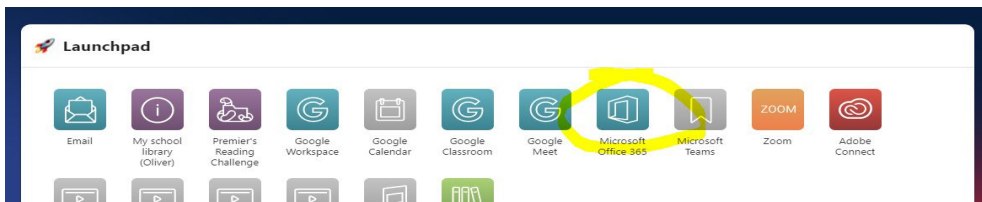




Install Microsoft Office 365 Software – DoE students

1. Log into your DoE Student Portal: <https://portal.education.nsw.gov.au/>

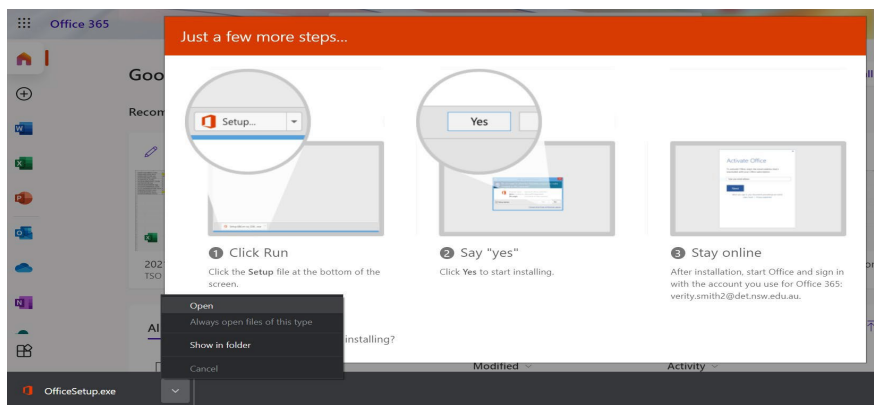
2. Click on “Microsoft Office 365”.



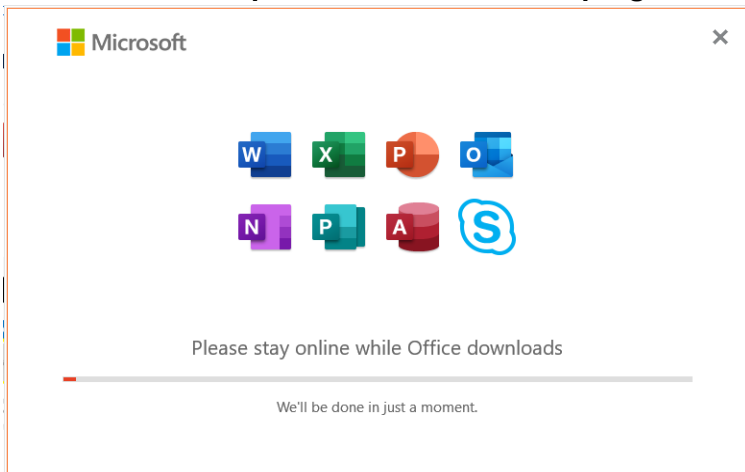
3. Click on drop-down arrow next to “Install Office” and select Office 365 apps.



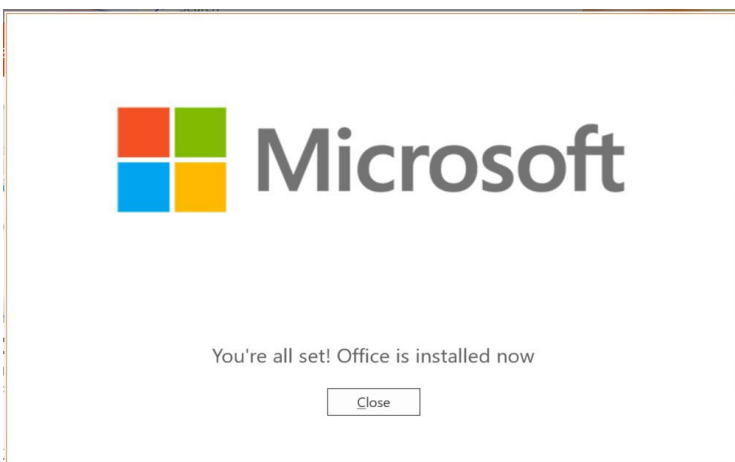
4. Download OfficeSetup.exe and open the file.



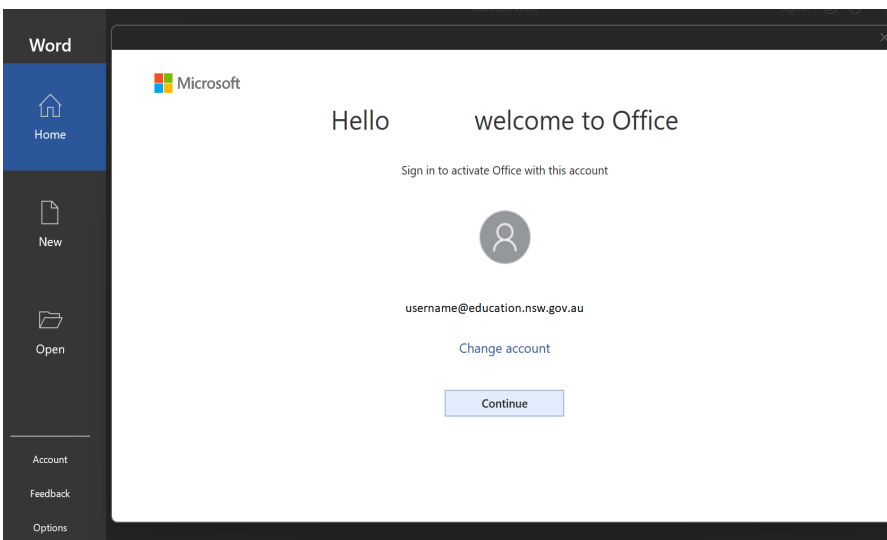
5. Follow the procedure to install the program.



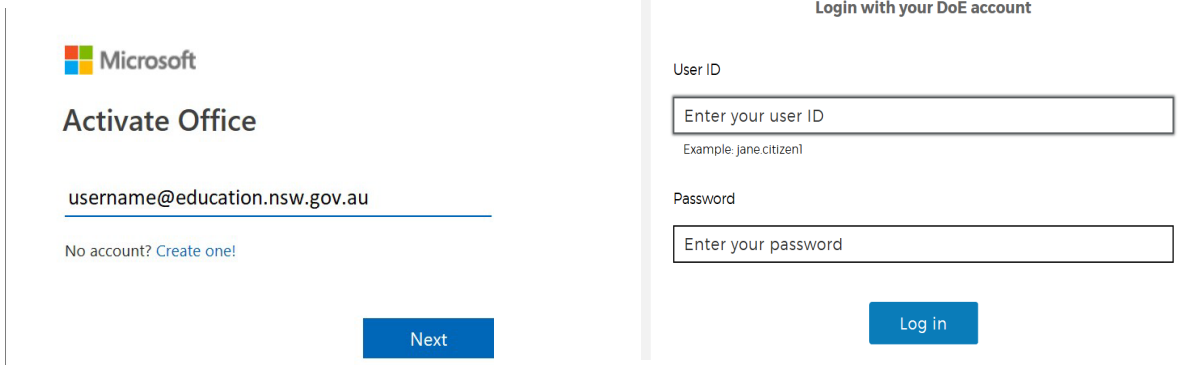
6. Once Office has installed click on "Close".



7. Click on "Continue".

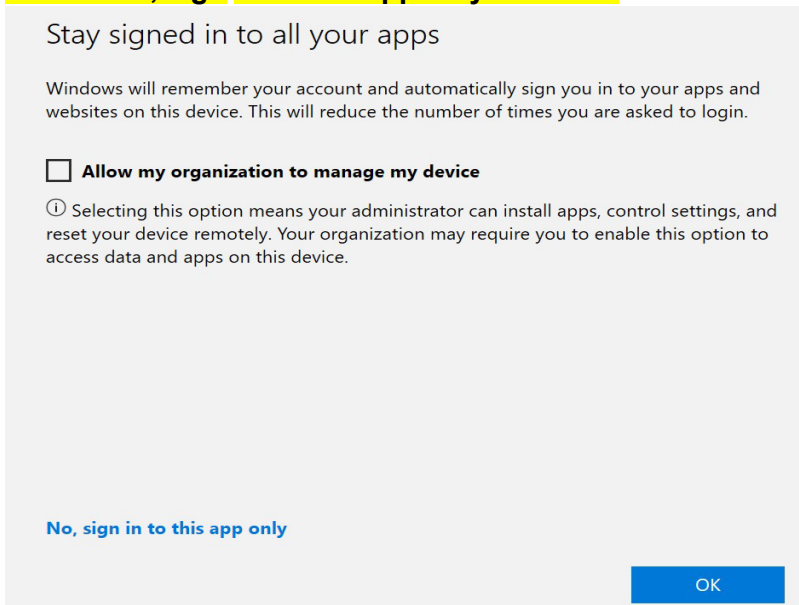


8. Click on “Next”. Login with your DoE Account.



The image shows two side-by-side screenshots. The left screenshot is the Microsoft Office activation screen. It features the Microsoft logo at the top left, followed by the text "Activate Office". Below this, there is a text input field containing "username@education.nsw.gov.au". Underneath the field, it says "No account? [Create one!](#)". At the bottom center, there is a blue button labeled "Next". The right screenshot is the "Login with your DoE account" screen. It has a title "Login with your DoE account" at the top. Below the title, there are two input fields: "User ID" with a placeholder "Enter your user ID" and an example "Example: jane.citizen1", and "Password" with a placeholder "Enter your password". At the bottom center, there is a blue button labeled "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.**



The image shows a dialog box titled "Stay signed in to all your apps". The text inside reads: "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." Below this text, there is a checkbox labeled "Allow my organization to manage my device". Underneath the checkbox, there is a small information icon (i) followed by the text: "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." At the bottom left of the dialog, there is a link that says "No, sign in to this app only". At the bottom right, there is a blue button labeled "OK".

10. Accept the license agreement.



The image shows the Microsoft Office license agreement screen. It starts with the Microsoft logo at the top left. Below the logo, the text "Accept the license agreement" is displayed in a large font. Underneath, it says "Microsoft 365 Apps for enterprise includes these apps:" followed by icons for Word (W), Excel (X), PowerPoint (P), Outlook (O), OneDrive (N), Publisher (P), and Access (A). Below the icons, it says "This product also comes with Office Automatic Updates." with a link "Learn more". At the bottom, it says "By selecting Accept, you agree to the Microsoft Office License Agreement" with a link "View Agreement". At the very bottom, there is a large button labeled "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

Microsoft

Subscription Product

Microsoft 365 Apps for enterprise

Belongs to: "Your DoE email address"

This product contains

[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