

Download, install Office 365

Checking for: Office 365 updates and if you are On boarded

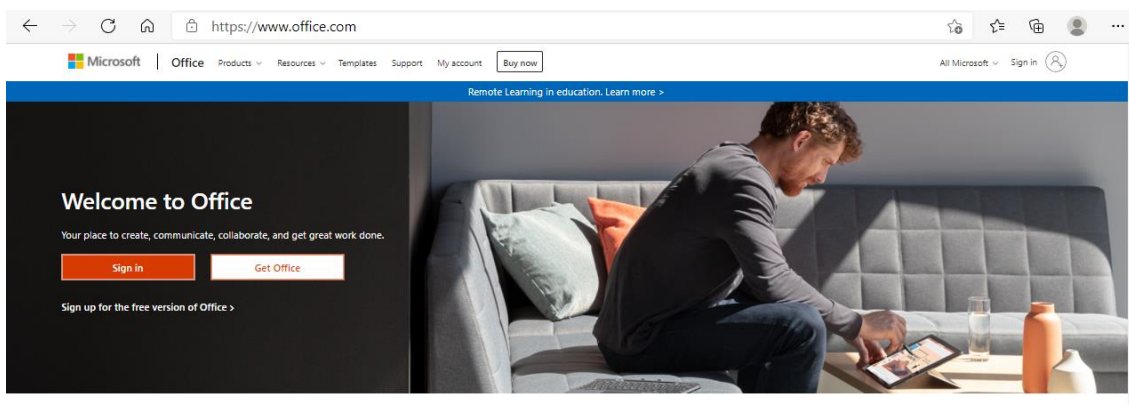
Connecting to school printers using BYODx Mapper

Download, install Office 365


Please note: This is not available to download from School, it must be done from home.

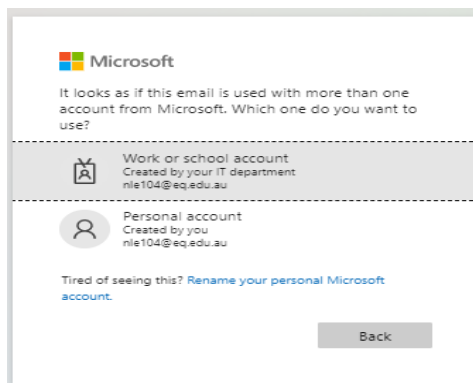
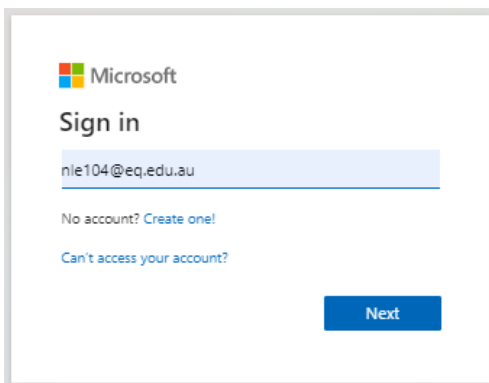
At home:

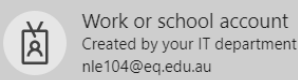
1. Open a browser and type in **office.com**



2. Click 

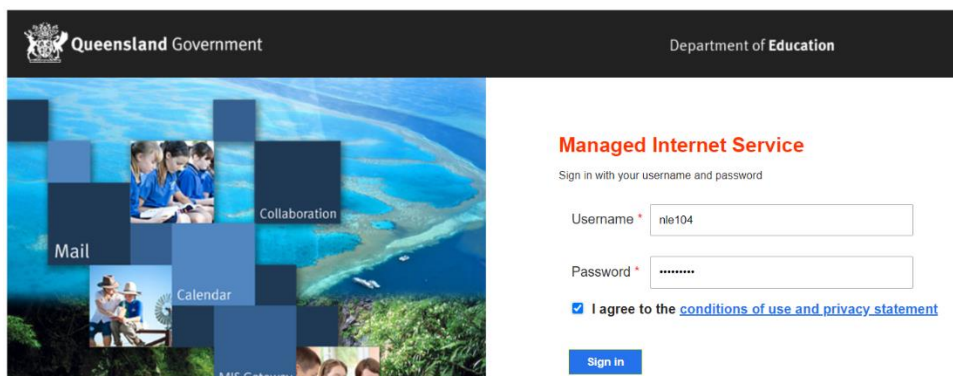
3. Type in your email address (e.g. nle104@eq.edu.au) and Click 



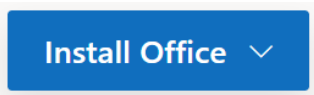
Click 

4. Type your **username**, **password** and when ready tick the conditions of use and privacy statement.

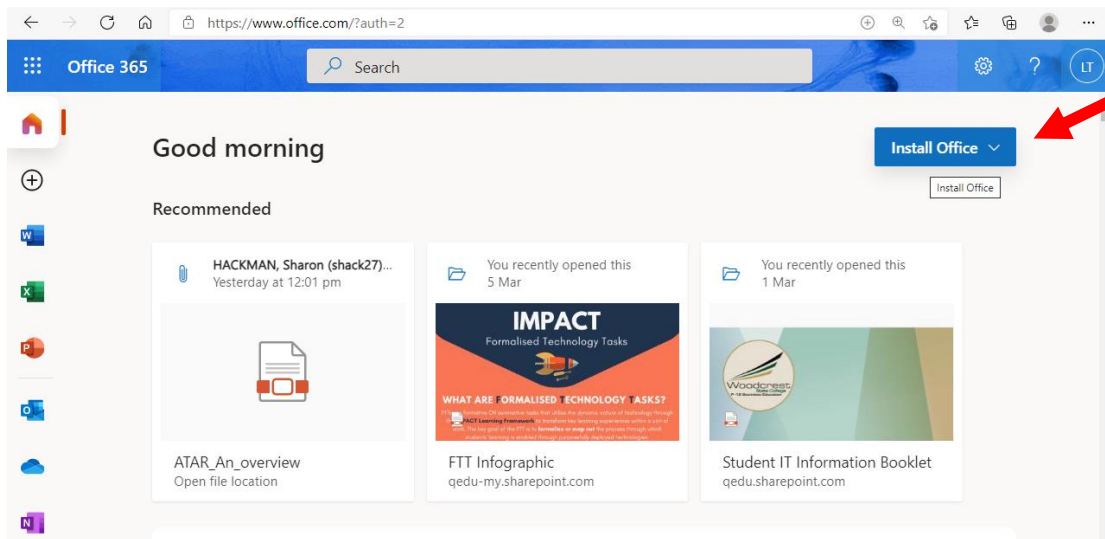
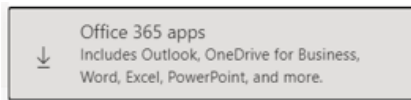
Click 



5. Click



then Click



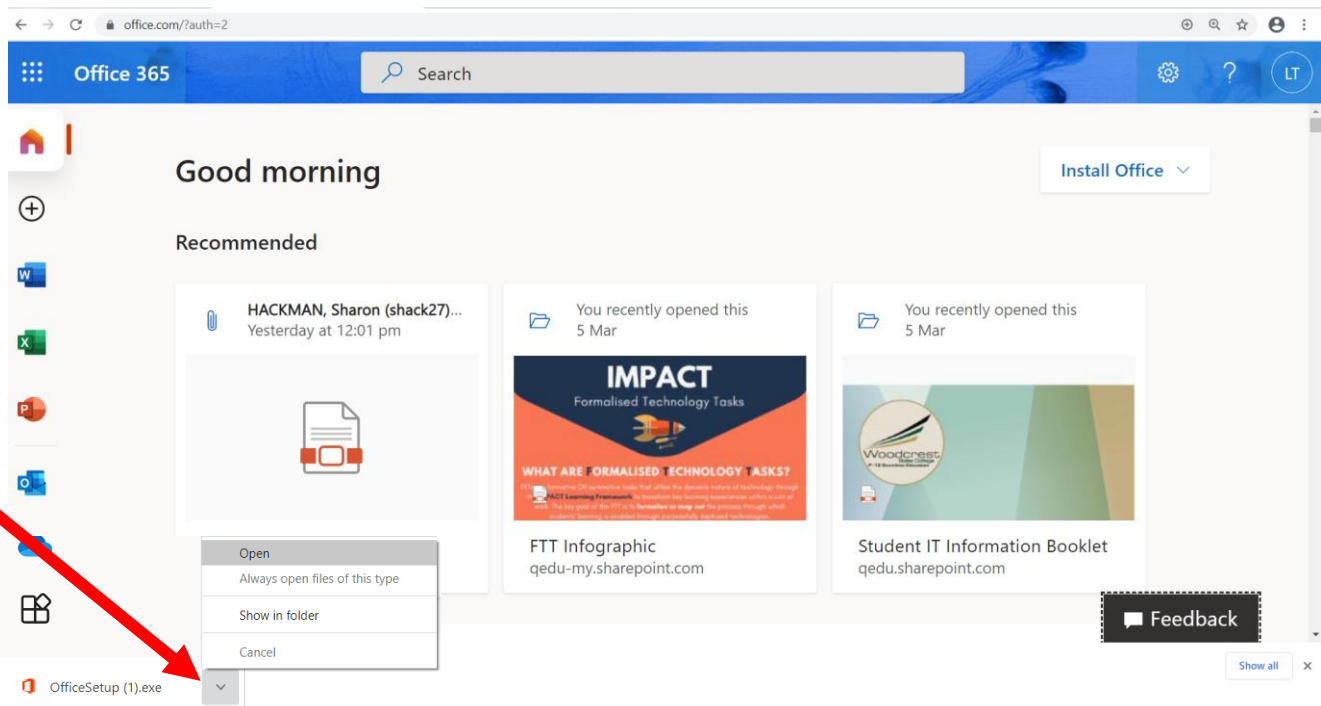
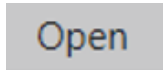
6. Click



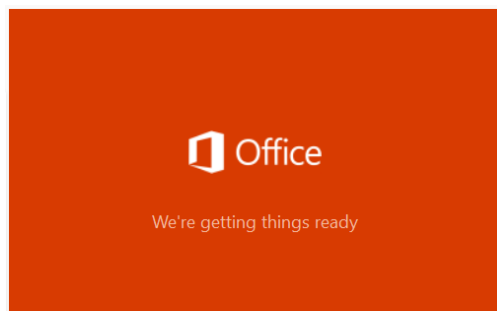
OfficeSetup (1).exe



then Click



Office starts to install.



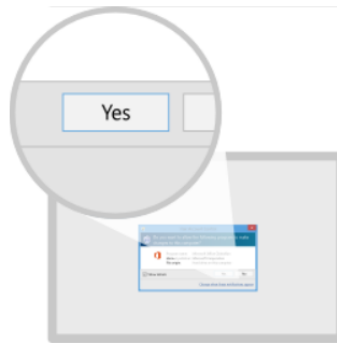
7. Follow the instructions

Just a few more steps...



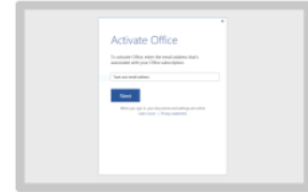
1 Click Run or Open

Find it at the bottom of the screen or press Alt+N.



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: nle104@eq.edu.au.

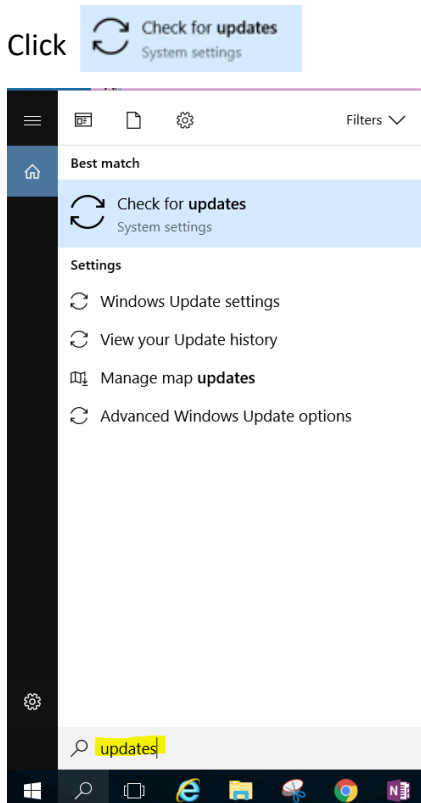
Close

Need help installing?

Checking for updates

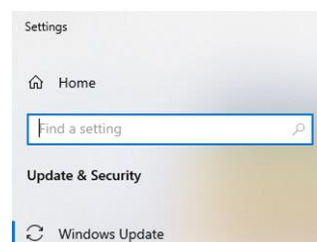
At Home: Check if your laptop is updated by following the instructions below.

1. Click  on the bottom left hand corner and type in **updates**




If updates are available, Click

Download




Windows Update

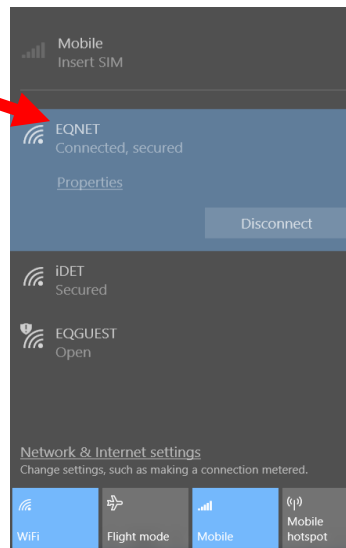
 Updates available
Last checked: Yesterday, 7:39 PM

Download

Check if you are ON BOARDED?

At School: To check you are on boarded, click onto the Wifi icon  in the right hand corner.

If you are connected to EQNET you will have school internet access and **are** on boarded.




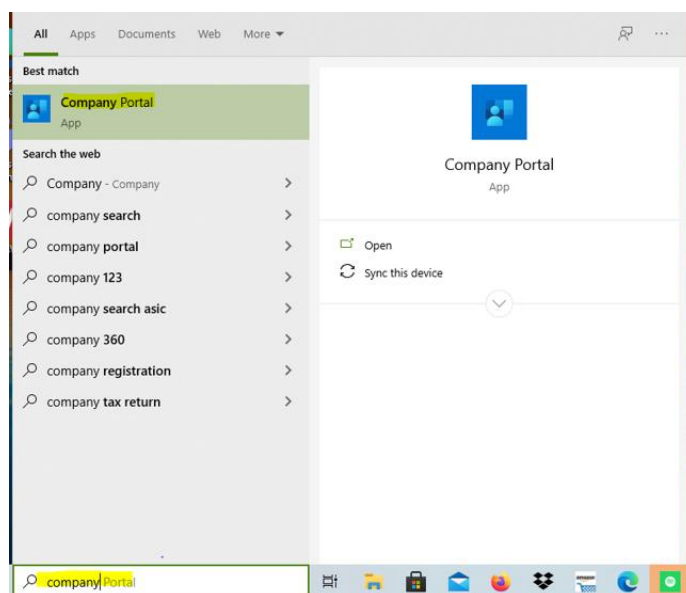
If you are not connected to EQNET then you need to be on boarded.

Go and ask at the **BYOD window** for on boarding help.

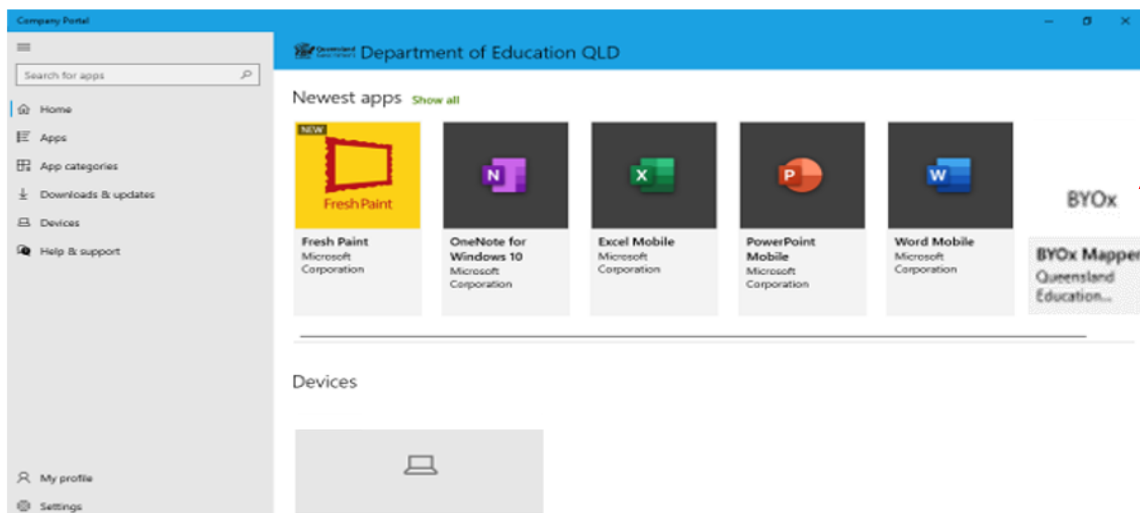
Connecting to the school printers

At School: Bring your up to date laptop with MS Office downloaded on it to school.

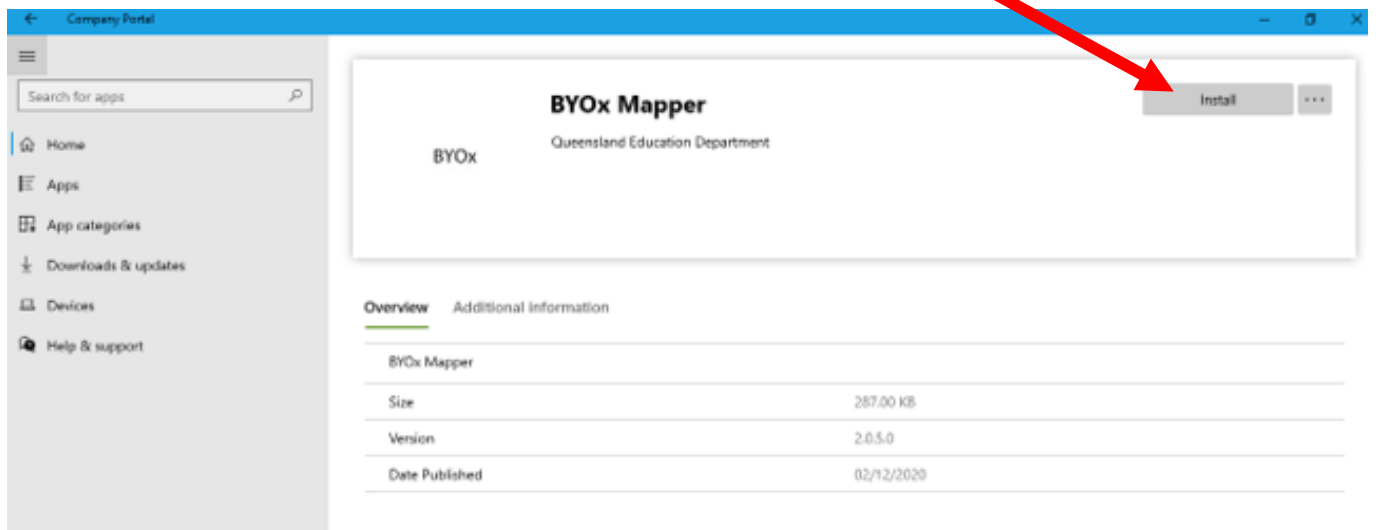
1. Click  on the bottom left hand corner and type **Company Portal App**



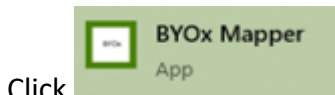
2. In Company Portal search for BYOx Mapper or look for the app and



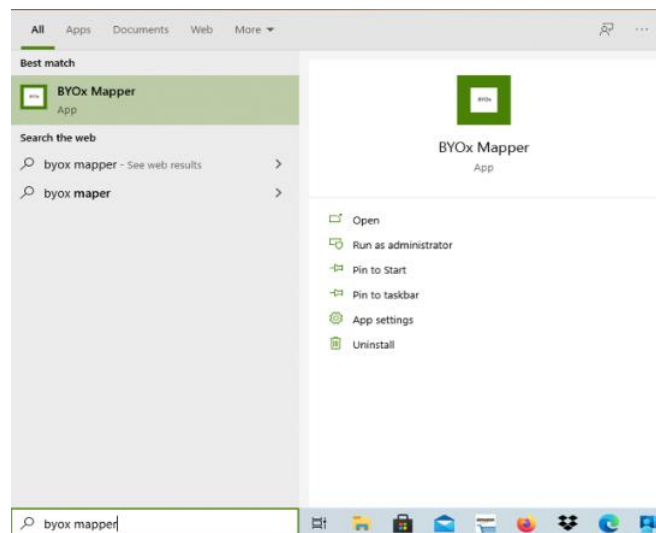
3. Click Install



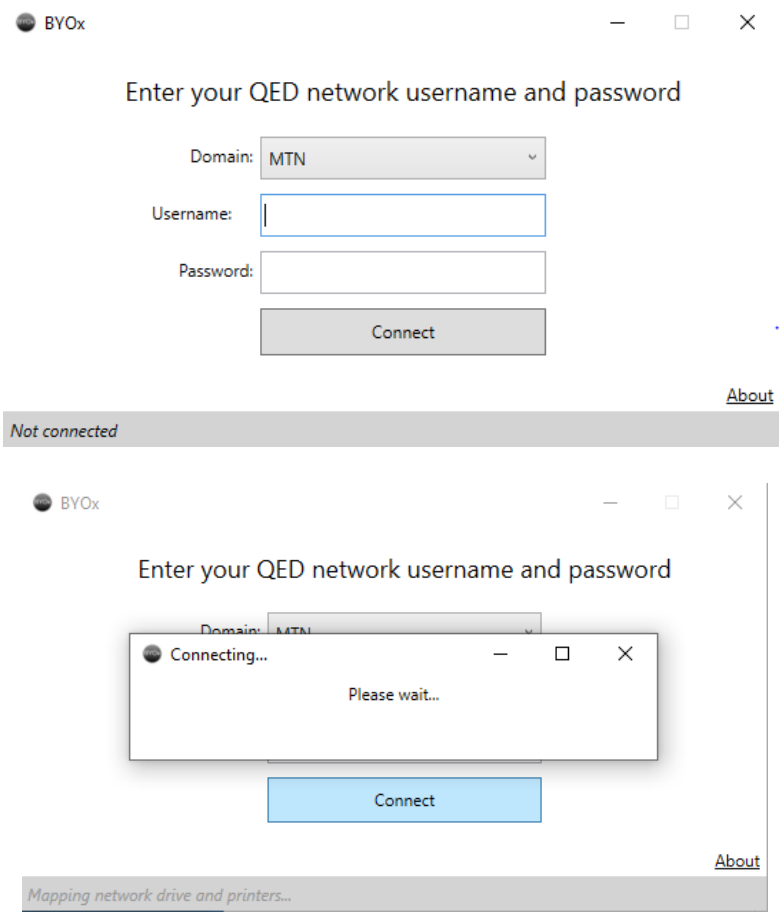
4. Once installed, Click  and type in **BYOx Mapper**




Click



5. Type in your **username** and **password** then Click  Once connected you can print.



6. When printing your documents, search for the printer BYOStudent or  P0456BYOStudent Ready

