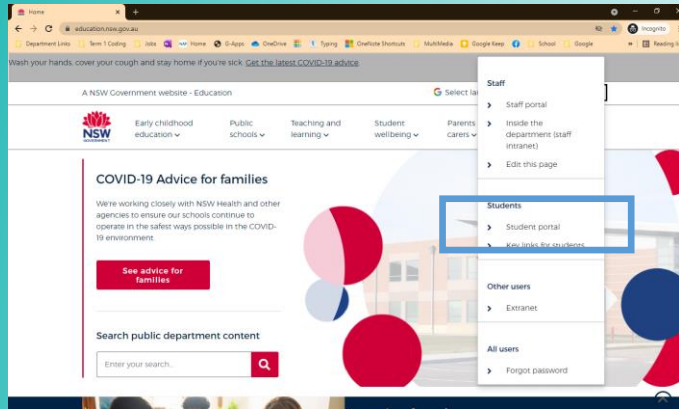


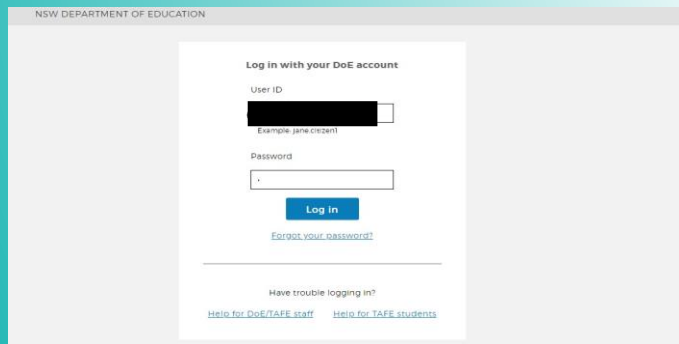
How to Download Microsoft Office 365

This is available for free for all NSW Department of Education student

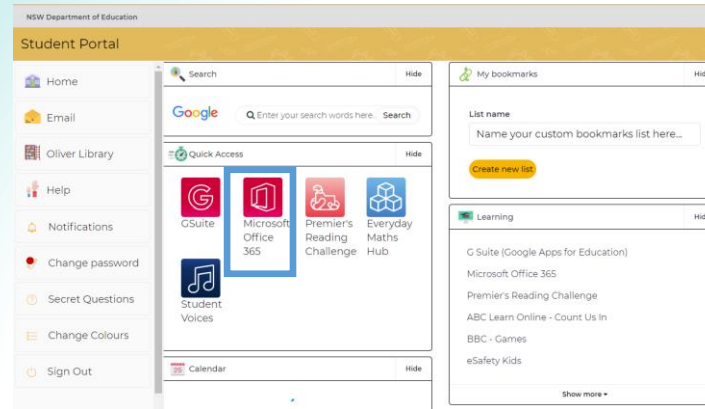
1. Go to www.education.nsw.gov.au, click Log In (top right-hand corner) and go to Student Portal.



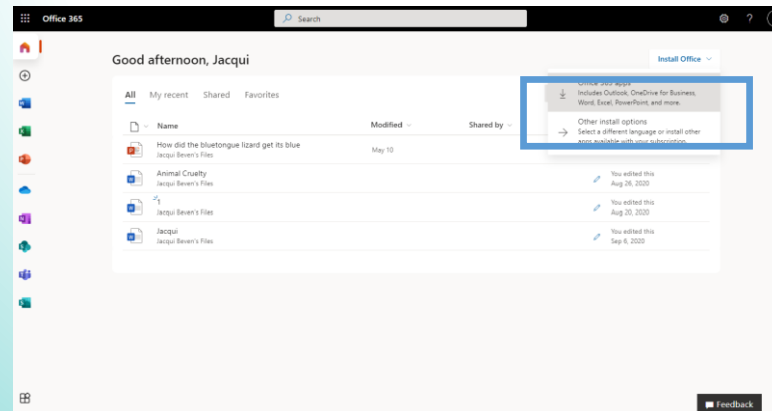
2. Log in with student's DEC log in and password. (This is the same log in details used to access computers at school.)



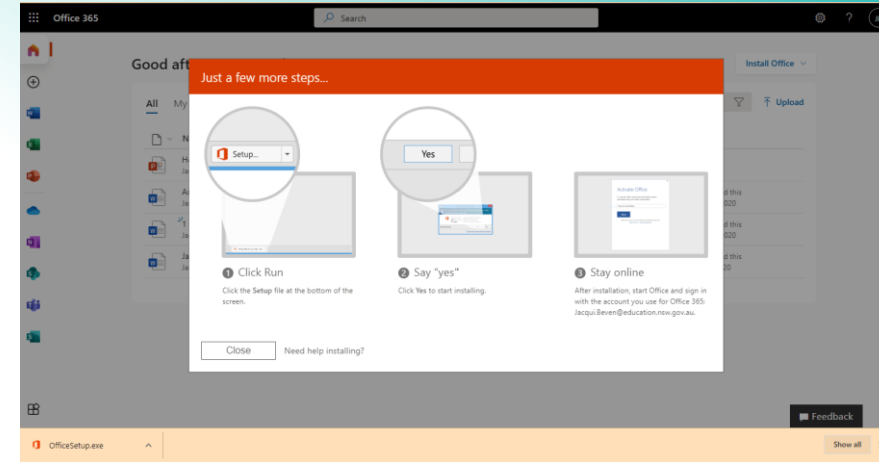
3. Student Portal - Open Microsoft Office 365



4. Microsoft Office - Click Install Office then Office 365 APPS and the Office Suite downloads onto computer. It will appear in the bottom tool bar or will be in your download folder.



5. Open the 'setup....exe' file when it has finished downloading and follow the onscreen instructions.



6. Students will need to sign in with their school email *first.lastname@education.nsw.gov.au* to access the full free unrestricted version of Office 365.

If you are redirected to the portal, sign in there as well. Once the student is signed in, they should remain signed in unless they sign out. To check if student is signed in, click on their name in the top right taskbar within an office program, school email should be seen.

