**Log into Office 365 School account**

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

New Tab    ✕    +

← → C    🌐 login.microsoftonline.com
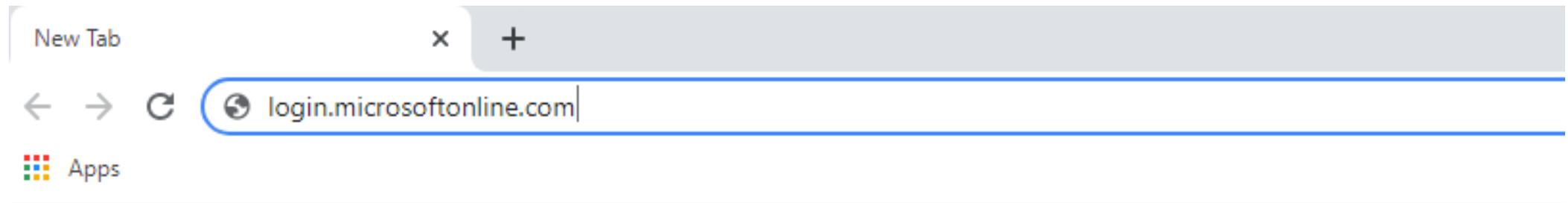
⠿ Apps

Google

🔍 Search Google or type a URL    🎤

Step 2: Sign In with your student number

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

**Microsoft**

← ▮▮▮▮▮@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

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

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

Step 10: Click the Yes button
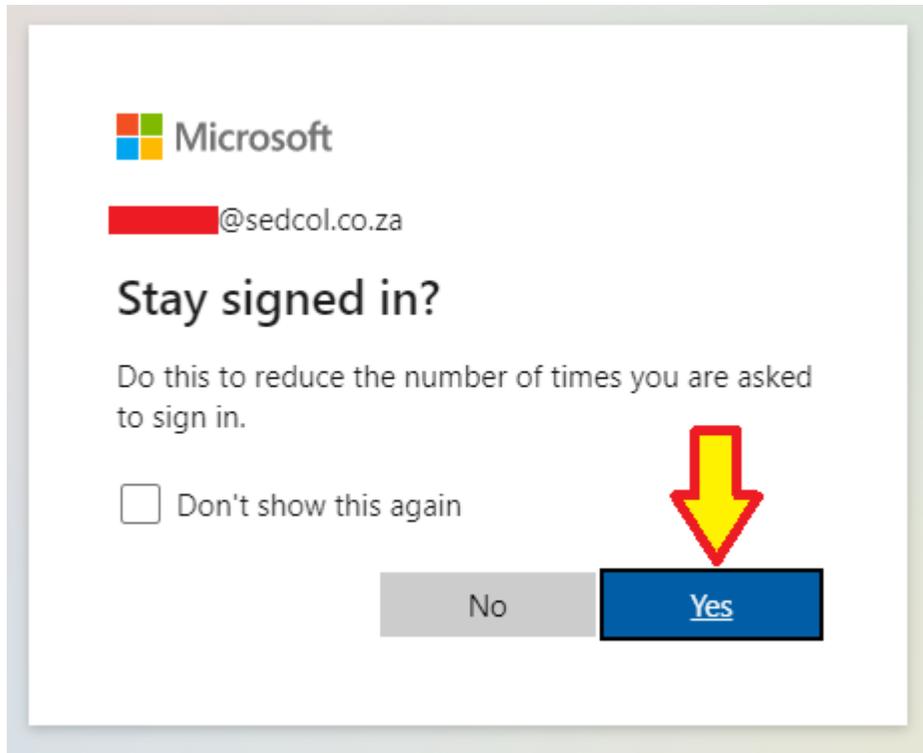
Step 11: You will now see the welcome screen of Office 365
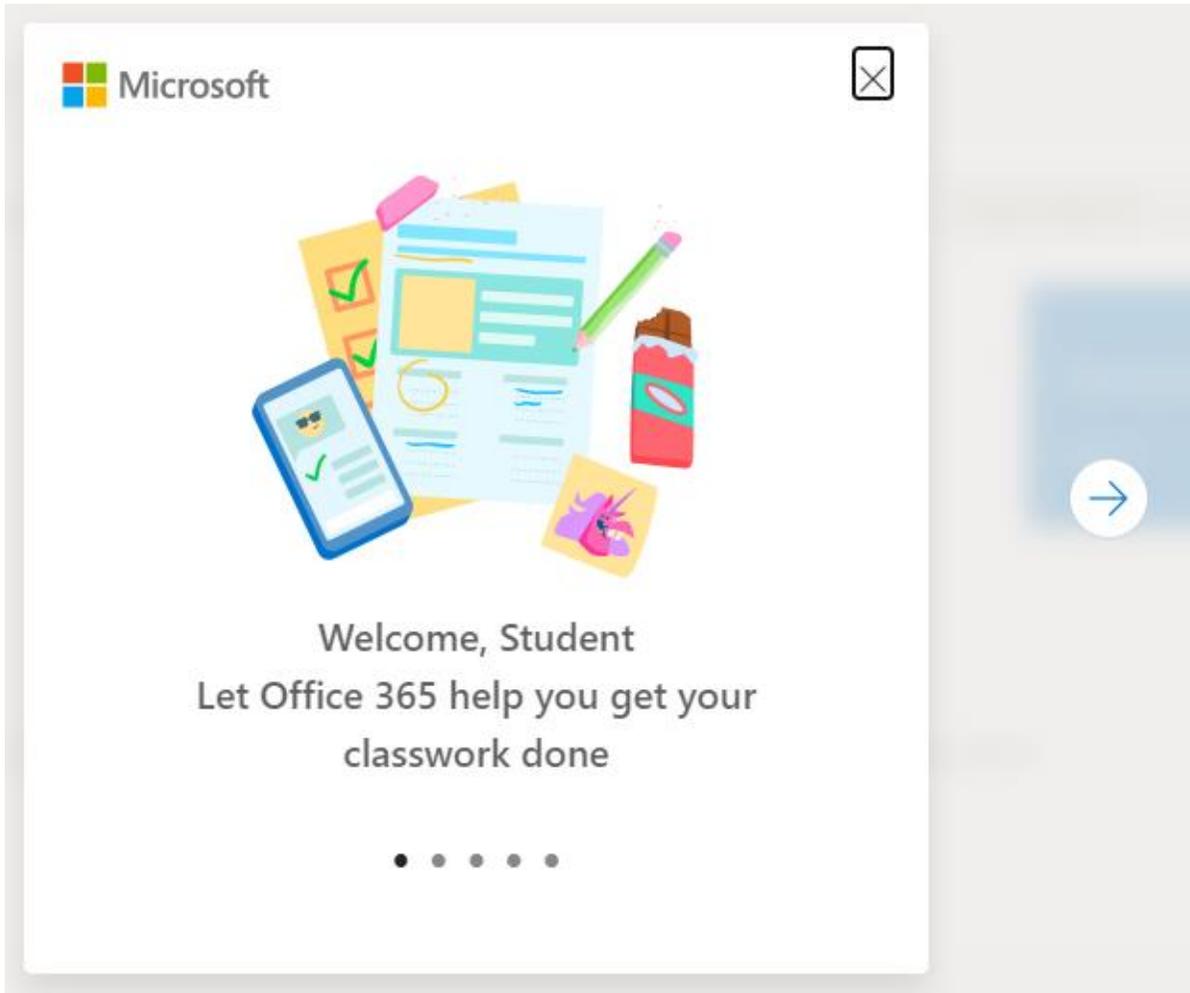
Step 12: To Install Office on your computer click "install Office" button on the right side of the screen
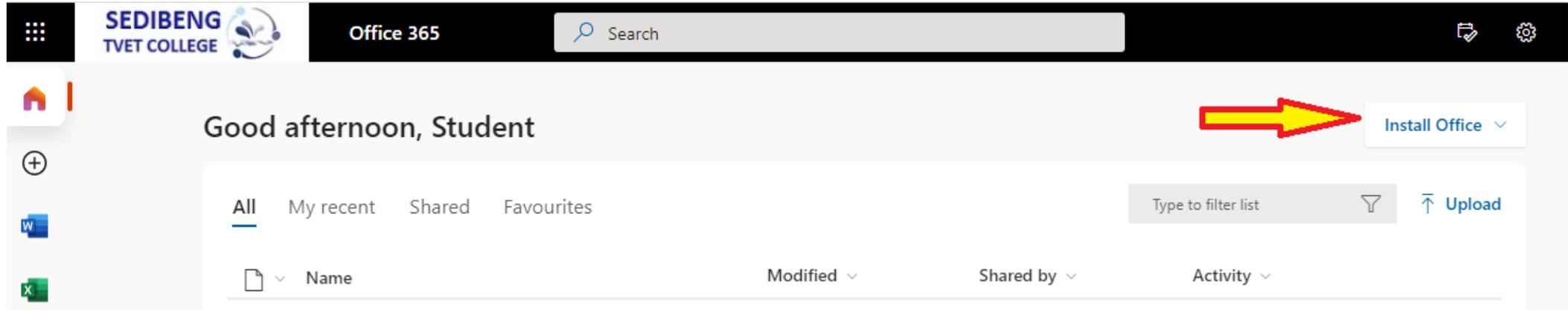


Step 13: Select the top option which will download the installation file
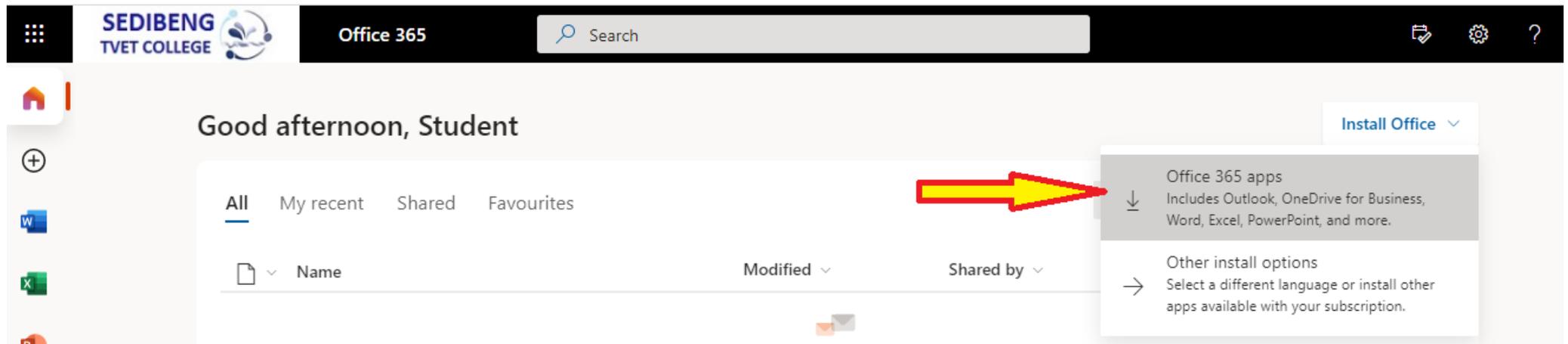
Step 15: If you look to the bottom left-hand corner of your screen you will see the installation file being downloaded onto your computer



Just a few more steps...

Setup...

Yes

Activate Office

**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
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.

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

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