

How to install Office 365

1. Open up Google and search for Go PSC and click on the link (https://www.parkdalesc.vic.edu.au/go)

2. Select the Of	fice365 on the top	row		
🥜 (+61) 3 9580-6311 🛛 pari	kdale.sc@education.vic.gov.au 🛛 📎	Contact		go psc! 🧗 🙆
Parkdale Secondary College	Home Out	r College 🐃 Learning 🌱 Ex	tra Curricular 🐃 Internation	nal ~ Enrolment ~ Q
	Please note that the web print	and mobility print pages are	only accessible at the College.	
	Click here for the	IT Helpdesk Team (Microsoft	Teams Live chat)	
IT Departn	nent Helpdesk 9580 6311 Option Click here for t	5 or helpdesk@parkdalesc.v the Department of Education	ic.edu.au (7:30am – 4:00pm sc privacy policy	hool days)
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Compass (TO/Student/Parent	Log a ticket using PSC email	Office 365 (PSC email)	Teams (PSC email)	Software and IT Resources (PSC email)
code)				
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Vivi	Library (T0/Student code)	Web Print (Only at School)	Mobility Print (Only at School)	Clickview (PSC email)
Parkdale Secondary College Careers	NAPLAN		XO	x
PSC Careers website	NAPLAN locked down browser	Sound Check	My wellbeing	Excel Online
w	0	F	FLIPGRID	
Word Online	Email	Forms	FlipGrid	OneDrive

3. Type in your Parkdale email address (<u>studentcode@parkdalesc.vic.edu.au</u>) and Compass password. If you are already logged in it will skip past this window



4. If you are prompted to setup your secret questions and a 2nd email address, please do so.



5. Click on Install Office

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	Good mo	Good morning				Clic	k here	Install Office 🛩			
	+ Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	Forms
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6. Click on Office 365 apps

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	+	o T	•	CV.	8		0		¥	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
	Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	÷	Other install options Select a different language or install other apps available with your subscription.
	Admin	Stream	All apps							
	Recent	ned Shared	with me Dis	cover						↑ Upload and open = -



7. Click the downloaded file to install Microsoft Office. I will take a little while to download and install

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	Admin Step. •	Yes			
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Run this	Accesses that Linkinger Areas 2020 - Engli 2020 - Engli Cick the Setup file at the bottom of the	Say "yes" Click Yes to start installing.	Stay online After installation, start Office and sign in		
	SharePoint - 9 screek 2020 Vest 1 SharePoint - 1 SharePoint - 1 Close Need help installing?		with the account you use for Office 365: dirsync@parkdalesc.vic.edu.au.		
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	Show may v	Drag a file here to upload and open		More in OneDrive →	
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