

2021



# Activating Microsoft Office Student Guide



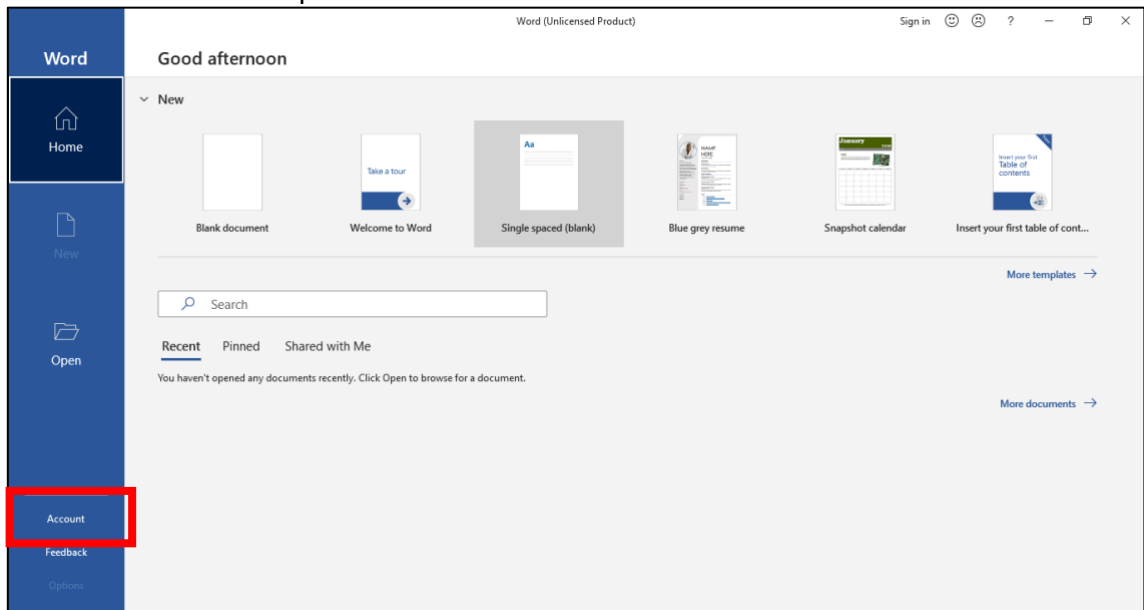


## Activating Microsoft Office

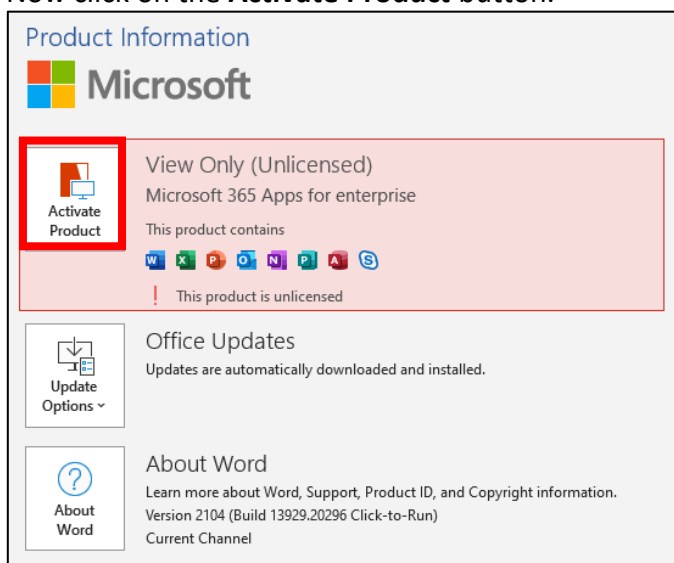
Microsoft Office requires a licence to be able to function. Each student has been given a licence for Microsoft Office from the Department of Education and Training (DET).

Please follow these steps to activate your copy of office with the DET provided student licence.

1. Open the **Microsoft Word** application. Once open and you encounter a sign in page then skip to **Step 4**. Otherwise continue with the next step.
2. Click on the **Account** option.

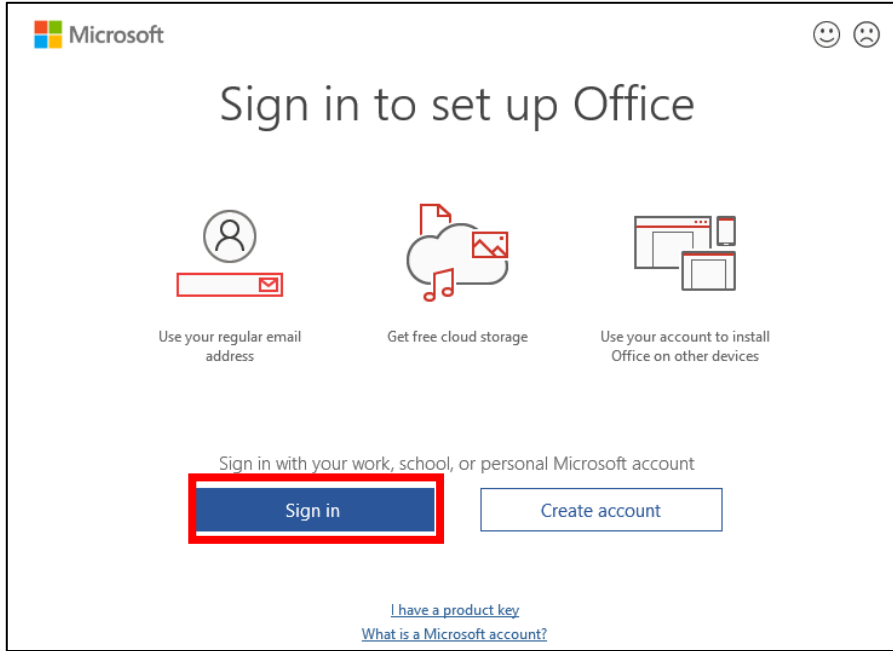


3. Now click on the **Activate Product** button.



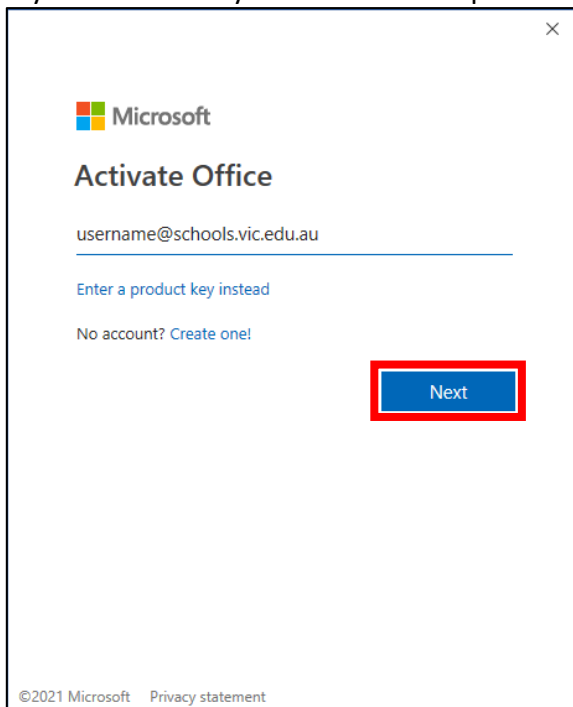


4. Click on the **Sign in** button.



5. Please type in your student **@schools.vic.edu.au** email address that was given to you at the start of the year or when you started at Murtoa College. Once entered click on the **Next** button.

If you don't have your email details please contact the school on (03) 5385 2381.





6. Enter your student password and then click on the **Sign in** button.

eduPass

●@schools.vic.edu.au

Enter password

.....|

[Forgot my password](#)

[Sign in with another account](#)

**Sign in**

For support, log a service request via the IT Service Gateway (<https://servicegateway.eduweb.vic.gov.au>)

7. Now uncheck the checkbox for **Allow my organization to manage my device** and then click on **No, sign in to this app only**.

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.

**Allow my organization to manage my device**


**No, sign in to this app only**

OK




8. Your Microsoft Word and other Microsoft Office applications will now be licenced and ready for you to use.


Product Information




**Subscription Product**  
Microsoft 365 Apps for enterprise  
Belongs to: █████@schools.vic.edu.au  
This product contains



[Manage Account](#) [Change License](#)

 **Update Options** ▾  
**Office Updates**  
Updates are automatically downloaded and installed.

 **About Word**  
Learn more about Word, Support, Product ID, and Copyright information.  
Version 2104 (Build 13929.20296 Click-to-Run)  
Current Channel