

How to download Microsoft Office 2016 to your BYOD

What you need

1. A valid Braybrook College email address, eg. xxx1234@braybrooksc.vic.edu.au
 - a. Year 7 students will NOT have this address until the start of the school year.
2. An internet connection.
3. A BYOD device.

Steps

1. Go to <http://portal.office.com>
2. Login using your **school email address** (xxx1234@braybrooksc.vic.edu.au) and **school password**.
3. Click on **Install Office Apps > Office 2016**.
4. The download and install will take some time, please be patient.
5. Once installed, the first time you run an Office program (Word, Excel, PowerPoint etc.) you will be asked to sign in to **activate** Office.
6. Sign in to office using your **school email address** and **password**.
7. Congratulations, you have successfully installed and activated Office 2016!