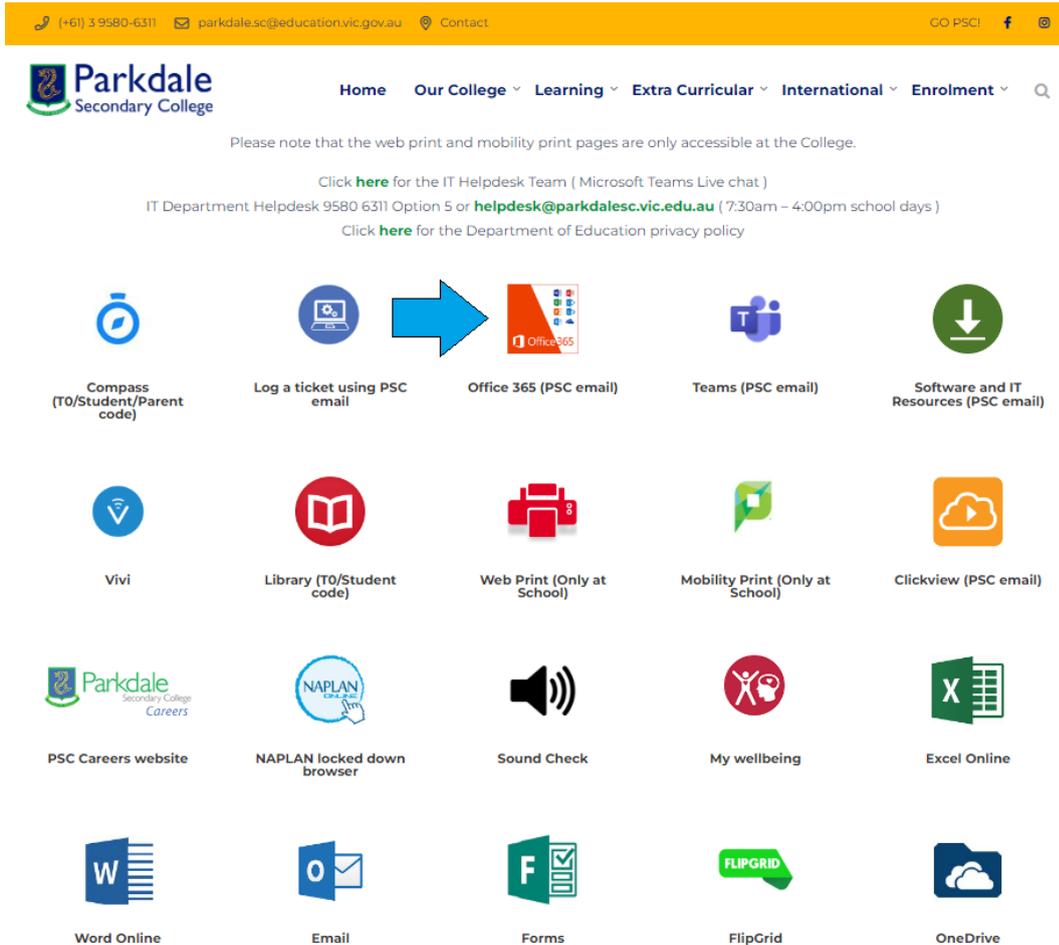


## How to install Office 365

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

2. Select the Office365 on the top row



(+61) 3 9580-6311 | parkdale.sc@education.vic.gov.au | Contact | GO PSC! | f | @

**Parkdale**  
Secondary College

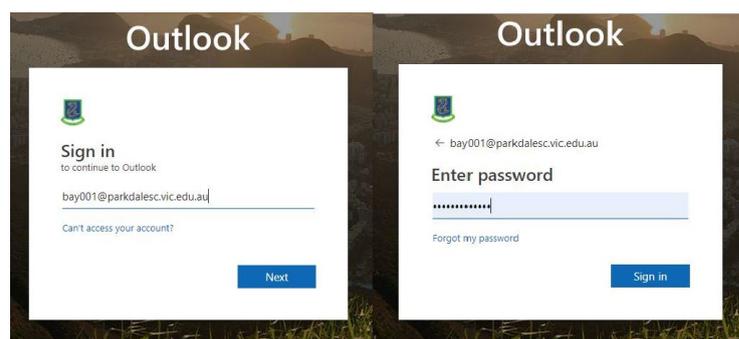
Home | Our College | Learning | Extra Curricular | International | Enrolment | Q

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 Department Helpdesk 9580 6311 Option 5 or [helpdesk@parkdalesc.vic.edu.au](mailto:helpdesk@parkdalesc.vic.edu.au) ( 7:30am – 4:00pm school days )  
Click [here](#) for the Department of Education privacy policy

 Compass (T0/Student/Parent code)	 Log a ticket using PSC email	 Office 365 (PSC email)	 Teams (PSC email)	 Software and IT Resources (PSC email)
 Vivi	 Library (T0/Student code)	 Web Print (Only at School)	 Mobility Print (Only at School)	 Clickview (PSC email)
 PSC Careers website	 NAPLAN locked down browser	 Sound Check	 My wellbeing	 Excel Online
 Word Online	 Email	 Forms	 FlipGrid	 OneDrive

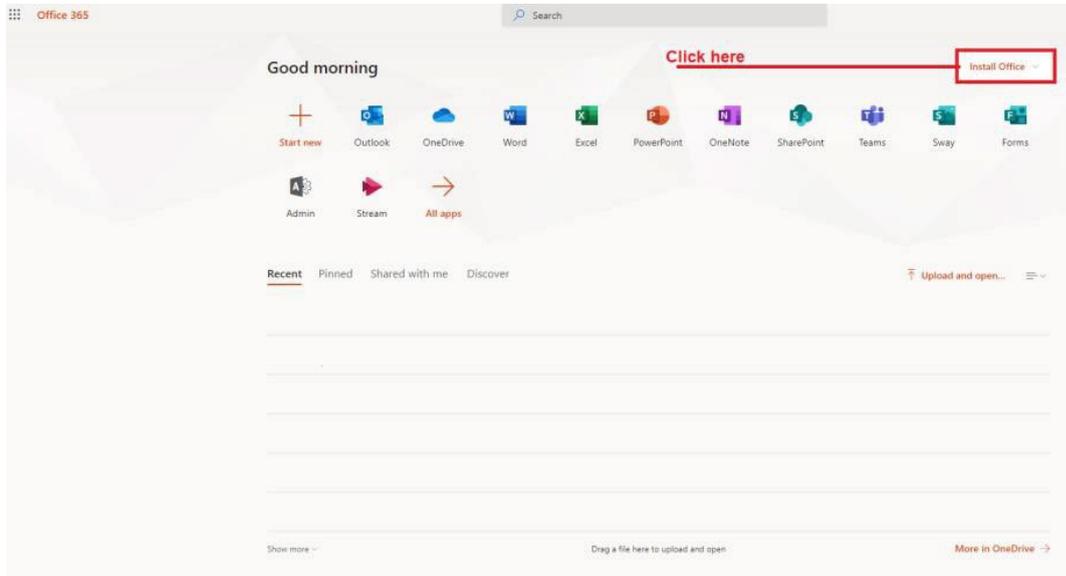
3. Type in your Parkdale email address ( [studentcode@parkdalesc.vic.edu.au](mailto:studentcode@parkdalesc.vic.edu.au) ) and Compass password. If you are already logged in it will skip past this window



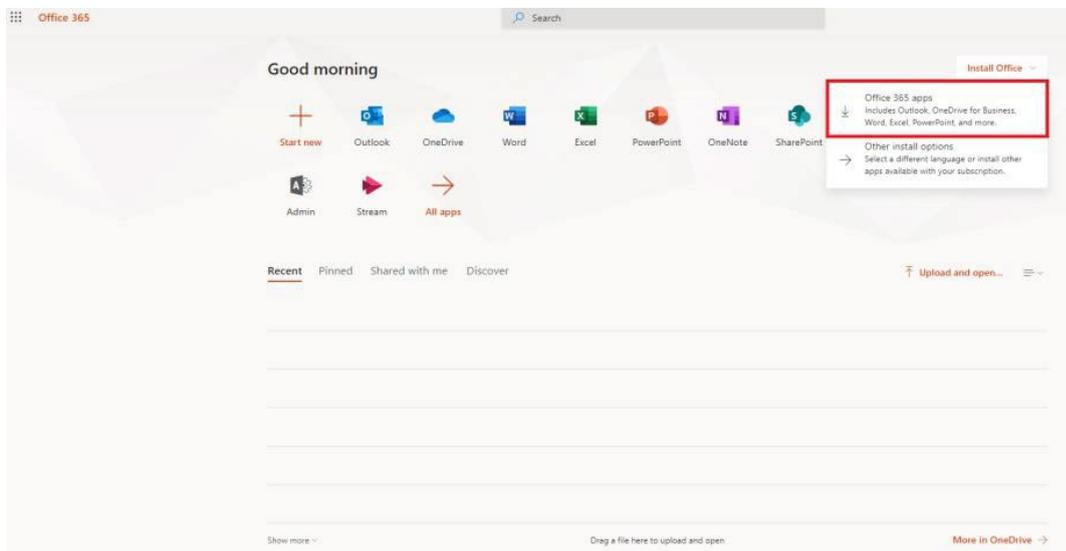
4. If you are prompted to setup your secret questions and a 2<sup>nd</sup> email address, please do so.



5. Click on Install Office



6. Click on Office 365 apps





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

