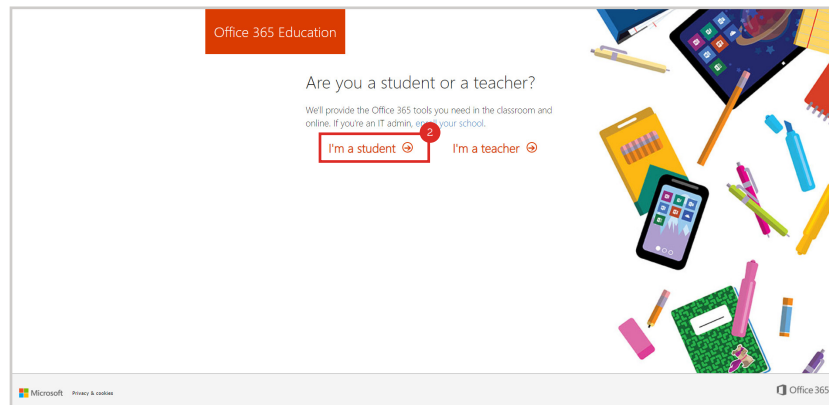5. Intended computer for installation must be a PC or MAC.

Installation process

Step 1: Login to Office 365 Education page

1. Open a web browser and visit the Office 365 education page:
   https://www.microsoft.com/en-AU/education/products/office

2. Enter your school email address ❶
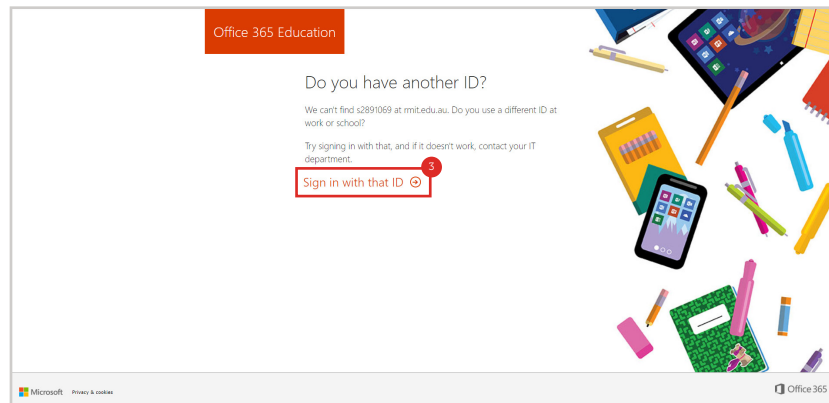
3. Click the GET STARTED button

Step 2: Identify you are a student

1. Click I'm a student ❷

Step 3: Sign In
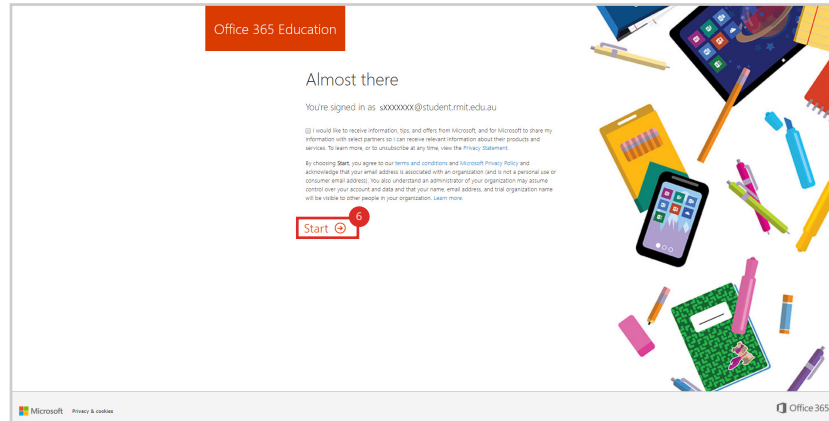
1. Click Sign in with that ID ❸

Step 4: Sign in with RMIT student ID

1. Enter your school email address ❹
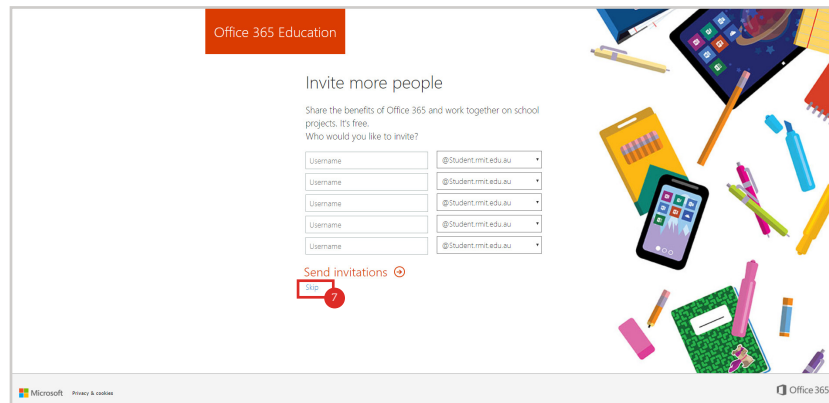2. Enter your email password ❺
3. Click the **Sign in** button
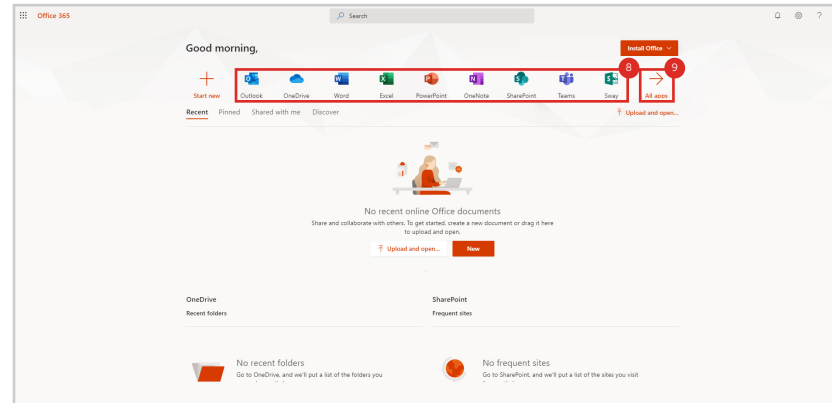

Step 5: Almost there

1. Click Start ❻

Step 6: Invite more people

1. Invite more friends by adding their email address
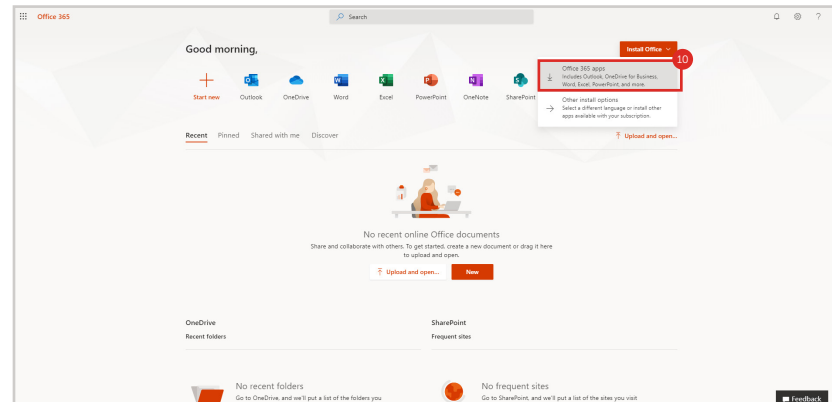2. Click Send invitations
3. Otherwise just click Skip ❼

Step 7: Access cloud based app

1. Click on the app icon to launch the cloud based app [8]
2. Click All apps to view all the apps available to you [9]

Step 8: Install office on to your system

1. Click the **Install Office** ∨ dropdown
2. Select Office 365 apps to download the installer to your system [10]

Step 9: Begin installation

1. The installer will automatically download
2. Once the installer has downloaded, run the installer and follow the on screen instructions to complete the installation process

Step 10: You're done!

1. You can now access the Office 365 apps from your system
2. Please note that some Office 365 apps are only available as cloud based apps