Install Microsoft Office 365 Software – DoE students

- 1. Log into your DoE Student Portal: https://portal.education.nsw.gov.au/
- 2. Click on "Microsoft Office 365".

🚀 Launch	ıpad									
Email	(i) My school library	Premier's Reading	Google Workspace	Google Calendar	Google Classroom	Google Meet	Microsoft Office 365	Microsoft Teams	ZOOM	Adobe Connect
	(Oliver)	Challenge		П	AU4					

3. Click on drop-down arrow next to "Install Office" and select Office 365 apps.

Office 365 Good afternoon, Install Office >	\leftarrow	ightarrow C	\rightarrow G	https://www.office.com/?auth=2&home=1				田 🏠	€_≡	Ē	
Good afternoon, Install Office V		Office 365	Office 365	٩,	Search					<u>نې</u>	?
	n	1	1	Good afternoon				Instal	Office	~	
Recommended Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	(+)					<	\pm	Office 365 apps Includes Outlook, OneDrive for Bu	siness,		all Office
Other install options Select a different language or install other apps available with your subscription.	×						\rightarrow	Other install options Select a different language or inst	all other		

4. Download OfficeSetup.exe and open the file.

	Office 365		Just a few more steps		
A	l	Goo	\bigcirc	\frown	
\oplus					
W		Recom	Setup	Yes	
X					Activate Office
		*	Reduce to an Click Run	2 Say "yes"	3 Stay online
		202 TSO	Click the Setup file at the bottom o screen.		After installation, start Office and sign in with the account you use for Office 365:
N			Open		verity.smith2@det.nsw.edu.au.
-		AI	Always open files of this type		$\overline{\mathbf{T}}$
B			Show in folder inst	talling?	
		ſ	Cancel	Modified V	Activity ~
٥	OfficeSetup.exe		~		

5. Follow the procedure to install the program.

Microsoft	×
Please stay online while Office downloads	
We'll be done in just a moment.	

6. Once Office has installed click on "Close".

Microsoft
You're all set! Office is installed now

7. Click on "Continue".

ľ

Word	x
₩ Home	Microsoft Hello welcome to Office
☐ New	Sign in to activate Office with this account
☐ Open	username@education.nsw.gov.au Change account
	Continue
Account	
Feedback	
Options	

8. Click on "Next". Login with your DoE Account.

	Login with your DoE account
Microsoft	User ID
Activate Office	Enter your user ID
	Example: jane.citizen1
username@education.nsw.gov.au	Password
No account? Create one!	Enter your password
Next	Log in

9. IMPORTANT: Make sure you uncheck "Allow my organisation to manage my device" and select "No, sign in to this app only" instead.

Stay signed in to all your apps	
Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.	
Allow my organization to manage my device	
(i) Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.	
No, sign in to this app only	
ОК	
10 Accent the license agreement	
10. Accept the license agreement.	
Microsoft	
Microsoft Accept the license agreement	
Microsoft Accept the license agreement Microsoft 365 Apps for enterprise includes these apps:	
Microsoft Accept the license agreement Microsoft 365 Apps for enterprise includes these apps: Microsoft 365 Apps for enterprise includes these apps for enterprise includes these apps for enterprise includes the apps for enterprise includes the app f	
<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><image/></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	

Accept

11. Open Word then click on "Account" and make sure Office is activated.

Word	Account				
	User Information	Product Information			
Home	"Your name"	Microsoft			
	Change photo About me Sign out Switch account	Subscription Product Microsoft 365 Apps for enterprise Belongs to: "Your DoE email address"			
New	Account Privacy Manage Settings	This product contains Image Account Change License			
	Office Background:				
Open	No Background Office Theme: Colorful	Office Updates Updates are automatically downloaded and installed. Update Options ~			
Account	Connected Services: OneDrive - NSW Department of Education	About Word Learn more about Word, Support, Product ID, and Copyright information. Version 2110 (Build 14527.20276 Click-to-Run) Current Channel			