Norwood Secondary College

Microsoft Office365 installation instructions



Step 1.

Open up a browser window and navigate to www.office.com

Click "Sign In". (If there is another account signed in already, select "Sign in with a different account"





Step 2.

Enter your Norwood email address - it is your Compass username followed by @norwood.vic.edu.au The website will change to a Norwood sign in with a purple background. Then enter your Compass password.



Step 3.

Once you are signed in. Click "Install Office" and a menu will drop down. Select "Office 365 Apps"

The installer will start to download OfficeSetup.exe



Step 4.

Open the setup file that was downloaded - OfficeSetup.exe The installer will run and install Office 365



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a	OfficeSetup.exe Open file	



Step 5.

Start any Office application. eg: Word or Excel When prompted click "Sign in" Enter your @norwood.vic.edu.au email address and click next. Enter your Compass password on the next screen.

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Microsoft	×	
Sign in to set up Office	Microsoft Activate Office	NORWOOD
	Omorwood vic.edu.au Eriter a product key instead No account? Create one!	econawy coulese @norwood.vic.edu.au Enter password
Use your regular amail Get free cloud storage. Use your account to install address Office on other devices	Next	Forgotten my password Sign in with another account
Sign in with your work, school, or personal Microsoft account Sign in Create account		Sign in
i den't went to sign in or create an account What is a Microsoft account?	62021 Microsoft Philacy statement	Terms of use Privacy & cookies

Step 6.

Once it's signed in, it will be ready to use!



If you need any further assistance, please don't hesitate to contact the IT team.