

Huntingtower School

Free Microsoft Office 365 Subscription

What is included

For the duration of your time at Huntingtower you will get free access to the following programs and services.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Access
- Microsoft Publisher
- OneDrive Business (1TB)

What about when I leave?

When you leave Huntingtower, your access to all the aforementioned programs and services is automatically terminated by Microsoft. If you later attend another school or tertiary institution, you may be eligible to sign up again through that institution – please inquire with their ICT Department.

Be aware that any files in your school OneDrive will be permanently lost when you leave Huntingtower. These files cannot be recovered or transferred to another school. Please make sure to download any important files from OneDrive before leaving Huntingtower.

What are the details?

You may install Office 365 on up to 5 devices, e.g. your iPad, your laptop or Macbook, your home PC or mac. Please note that the following apps are only available on Windows computers:

- Microsoft Access
- Microsoft Publisher

In addition to the programs, you also get access to OneCloud – a cloud storage option which can hold 1TB (1000 gigabytes) of data per student. You can put anything you like on here, but be aware it will all be erased when you leave Huntingtower.

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So how do I get it?

- On any device navigate to <http://portal.office.com>
- Sign in using your school email and password
 - **STAFF:** This is your normal email address
 - **STUDENTS:** – **please note do not include 'student' in the address**, e.g. if your email is usually doejohn@student.huntingtower.vic.edu.au use doejohn@huntingtower.vic.edu.au instead.
- If you are on Windows or Mac you can download the apps using the link on this page.
- On your iPad, iPhone or Android or Windows Phone device, find Microsoft Word, PowerPoint, Excel, Outlook and OneNote in your app store and sign in with the same details.

Setting up and accessing OneDrive

You can save to OneDrive directly from any of the included programs. To access it manually, sign in to <http://portal.office.com> and click the 'Apps' button at the top left of the page, it is a blue square with 9 white dots, then click OneDrive.

All Office programs can save files directly to your OneDrive – this allows you to pick up where you left off on any other device you use Office 365 on – started a document on a PC? Finish it on an iPad!

Please note to use OneDrive you must first activate it by accessing it once on a PC as above. Once you receive the message that it is being set up, you are good to go.

Web Apps

In addition to your five devices, you can access your files on any computer or device using Office 365 Web Apps. Simply log in to the Office 365 Portal from the link on Moodle's menu bar and you can access Word, Excel, PowerPoint and OneNote online in your web browser. You can also use your OneDrive in conjunction with Web Apps to access your saved files from school computers.

Office for iPad

If you have already been using Office on your iPad for free with another email address – even if it is your student email address, you must sign out and sign back in using the special account mentioned on the previous page in order to access the full set of features and 1TB of OneDrive storage. Before you can sign in to the iPad apps you will need to visit <http://portal.office.com> as discussed on the previous page.

Microsoft Outlook

Microsoft Outlook is a professional grade email client. Please note that student emails are not officially supported by Outlook. If you wish to use your Huntingtower email on a device, and are having difficulties with Outlook, please use a different app (e.g. Mail on Apple devices).