# Office 365 Login and Install
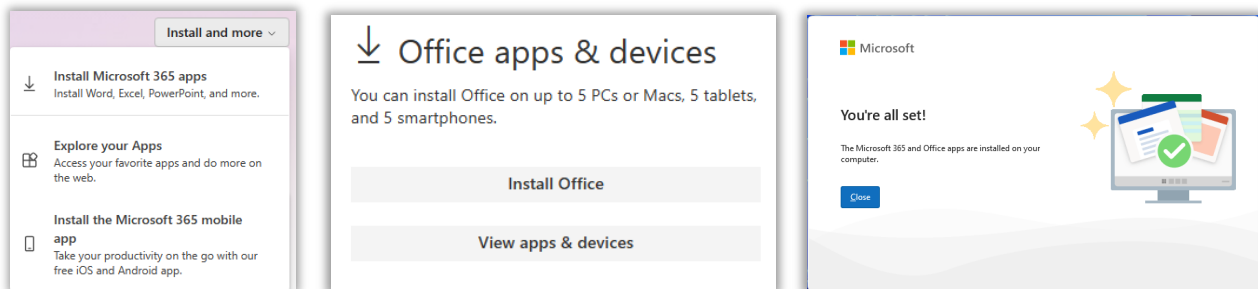
Login to Office 365 Portal

- Login to EdPass Portal by clicking **edpass-0583.okta.com** or open an internet browser and go to **www.msc.sa.edu.au** and click **EdPass Portal** in the Quick Links
- Login with your school **username** and **password** on the bottom of your timetable or login slip

  If you don't have your default login details ask your teacher or see IT Services
- If you only see an **EdPass** tile click on it to get access to all tiles.
- Search for **365 portal** and click on **Microsoft 365 Portal**
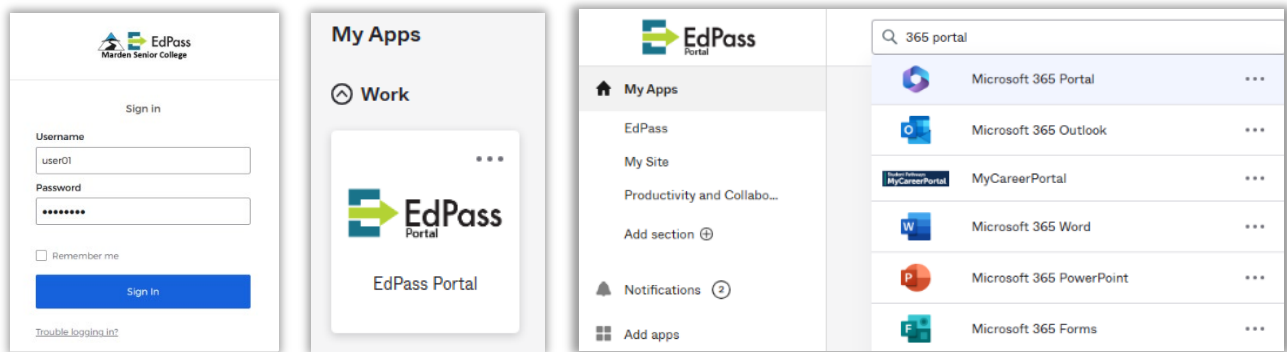
Install Office 365 Apps on Windows or MacOS

This software can be installed on up to 5 personal devices (Windows or MacOS) and should not be installed on school computers. To manager your device activations follow the instructions in the Manage Windows and MacOS Installs section below.

- Login to Office 365 Portal
- Click **Install and more** button and select **Install Microsoft 365 apps**
- Download and open the setup file that is downloaded.
- Follow the steps provided to install Office 365 Apps

- When the install finishes Office should be activated and ready to use

Manage Windows and MacOS Devices

- Login to **Microsoft 365 Portal**
- Click the circle with your initials at the top right of the page and select **View account**
- Click **Manage devices** to see what devices are activated and using your account
- If you lost the device click **Disable lost device**

Note: Disabling turns off device access to all your organization's accounts. Once you disable your device, you can't undo it. To access your organization's resources on this device again, you will need to contact your IT helpdesk.

Troubleshooting

- If you have trouble with your sign in or installing Microsoft 365 apps contact IT Services by Sending email to MSC.Helpdesk981@schools.sa.edu.au or come to the IT Services window.