Office 365 Information for Families.

As part of the agreement between Microsoft, the Department for Education (DfE) and Brighton Primary School, students attending the school have access to the full suite of Microsoft Office 365.

What does this mean for you?
A lot!
- You get to install Microsoft Office 365 Pro Plus on up to 5 PC/Apple Mac computers and up to 5 Mobile Devices, iOS or Android.
- Free storage in Microsoft OneDrive for Business, 1Tb in total.
- The full suite is also available on any device worldwide from a web browser; the students can access the same files this way. No more USB drives getting lost or failing, having the wrong version of the file etc.

How do we access Office 365?
The Office 365 portal can be accessed from any device at https://portal.office.com. All students in year 3 and above can use their school email address and password to access the portal. Most students will be able to provide you with their credentials. In the case that they can't or are unsure please contact their teacher to arrange access to the information.

How is Office 365 being used at Brighton Primary currently?
Staff have had access to this suite for a while now and are building their skills and confidence in using its new features. Our year 7 team have been pioneering and leading it extremely well. The most obvious features for using with students are the ability to have real-time collaboration on documents, the continual update function, utilising cloud storage which provides easy access to work from school and home, and a range of accessibility features that support learning needs.

What is "Working Collaboratively" in Office 365?
Gone are the days of one person working on a file, sending a copy to someone else for editing or additions, and sending it back, versions of the file being lost etc. Like Google Docs, Office 365 makes it possible to have multiple people working together on one file simultaneously, seeing each other's changes on the fly. Comment / Chat features exist to discuss what you are working on, seek feedback etc.

How do we use Office 365?
You can choose to use the online versions of Office 365 by going to https://portal.office.com or you can download the Office 365 Suite of Applications on your machine. Included overleaf are instructions from Microsoft to install the Office applications onto your machine. For further information on how to use the OneDrive for Business client and the online versions of the applications please see the blog article at http://bit.ly/BPS-O365 This post is also permanently linked on the right side of the home page on the blog for future reference.
To install the Office 365 apps to iOS or Android devices install each of the wanted apps individually from the relevant app store to the device. When you launch the apps for the first time they will ask you for their logon information, email address and password.

Students in Foundation to Year 2
Currently the departments system does not produce emails and logons for these students. If a family requires access they can request us to manually create one. But, it will be disabled again by the time they are in year 3 and an automated one created. It will mean you will need to be responsible for relicensing any installed software and move any stored data.

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Data Security

The DfE Office 365 is what is known as a "Tenancy" of Office 365. In plain terms that means that it is essentially a "copy" of the public Office 365 suite where the Department has full controls over what features are and aren't enabled and who has access to what. It also means the Department has control over where the data resides. The Department's tenancy is entirely housed within data centres in Sydney and Melbourne.

The Department tenancy is also configured in such a way that the sharing, chat and collaboration features are restricted to within the tenancy. Students also do not have the ability to search for other students across the state. The only way they can contact or share with another student is by knowing their exact email address.

Installing Office 365

If you already have a copy of Microsoft Office 2016 or 2019 installed on your machine there is no requirement to actually download and install Office 365. However, if you choose to, you will need to uninstall your existing copy of Office before following the instructions on the attached pages.

If you choose to keep your existing copy of Office 2016 or 2019 on the machine it can interface with Office 365 by simply signing into your account within the application(s). In Word for example, go to "File" in the top menu and select "Account", and select either switch account or add account, provide the login information and it will automatically allow the interaction with the cloud services of Office 365.

If you are needing to install the Office 365 Suite please be aware that the initial download (Step 1 below) from the site is a relatively small file, but once you have launched the installer (Step 2 below) this download is quite large and may take quite some time, depending on the speed of your internet connection. In some cases, an hour or more.

Please be aware Microsoft will only allow one account from the "Tenancy" to be linked to the Office suite of applications at a time. If you have multiple children using the same computer you will need to return to "File" and "Account" and sign out the first child in order to sign in the second. This process will not lose any information, it simply removes the link from one child's cloud account and adds the other, and is totally reversible again.

How to install Office 365 Pro Plus Desktop Applications

Step 1. Login to the Office 365 Portal

1. Go to the Office 365 home page, https://portal.office.com and log in.

a. From the Office 365 home page select **Install Office apps** (If you set a different start page, go to https://portal.office.com)
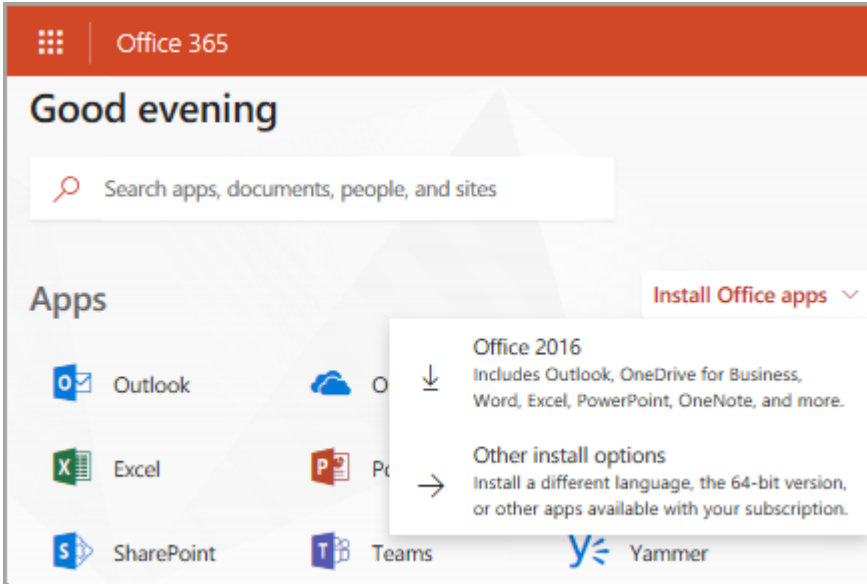
b. Select **Office** to begin the installation.

The 64-bit version is installed by default. However, if Office detects you already have a 32-bit version of Office installed, then the 32-bit version will be installed instead.

In this case, if you have 32-bit, but you want to install the 64-bit version you'll need to uninstall the 32-bit version first. Once that's done sign in to this location again and select **Other install options**, your language, and then under **Version** select **Advanced** > **64-bit** or **32-bit**, and then select **Install**.

Note: For more information about which version is right for you see Choose between the 64-bit or 32-bit version of Office.

2. Office should now begin downloading. Follow the prompts in Step 2 to complete the installation.

3. **Note:** If you're running Windows 10 S, you may be taken to the Microsoft Store app. If that happens, follow the installation steps in Install or reinstall Office from the Microsoft Store.

4. **Don't see an install option after signing in?** There could be an issue with your account. Select Need help? from above and review the solutions under **Account questions**.

Step 2: Install Office

1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

    If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

    The install begins.
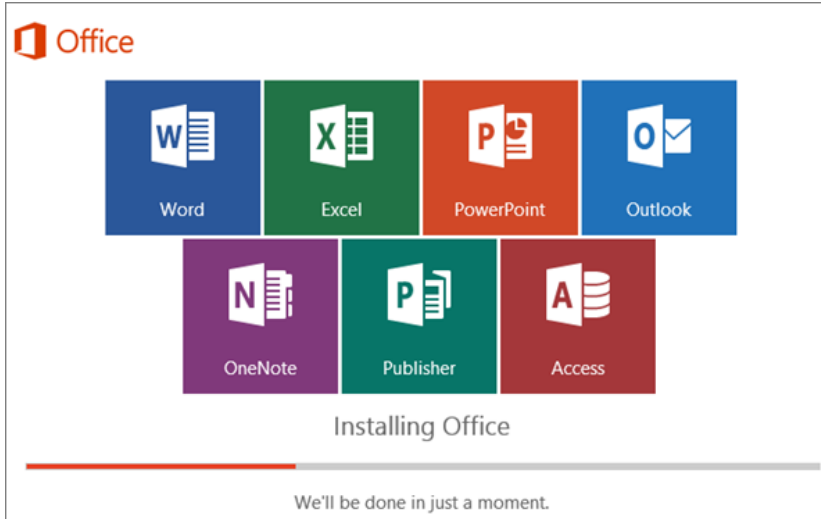
2. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select **Close**.

    Follow the instructions in the window to find your Office apps. For example depending on your version of Windows, select **Start** and then scroll to find the app you want to open such as Excel or Word, or type the name of the app in the search box.
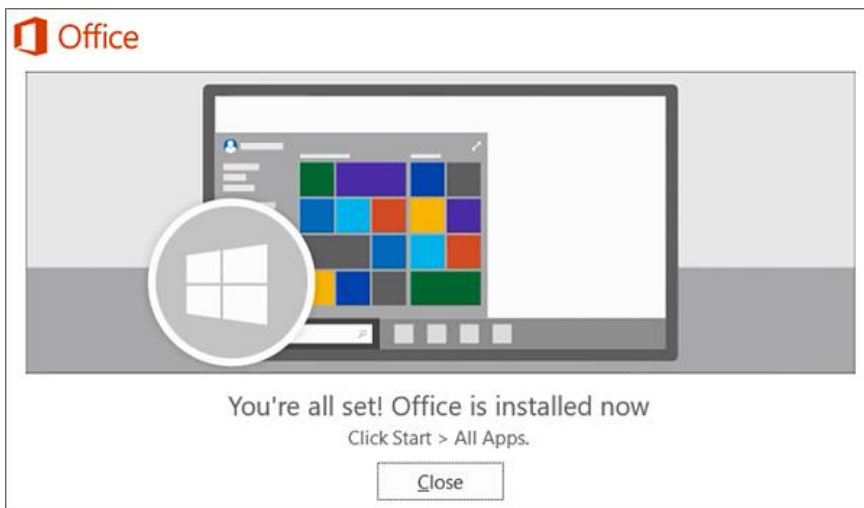
Installation or sign in issues?

If you're having an installation issue such as Office taking long to install, try [Need help?](#) for a list of common issues.

Step 3: Activate Office

Start using an Office application right away by opening any app such as Word or Excel. [Can't find Office after installing?](#)

In most cases, Office is activated once you start an application and after you click **Accept** to agree to the License terms.

If you need activation help, see [Activate Office](#).