What is Office 365 Education?

Office 365 Education is a collection of services that allows students to create, edit, collaborate and share school work. For Department of Education students, it currently consists of Outlook on the web - email, calendar, contacts and tasks - and ProPlus - downloadable software applications such as Word, PowerPoint and Excel.

Office 365 Education - a cloud-based service

Cloud-based services are those that can be accessed via the internet. Office 365 Education is a cloud service and it differs from some of the current Department provided online services in that it is an externally hosted service, meaning that the maintenance of the service itself, and any data such as emails and documents, are stored external to the Department.

The Department of Education's Terms of Service with Microsoft for the use of Office 365 Education includes strict clauses that ensure security and student safety.

Office 365 ProPlus

ProPlus provides the latest version of Microsoft Office for current students, free of charge. Students can download and install all the Office applications including Word, Excel and PowerPoint on up to five Mac or Windows computers and they can also install Office Mobile on up to 5 supported mobile devices.

All students with a Departmental email account can get this software. Students will first need to log into Connect. Then, click on the Office 365 icon at the top of the student email screen, then click on the orange Install button and follow the on-screen prompts.

If students require assistance with installing Office 365 Education on their device, we encourage them to seek assistance from one of their teachers.

How will students access their email and calendar service?

Students can access their email and calendar service through the Student Portal using their school username and password.

Once logged into the Student Portal, students can click the email and calendar banner to open the service.

What support is available for students?

Students should contact one of their classroom teachers for support related to:
• accessing emails
• forgotten username or password
• unlocking their account
• acceptable use of Department provided online services

This information has been sourced from the Department of Education's website.