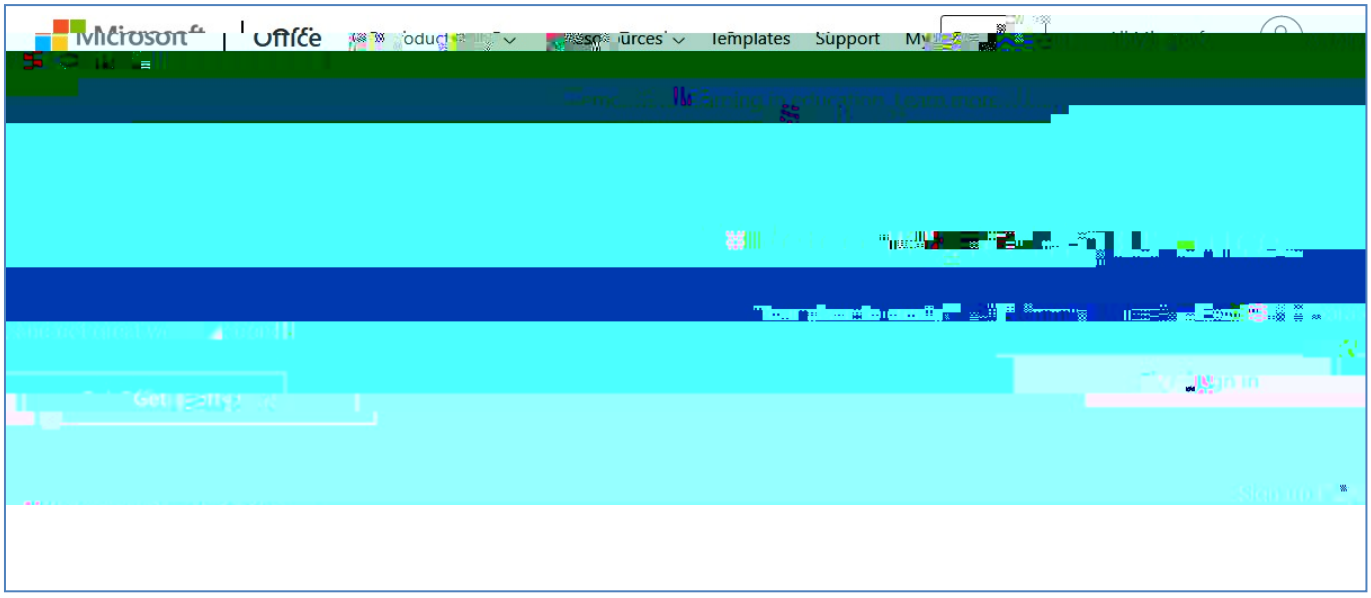
Bring your Own Device (BYOD) – Installing Office

Step ONE

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

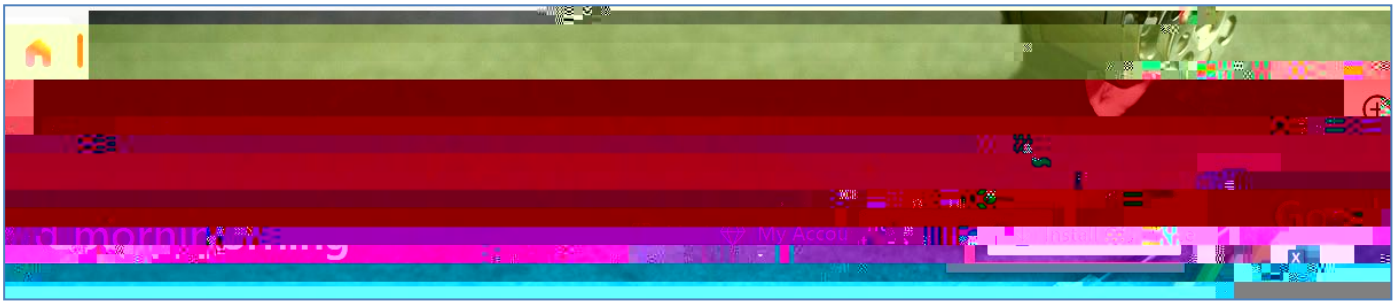


Step TWO

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 SIX

Your Microsoft applications will now be available from your Start menu or Navigation bar. When you

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?

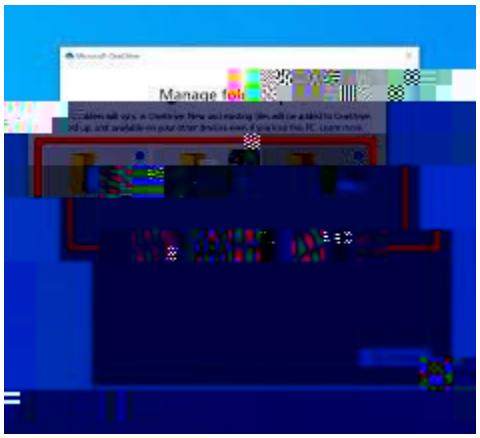
If you have any existing work that should be moved to your CIT office account, the best method is to email it to your CITxxxxxx@students.cit.edu.au email. Once you have a copy in your email you can open it up and save it to your OneDrive.

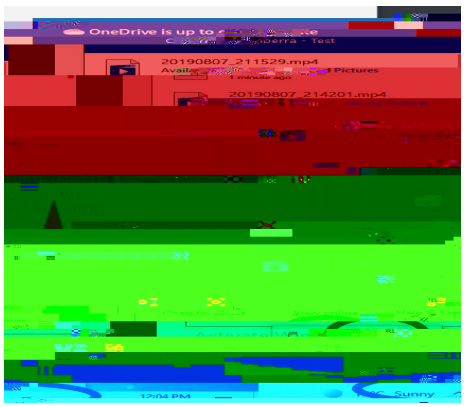
Q. What happens to my documents once I finish at CIT?

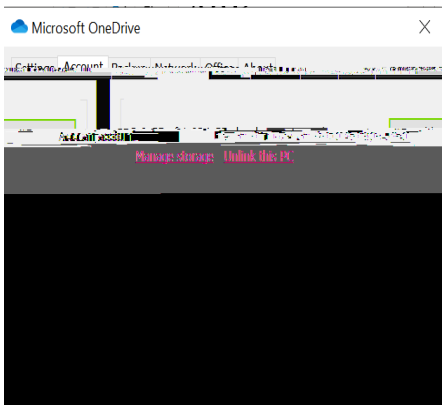
Once you have completed your CIT studies, your account is kept active for another 6 months. After that time the CIT Licence is revoked, and all data is removed. If you require any documents after you leave CIT you should ensure you copy them onto your local computer, USB, or send them to your personal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

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