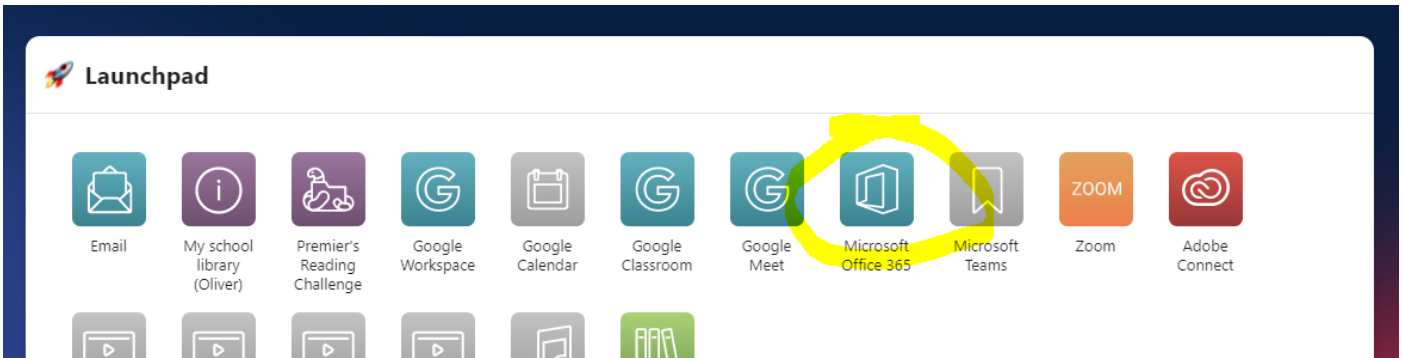
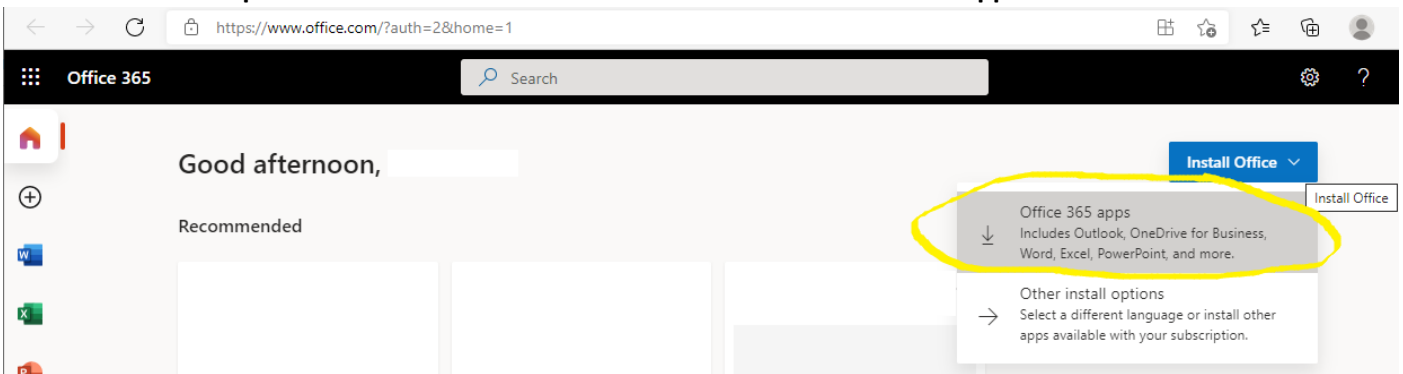


Install Microsoft Office 365 Software – DoE students

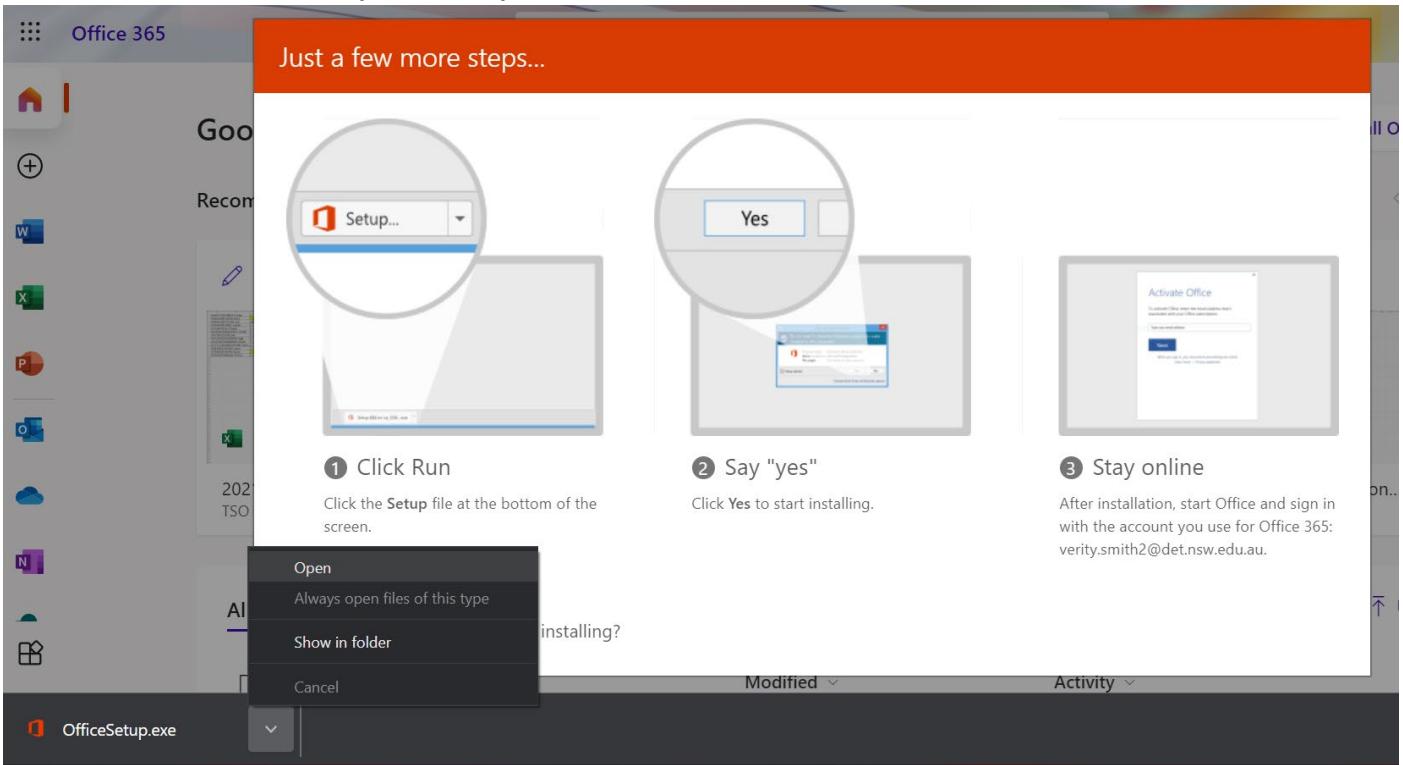
1. Log into your DoE Student Portal: <https://portal.education.nsw.gov.au/>
2. Click on “Microsoft Office 365”.



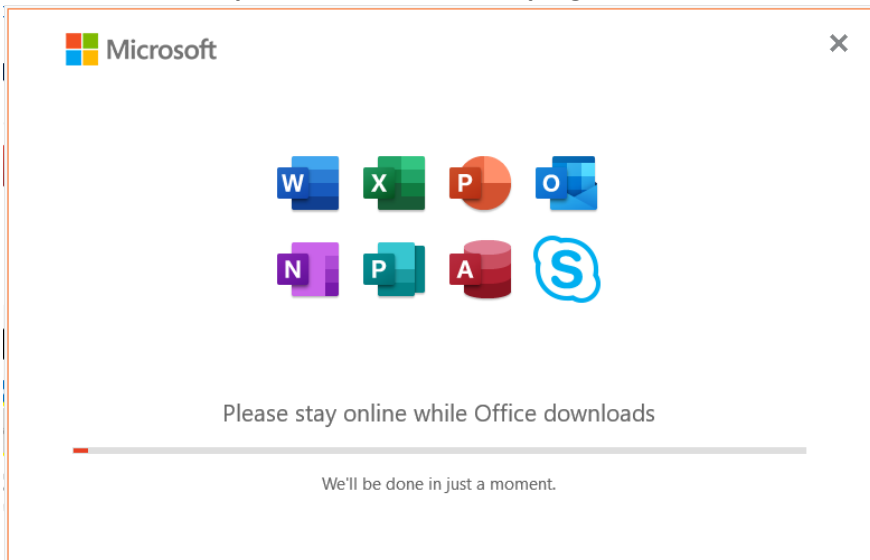
3. Click on drop-down arrow next to “Install Office” and select Office 365 apps.



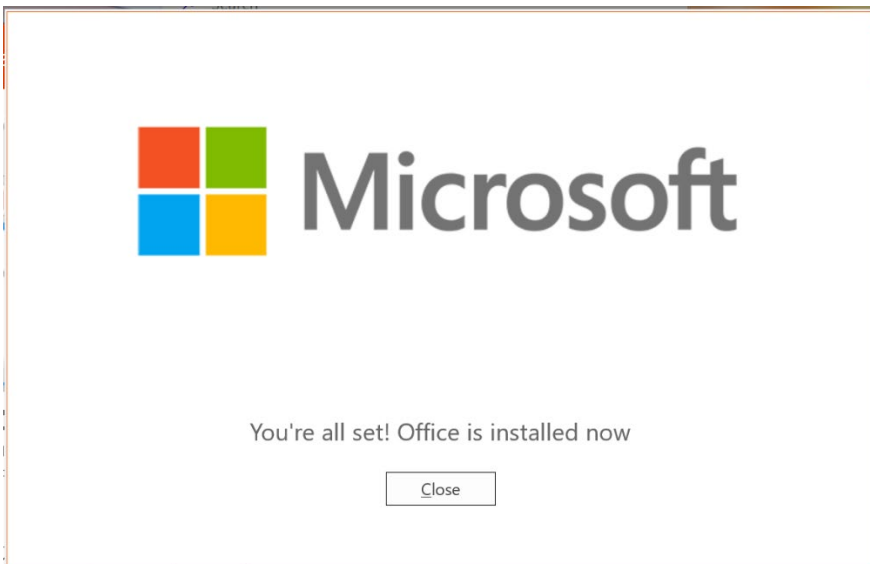
4. Download OfficeSetup.exe and open the file.



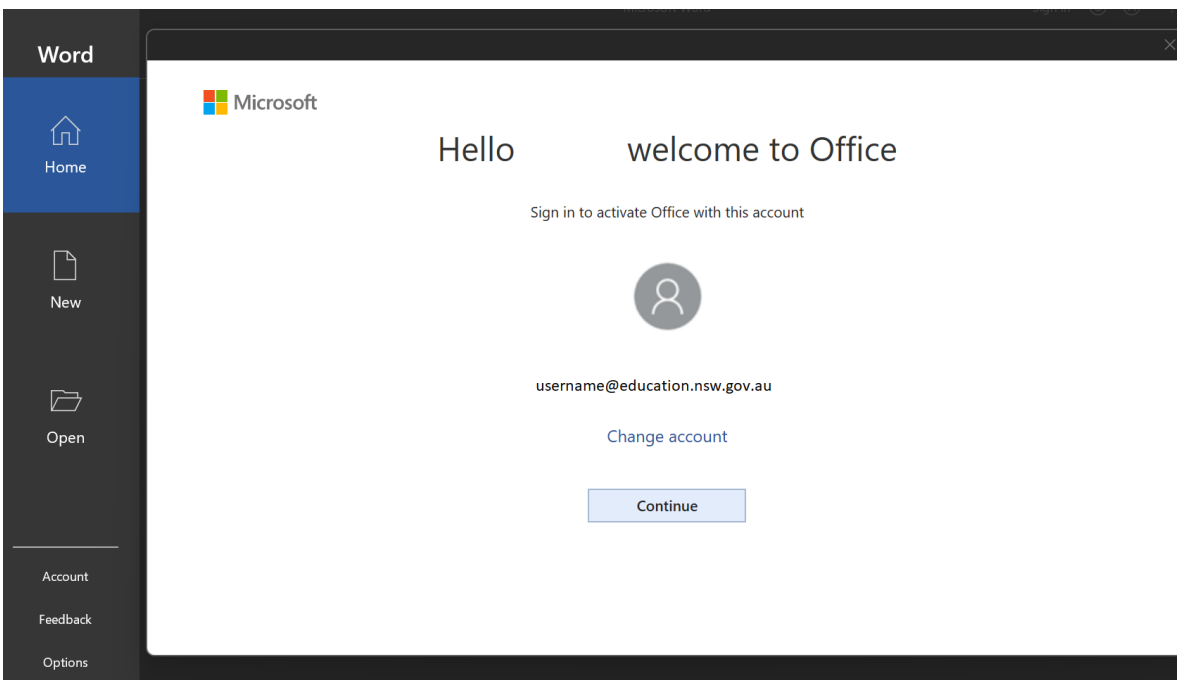
5. Follow the procedure to install the program.




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



7. Click on "Continue".



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



Activate Office

username@education.nsw.gov.au

No account? [Create one!](#)

Next

Login with your DoE account

User ID

Example: jane.citizen1

Password

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

ⓘ 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


OK

10. Accept the license agreement.



Accept the license agreement

Microsoft 365 Apps for enterprise includes these apps:



This product also comes with Office Automatic Updates.
[Learn more](#)

By selecting Accept, you agree to the Microsoft Office License Agreement
[View Agreement](#)

Accept

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

Word

Home

New

Open

Account

Account

User Information

"Your name"

[Change photo](#)

[About me](#)

[Sign out](#)

[Switch account](#)

Account Privacy

Manage Settings

Office Background:

No Background

Office Theme:

Colorful

Connected Services:

- OneDrive - NSW Department of Education

Product Information

Subscription Product

Microsoft 365 Apps for enterprise

Belongs to: "Your DoE email address"

This product contains

W X P O N P A

Manage Account Change License

Office Updates

Updates are automatically downloaded and installed.

Update Options

About Word

Learn more about Word, Support, Product ID, and Copyright information.

Version 2110 (Build 14527.20276 Click-to-Run)

Current Channel