

How to switch to a Department of Education Microsoft Office 365 Licence

For continued use of the Office 365 desktop application suite

Version 1.1 Date: 27/03/2024

Need to know

Background: Microsoft has announced that Office 365 A1 Plus for education will be retired on August 1, 2024.

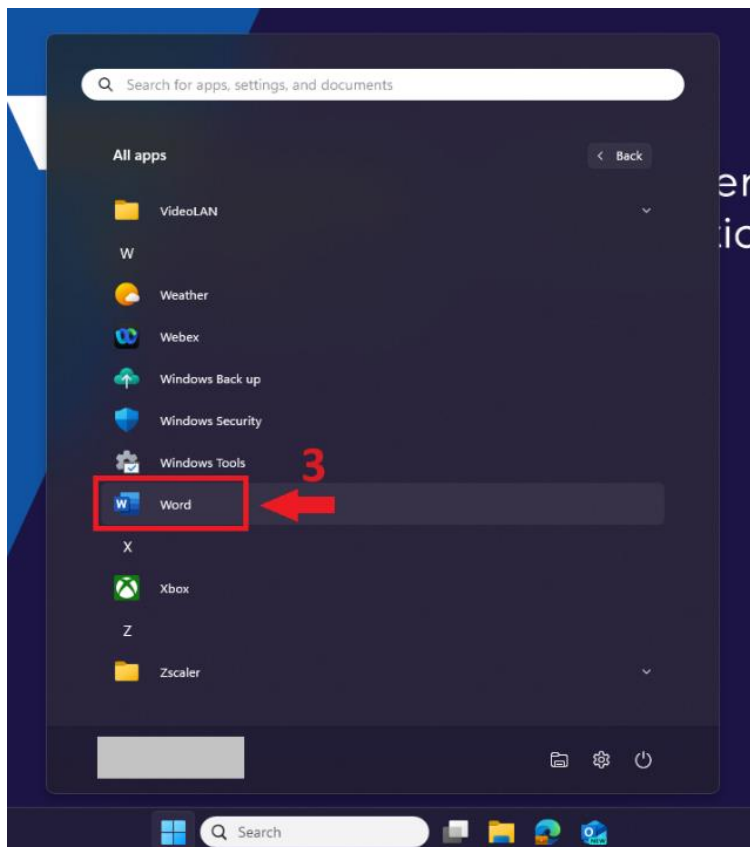
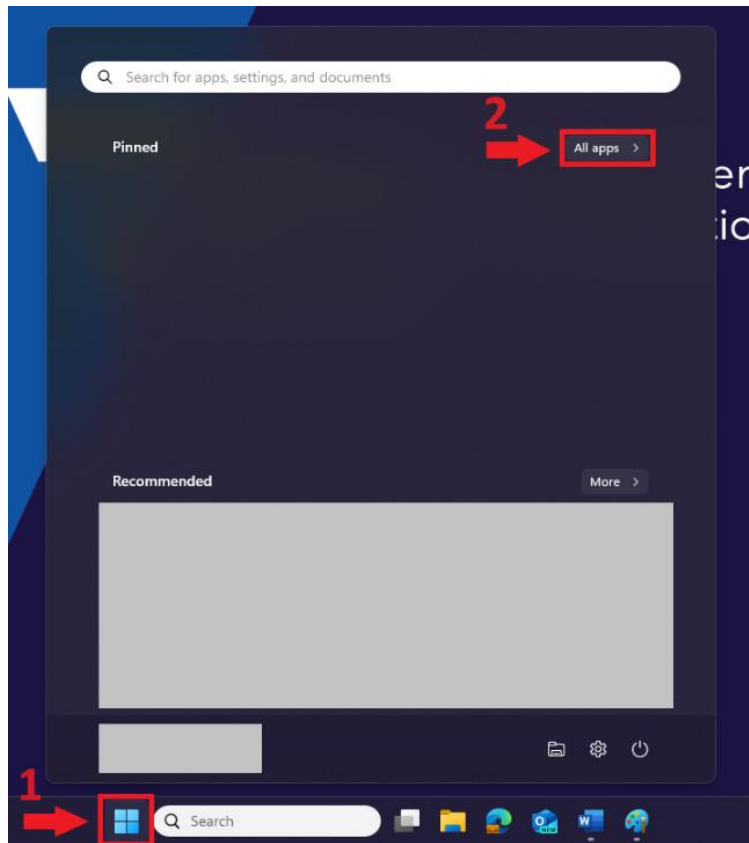
Impacted school staff and students will no longer have access to the Office 365 desktop apps and additional management tools. To support schools during this transition, the Department of Education (DE) advises impacted schools to switch to the DE license before fully migrating to the departments M365 platform as part of the [Securing Connected Learners Program](#).

Purpose: This is a quick reference guide to assist Specialist Technicians, school staff and students who are currently using an A1 Plus license and the desktop office application suite to switch to the DE Office 365 license before the A1+ license expiry date (August 1, 2024) to maintain use of the Office desktop apps.

Notes:

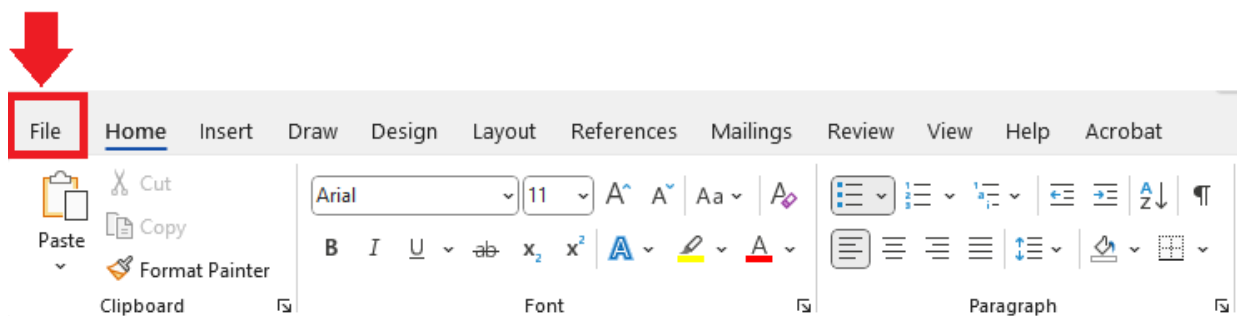
- You need to complete the following steps in either Microsoft Word, PowerPoint, Excel, or OneNote. This guide uses Word as an example.
- Once you switch to the DE license, you can continue to access documents and save files as you did previously.

Step 1 Open Word: click Start → All Apps → Word

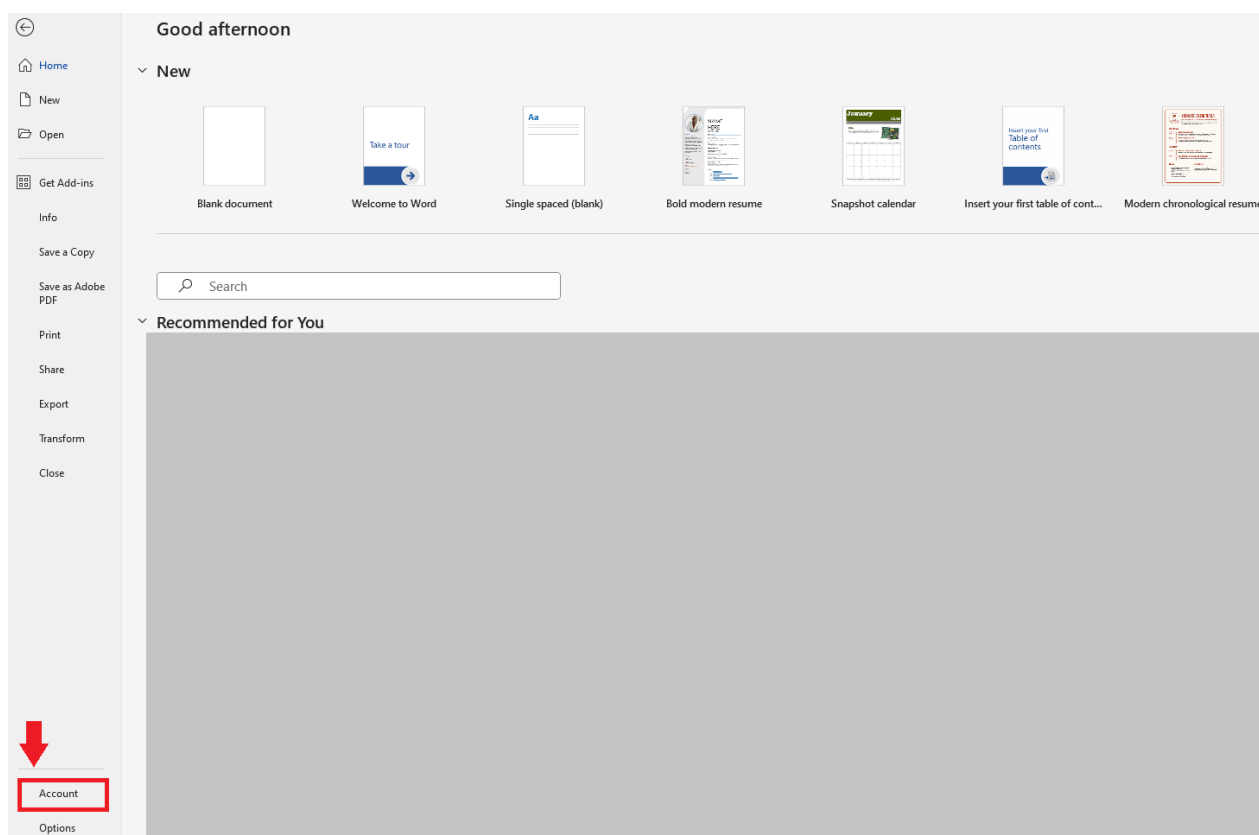


You can also open Word via short cuts or the search bar on your Desktop.

If you have opened an existing Word document, click **File** on the top navigation bar.



Step 2 Click **Account** in the bottom left corner.



Step 3 Under Product Information, click **Switch License**.

The screenshot shows the Microsoft account settings interface. On the left is a navigation menu with options like Home, New, Open, Get Add-ins, Info, Save a Copy, Save as Adobe PDF, Print, Share, Export, Transform, and Close. The main content area is titled 'Account' and includes sections for 'User Information' (with a photo placeholder and links for 'Change photo', 'About me', 'Sign out', and 'Switch account'), 'Account Privacy' (with a 'Manage Settings' button), 'Office Background' (set to 'Clouds'), 'Office Theme', and 'Connected Services' (with an 'Add a service' button). On the right, the 'Product Information' section shows the Microsoft logo and 'Subscription Product for [redacted] Microsoft 365 Apps for enterprise'. Below this, it lists 'This product contains' with icons for Word, Excel, PowerPoint, OneDrive, Outlook, and Access. Two buttons are visible: 'Manage Account' and 'Switch License', with the latter highlighted by a red box and a red arrow pointing to it. Further down are sections for 'Microsoft 365 and Office Updates', 'About Word', and 'What's New'.

Step 4 Click **Use a different account** → **Sign in**.

Hello [redacted] let's check your account

You can switch to another Office license associated with this account

The screenshot shows a sign-in prompt. At the top is a gray square placeholder for a profile picture. Below it is a horizontal gray bar representing the user's name, with a red number '1' to its right. Underneath the name bar is a blue link that says 'Use a different account', which is highlighted with a red box and a red arrow pointing to it. Below this link is a blue button with the text 'Next'.

[Get help switching your license](#)

Sign in to activate Office



Use your regular email address



Get free cloud storage



Use your account to install Office on other devices

Sign in with your work, school, or personal Microsoft account



[Enter product key instead](#)
[What is a Microsoft account?](#)

Step 5 Enter your DE email address → Next

For school staff, enter your EduPass email e.g.

[your.name@education.vic.gov.au](#).

For students, follow the instructions from your teacher. You will be given your EduPass email address to use ([xyz@schools.vic.edu.au](#)) to log in.



Activate Office



Email, phone, or Skype

No account? [Create one!](#)



Next

Step 6 Enter your password → Sign In

eduPass

Enter password



Password

[Forgot my password](#)

[Sign in with another account](#)



Sign in

For support, log a service request via the **DE Services Portal** (<https://services.educationapps.vic.gov.au/dp>)
(<https://services.educationapps.vic.gov.au/dp>)

For school staff, you may be prompted to authenticate with a second factor other than your password if you haven't yet set up Multifactor

Authentication (MFA). Click [here](#) to learn how to set up MFA. Note that students are not required for MFA.

Congratulations on switching to the DE Office 365 license.