How to install Microsoft Office for students
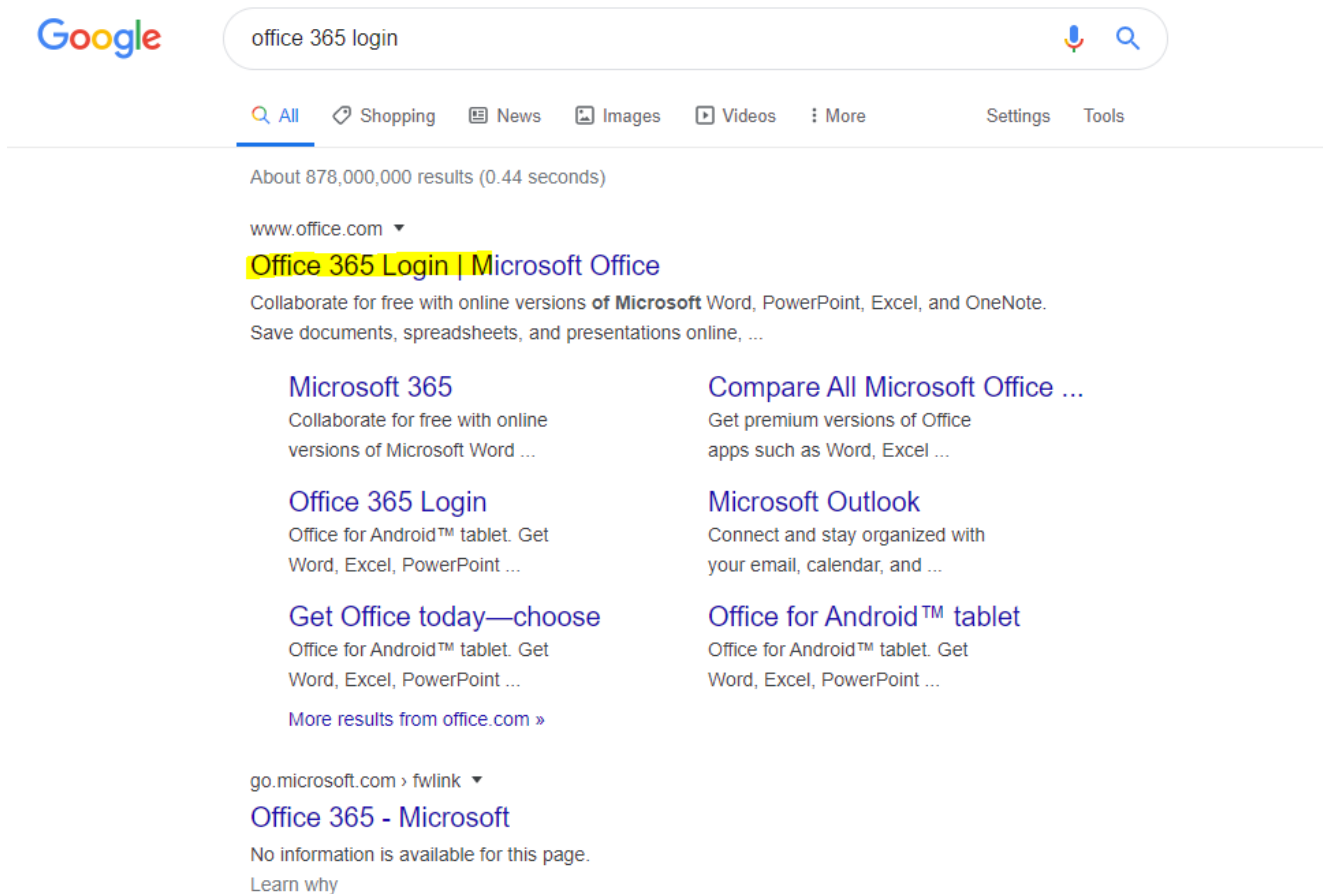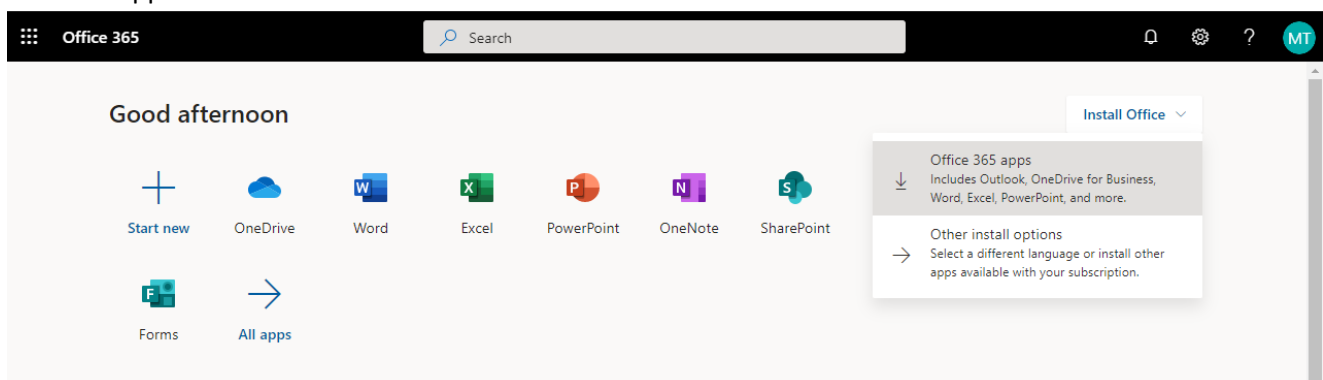
(up to 5 installs per student)

1) Ensure any other versions of Microsoft Office are uninstalled (search "control panel", then find programs and features).
2) Go to your preferred web browser and google "Office 365 Login"
3) Click on the top result

4) Enter your school email address (Note: ends in @education.nsw.gov.au)
5) Log in with your school DoE account, the same way you would log in to the student portal
6) On the top right of the screen click "install office" then on the drop down menu click "Office 365 apps"

7) A setup file will start to download. Run the setup file once it has downloaded. Office will then download and install. **Make sure you leave the browser window open and stay signed on to Office 365, so Office can activate automatically.**
8) Once Office finishes installing, open any office program (Word, PowerPoint etc) and sign in with your **school email**. Make sure you are using your school Microsoft account otherwise Microsoft Office will not activate.