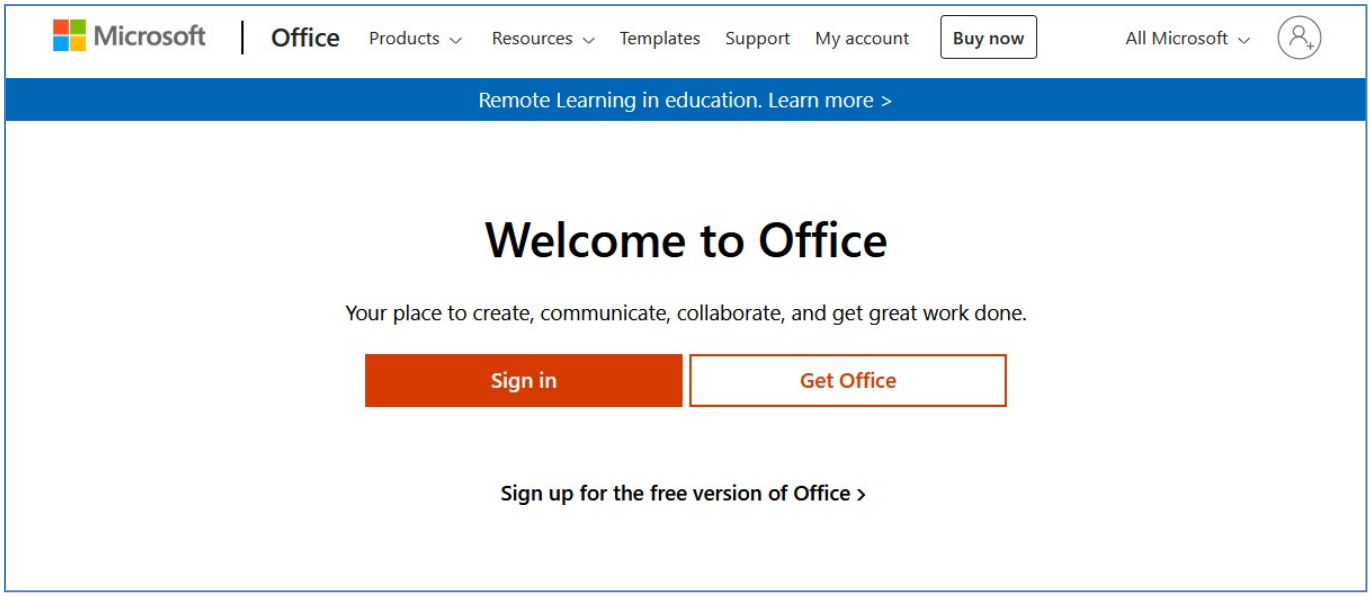
Bring your Own Device (BYOD) – Installing Office

Step ONE

Sign into https://www.office.com using your preferred web browser.

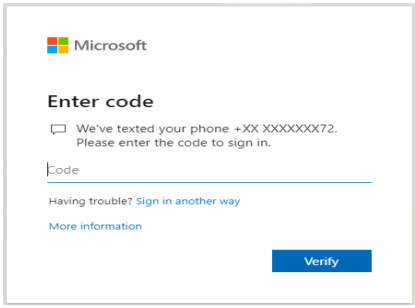


Step TWO

Sign in using your CIT email (CITxxxxxx@students.cit.edu.au, CITxxxxxx is your CIT number) and password.

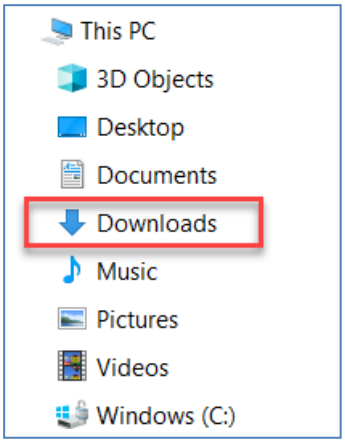
Microsoft will send an authentication code to your mobile or email address. Enter the code when prompted.

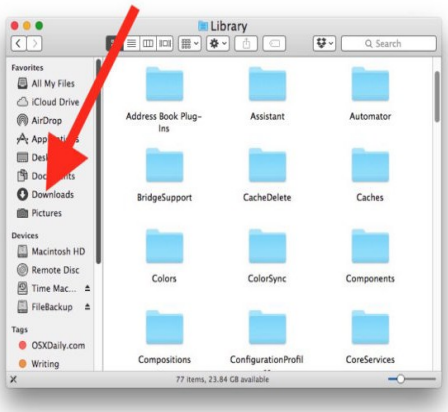
Click the 'Install Office' button in the bottom right to download Office 365.



Step THREE

Office365 will now download. The download should save within your downloads folder unless you are otherwise prompted. You can find your downloads folder in File Explorer.





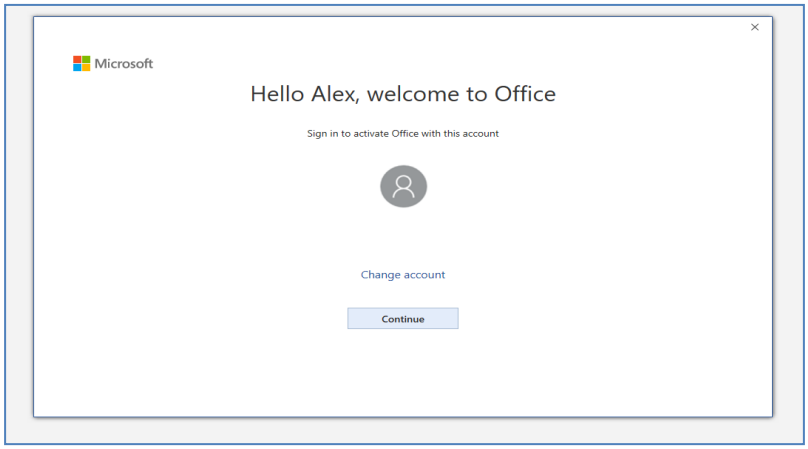
Step FOUR

Select the download called **'OfficeSetup'** and run it.

Enter your CIT email and password.

Microsoft will require you to multi-factor authenticate. You will receive a text message or email authentication code.

Enter the code when prompted. Once the installation has finished, open a Microsoft application and sign in.

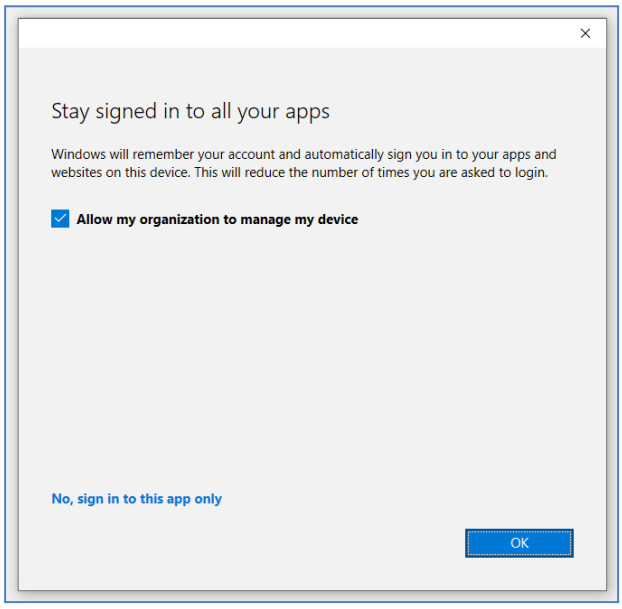


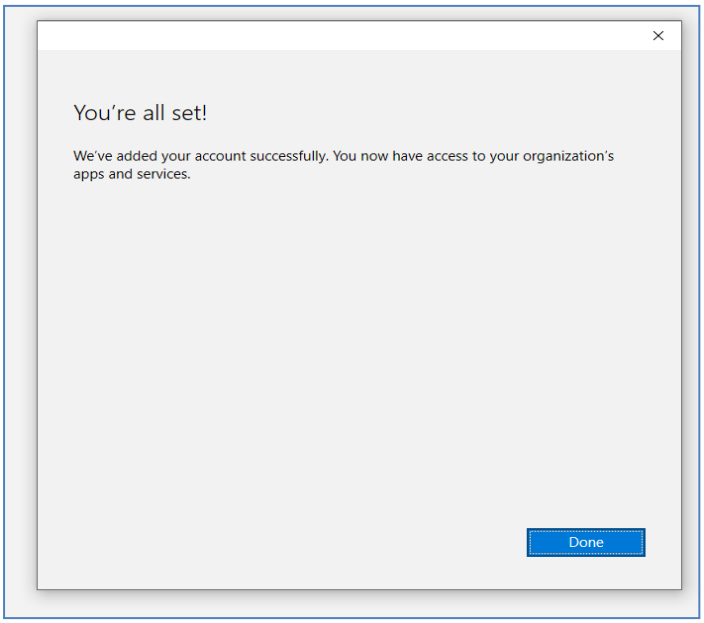
Step FIVE

Select **'Continue'** and you will be prompted with this screen.

For more information on **'Allow my organization to manage my device'** see the FAQs at the end of this document.

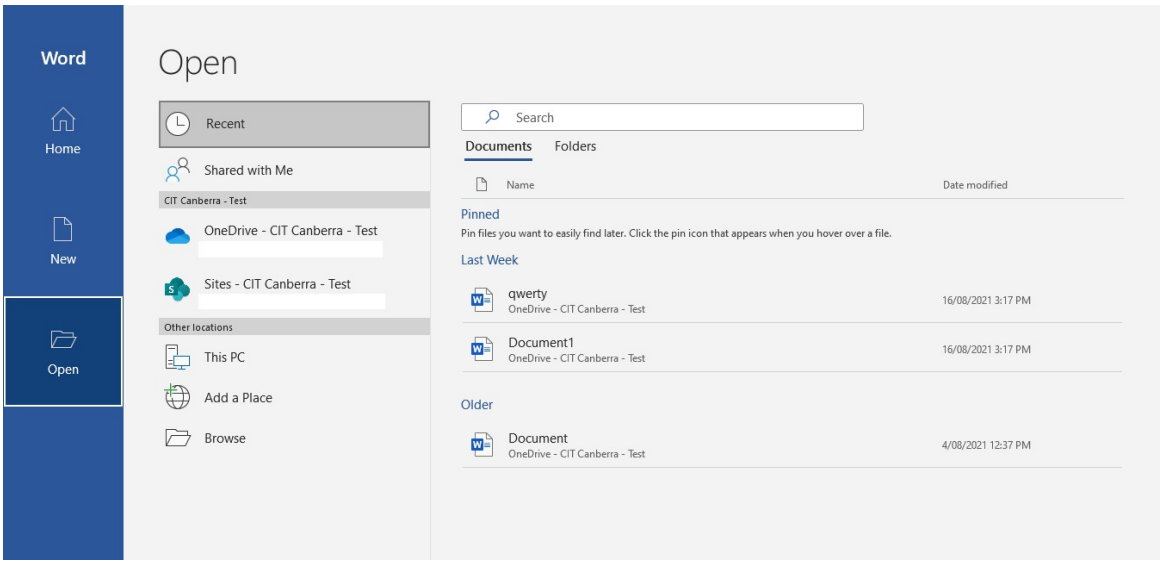
Select **'OK'**, then **'Done'**.





Step SIX

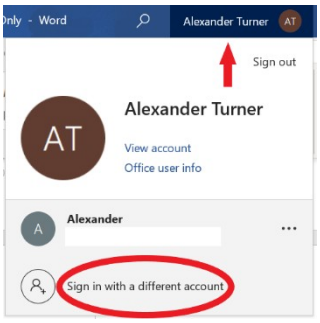
Your Microsoft applications will now be available from your Start menu or Navigation bar. When you open any of your Microsoft apps you will be signed in with your CIT account and offer a connection with your OneDrive documents. These can now be created, edited, and saved here and available on all Microsoft 365 compatible devices.



Office 365 Support

For further assistance with your Office365 account, call the CIT Student Services on (02) 6207 3188, select 2 for eLearn Support and Microsoft Account Activation assistance. Alternatively, you contact the CIT Library at any CIT campus to help resolve any issues.

FAQs



Q. I already have Office installed at home, how do I switch between accounts?

If you already have Office installed you can switch between accounts by selecting your name in the top right-hand corner, and then selecting 'sign in with a different account'.

Q. What devices will this work on?

The Office365 installation and activation will work across Chromebook, Mac, Android, IOS, Windows devices and operating systems.

Q. What applications are included with this installation?

You will get access to Excel, Word, Outlook, Project, PowerPoint, OneNote, OneDrive, Calendar, Access and List.

Q. I use more than one device, can I install it on both?

You can install Office365 on up to 5 devices. To manage what devices it is installed on, navigate to your Office.com profile (https://myaccount.microsoft.com/device-list). Here you can remove any old or unused devices from your account.

Q. I started an assignment under someone else's Office account how can I transfer it to my CIT account?

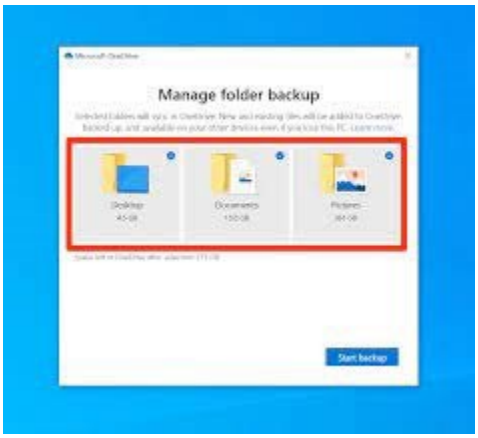
If you have any existing work that should be moved to your CIT office account, the best method is to email it to your CITxxxxxx@students.cit.edu.au email. Once you have a copy in your email you can open it up and save it to your OneDrive.

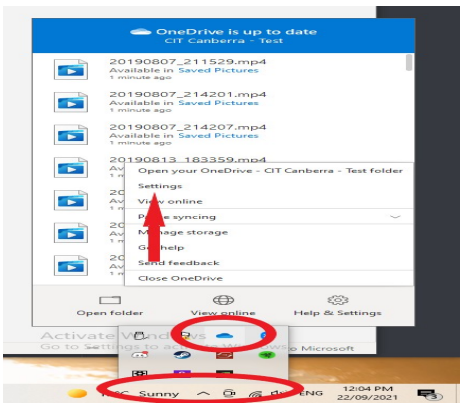
Q. What happens to my documents once I finish at CIT?

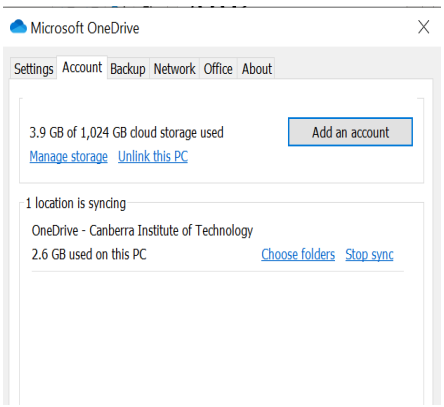
Once you have completed your CIT studies, your account is kept active for another 6 months. After that time the CIT Licence is revoked, and all data is removed. If you require any documents after you leave CIT you should ensure you copy them onto your local computer, USB, or send them to your personal email.

Q. I would like to install OneDrive, but I don't want to sync my home PC's documents. How do I customise this installation? Can I unlink my home PC with OneDrive?

Once OneDrive is installed, it will request which folders to backup. These are normally the Desktop, Documents and Pictures folders. You can deselect these at the time of installation or remove it after it's already installed. Select OneDrive from the Taskbar and navigate to 'Settings'. In Settings you can **'Choose folders'** to sync or **'Unlink this PC'** to remove the sync entirely.







Q. What happens to my Office365 installation after I leave CIT?

Once you have finished your studies with CIT your Office365 installation will remain on your personal computer, however you will not be able to access your CIT account and will require a personal Microsoft account to continue licensed use of the applications.

Q. What does 'Allow my organization to manage my device' entail?

CIT doesn't install any software on your personal device. Even if you select 'Allow my organisation to manage my device' this has no effect other than to save your CIT username and password to allow

easier access to Microsoft 365 applications and services. This does not allow CIT to see the applications you have installed on your device, the websites you visit, or your device location.

Selecting this option will save your CIT username and password on your device, allowing you to automatically to sign into CIT Microsoft 365 applications and services. If you do not select this option, you can still login to CIT Microsoft 365 services and applications, however you may be prompted to re- enter your username and password more often.

In summary:

If allow is selected, your CIT username and password are saved to your Windows device, meaning you will need to login less often when accessing CIT Microsoft 365 services.

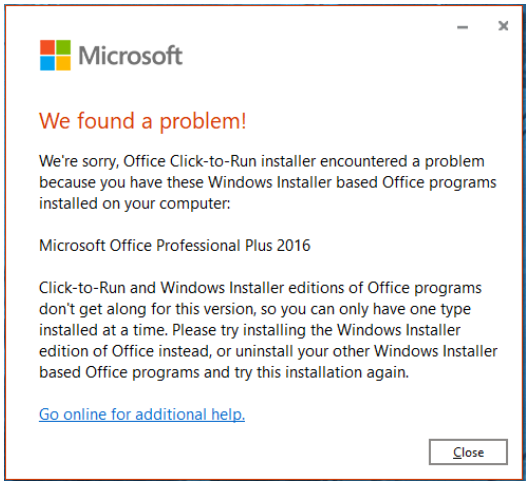
If it is unticked, your CIT username and password are only used to login to this app only, meaning you will need to login to separately to other apps. You may also be prompted to login to CIT Microsoft 365 services more often.

Q. What can I use my CIT Office account for?

The use of your CIT Office account should be strictly limited to files that pertain to your studies at CIT.

Any misuse of this may be in direct violation of the Student Conduct Policy (https://cit.edu.au/policies/student_conduct_policy)

Q. I have an older version of Office install at home, what happens if I upgrade?



If you have an older version of Office installed, you will receive this error when attempting the installation of Office 365.

Here you are prompted to either uninstall your older version of Office or cancel the Office 365 install.

Your CIT account will work with older versions of Office so you do not have to upgrade your Office version.

If you decide to upgrade to Office 365, please ensure you maintain any old installation documents, files, CD's before removing personal software.