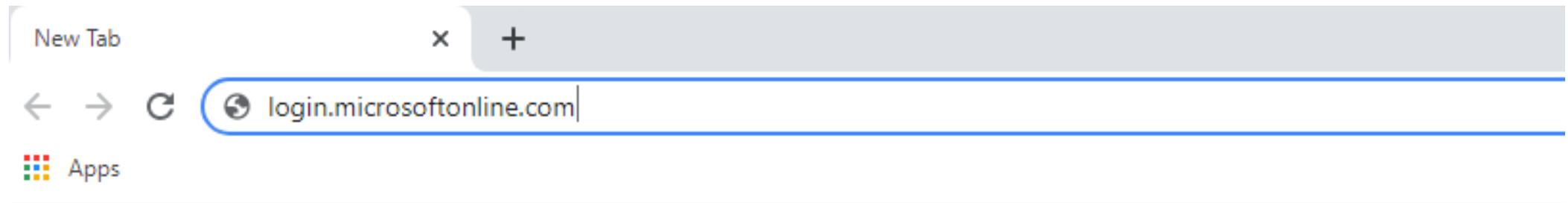


Log into Office 365 School account

Step 1: Open your web browser and type: **login.microsoftonline.com** into the address bar



Google

Search Google or type a URL 

Step 2: Sign In with your student number

Sign in to your account

login.microsoftonline.com/common/oauth2/authorize?cli

Apps

 Microsoft

Sign in

StudentNumber @sedcol.co.za

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

Step 3 Enter the temporary password that was given to you.



← [redacted]@sedcol.co.za

Enter password

Password

[Forgotten my password](#)

Sign in

Step 4:

- Enter the temporary password that was given to you in the “Current Password” field
- Create your own unique password. The password must contain Capital Letters numbers and small letters

 Microsoft

@sedcol.co.za

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

[Sign in](#)

Step 5:

In this step you are made aware that the system needs more information from you to reset your password at a later date should you forget it



[Redacted]@sedcol.co.za

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Step 6: Select Phone Authentication

don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. [Set it up now](#)



! Authentication Email Address is not configured. [Set it up now](#)

Finish

Cancel

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

South Africa (+27) 

 Enter your cellphone number

 text me

call me

Back

Step 8: Enter the verification code that was sent to your cellphone and click the verify button

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

South Africa (+27)

text me

call me

We've sent a text message containing a verification code to your phone.

637663

verify

Try again

Back



Step 9: Click the finish button after the One Time Pin has been verified



don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +27 082 [REDACTED] [Change](#)

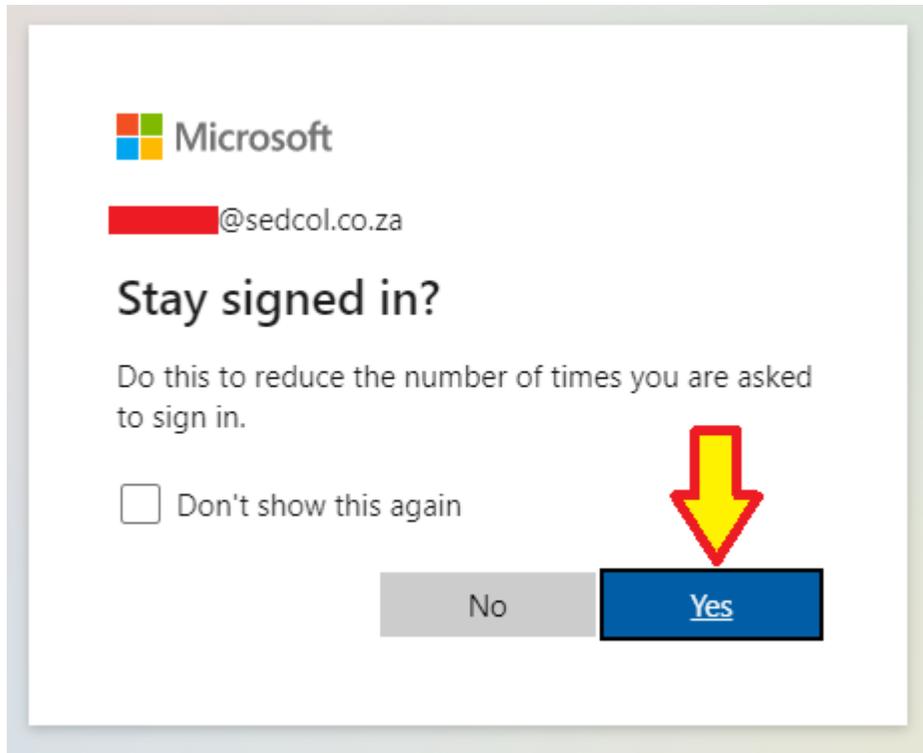
! Authentication Email Address is not configured. [Set it up now](#)

Finish

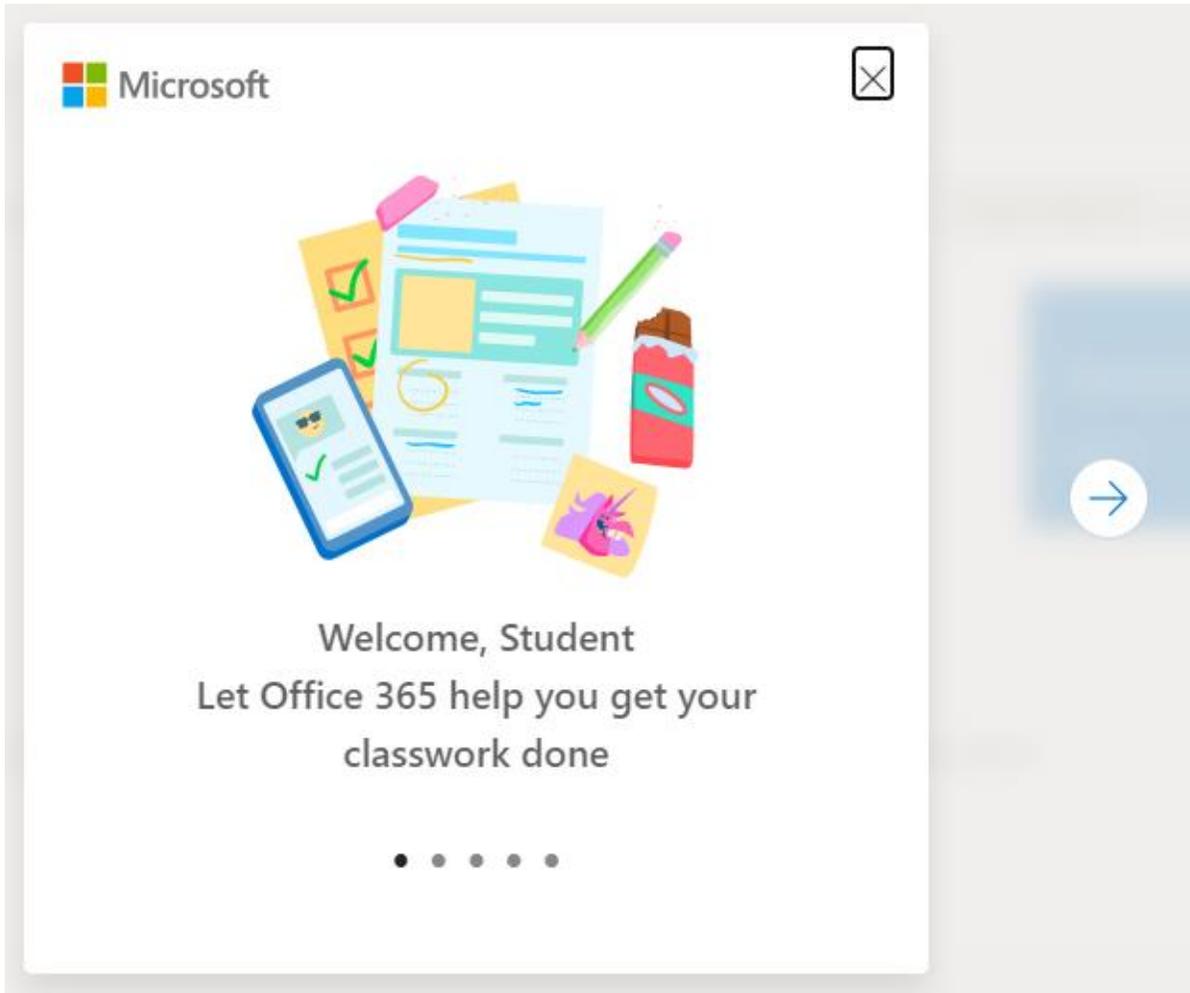
Cancel



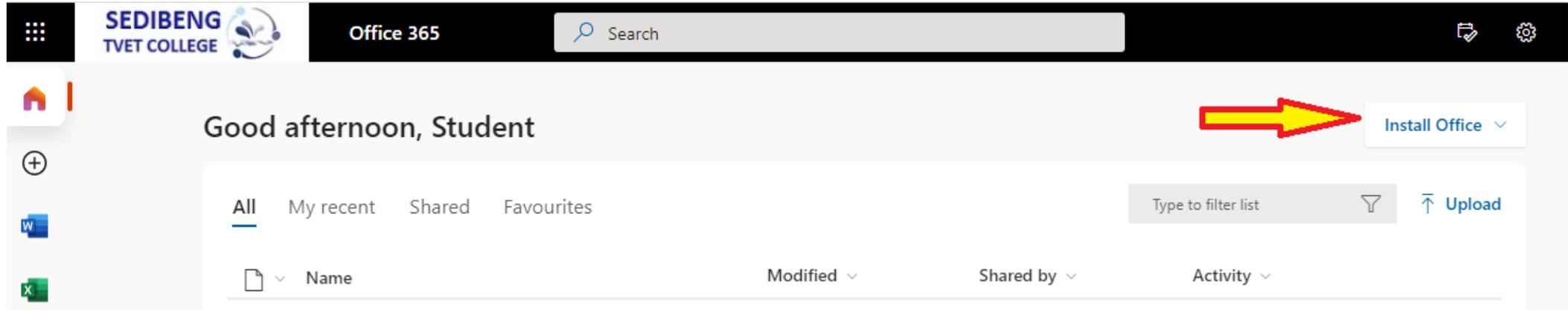
Step 10: Click the Yes button



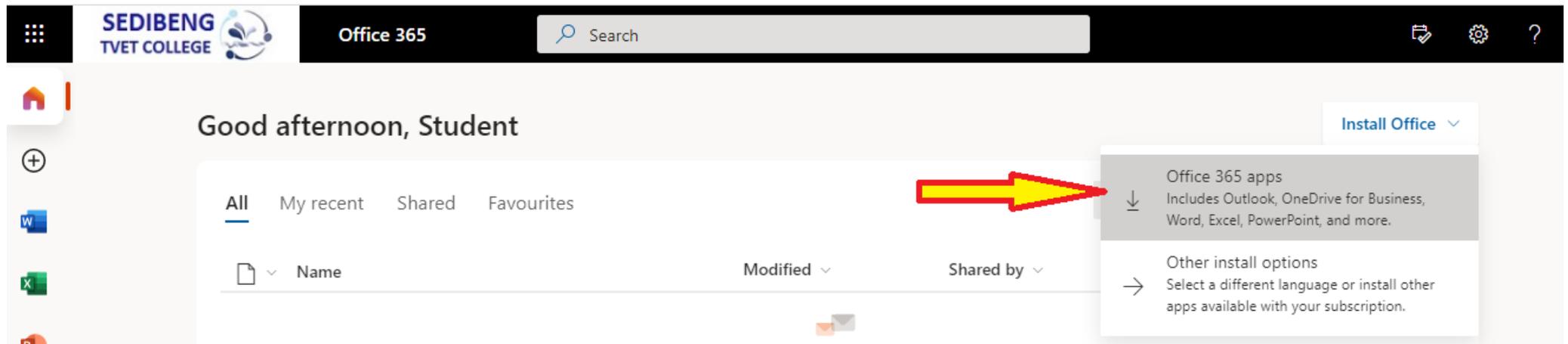
Step 11: You will now see the welcome screen of Office 365



Step 12: To Install Office on your computer click "install Office" button on the right side of the screen



Step 13: Select the top option which will download the installation file



Step 15: If you look to the bottom left-hand corner of your screen you will see the installation file being downloaded onto your computer

The image shows a screenshot of the Office 365 installation process. At the top, there is a header for "SEDIBENG TVET COLLEGE" and "Office 365". Below this, a large orange banner reads "Just a few more steps...". The main content area contains three numbered steps:

- 1 Click Run**
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: student@sedcol.co.za.

At the bottom of the instructions, there are two buttons: "Close" and "Need help installing?".

A large yellow arrow with a red outline points from the top of the screen down to the taskbar. In the taskbar, the file "OfficeSetup.exe" is shown with a progress bar and the text "3.1/7.0 MB, 8 secs left".

Step 16: Double click the downloaded file when it has finished downloading. This will install office onto your computer.

Please make sure that you have at least 2Gigs of data available to download this software.

Just a few more steps...

- 1 Click Run**
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: student@sedcol.co.za.

Close Need help installing?

OfficeSetup.exe **Double Click to install software**

Feedback Show all

Step 17: Windows is asking permission to install the software. Select YES.

