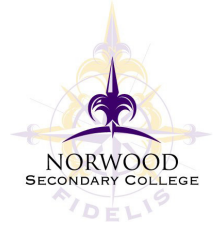


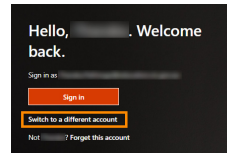
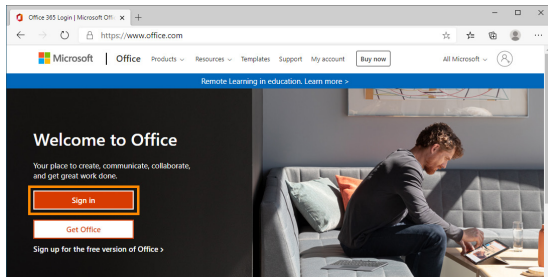
# Norwood Secondary College

## Microsoft Office365 installation instructions



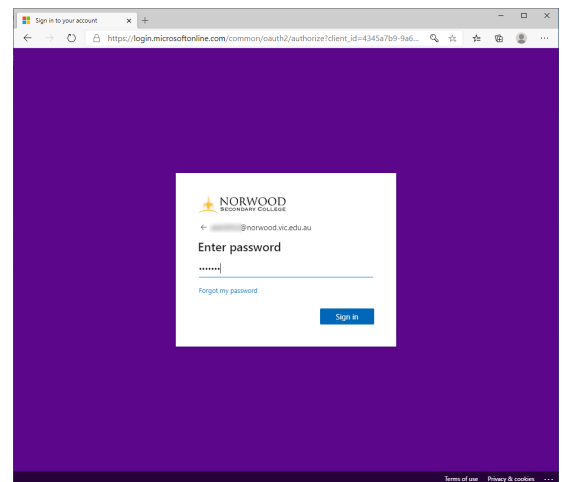
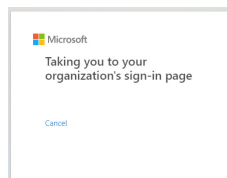
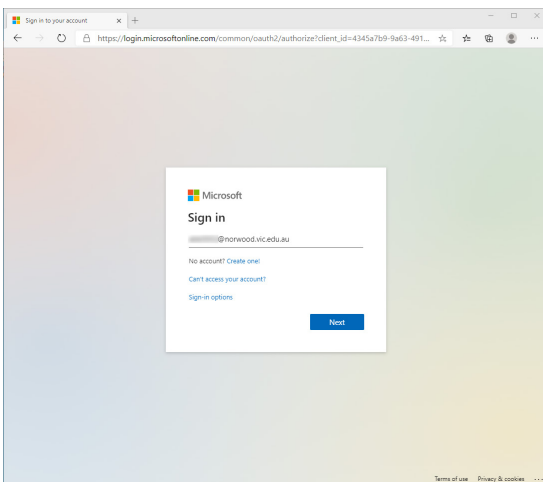
### Step 1.

Open up a browser window and navigate to [www.office.com](http://www.office.com)  
Click "Sign In". (If there is another account signed in already, select "Sign in with a different account")



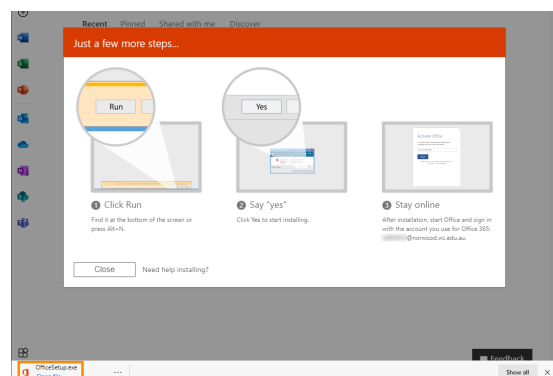
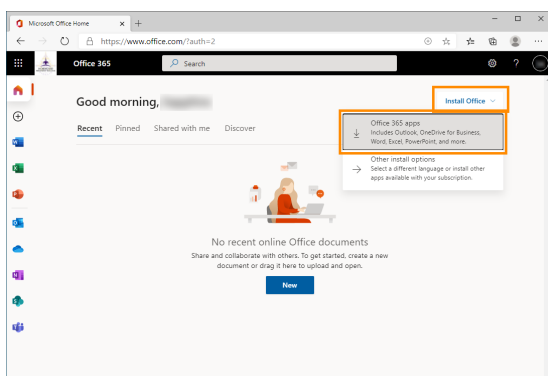
### Step 2.

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.



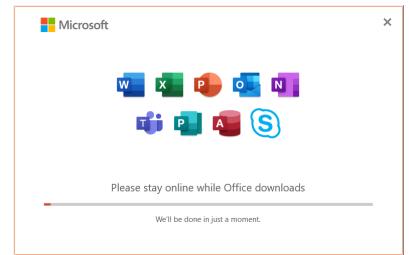
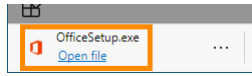
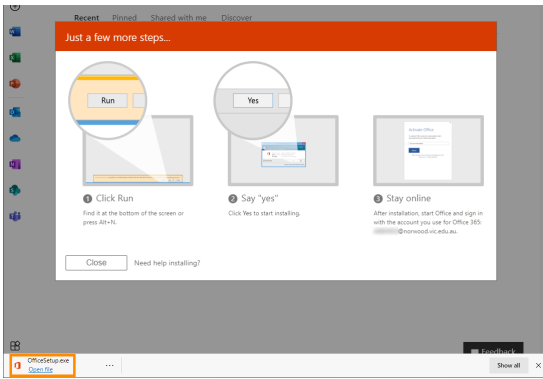
### Step 3.

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



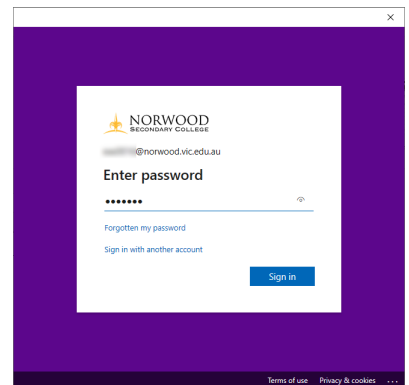
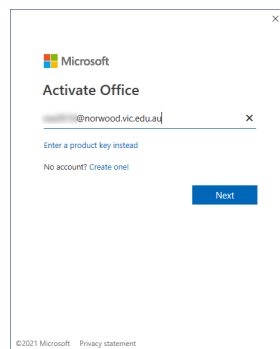
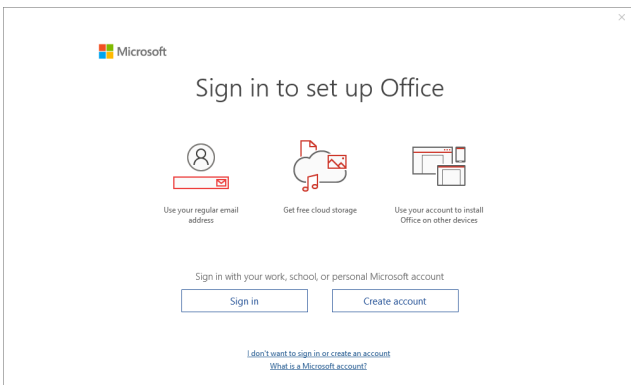
#### Step 4.

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



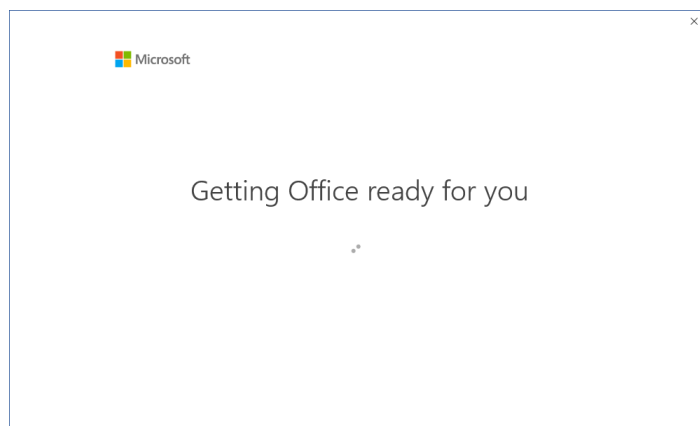
#### Step 5.

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.



#### 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.