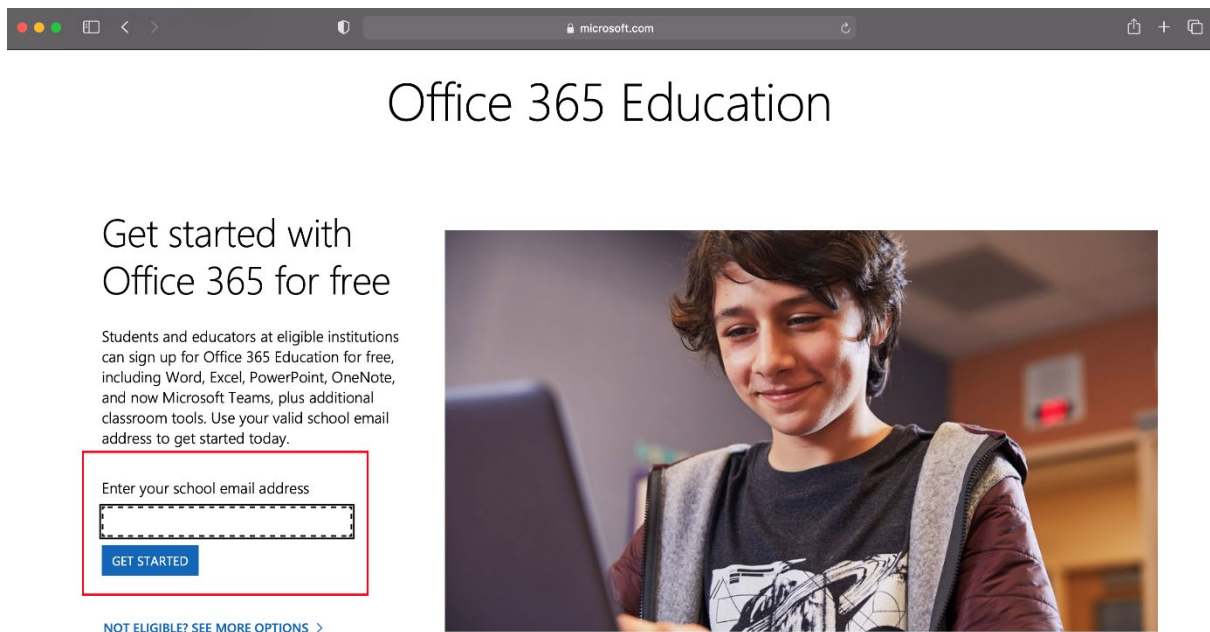# MS OFFICE 365 Student Installation Setup

1 - Go to the following link and enter your student e-mail
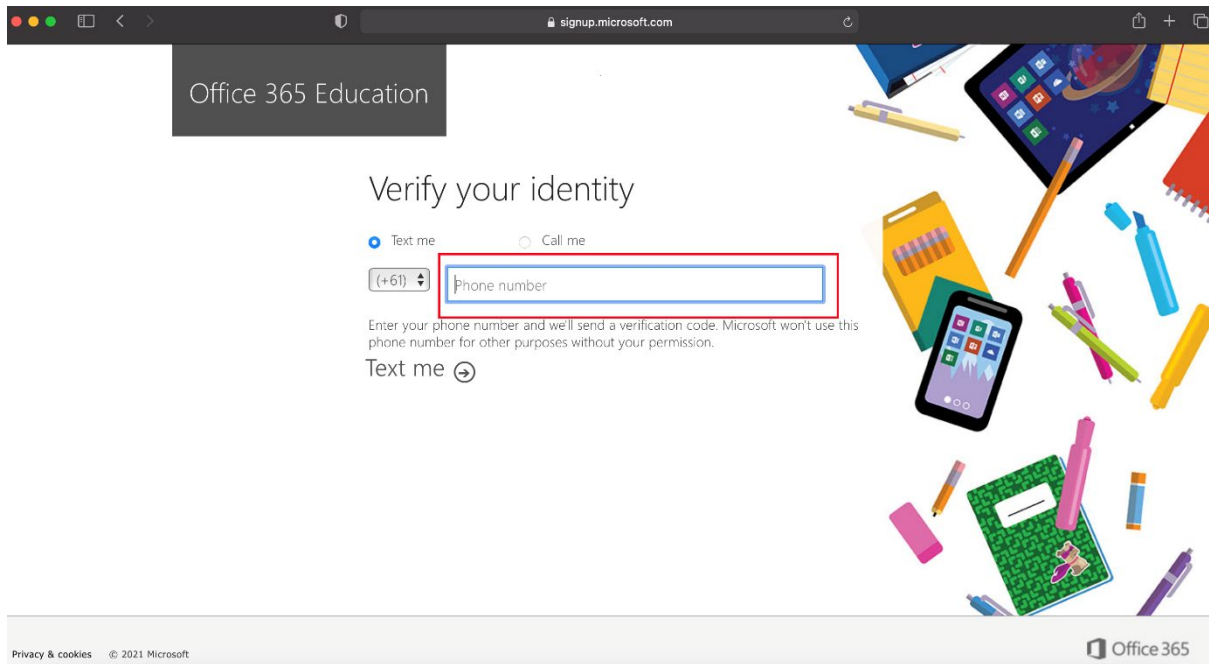
https://www.microsoft.com/en-au/education/products/office
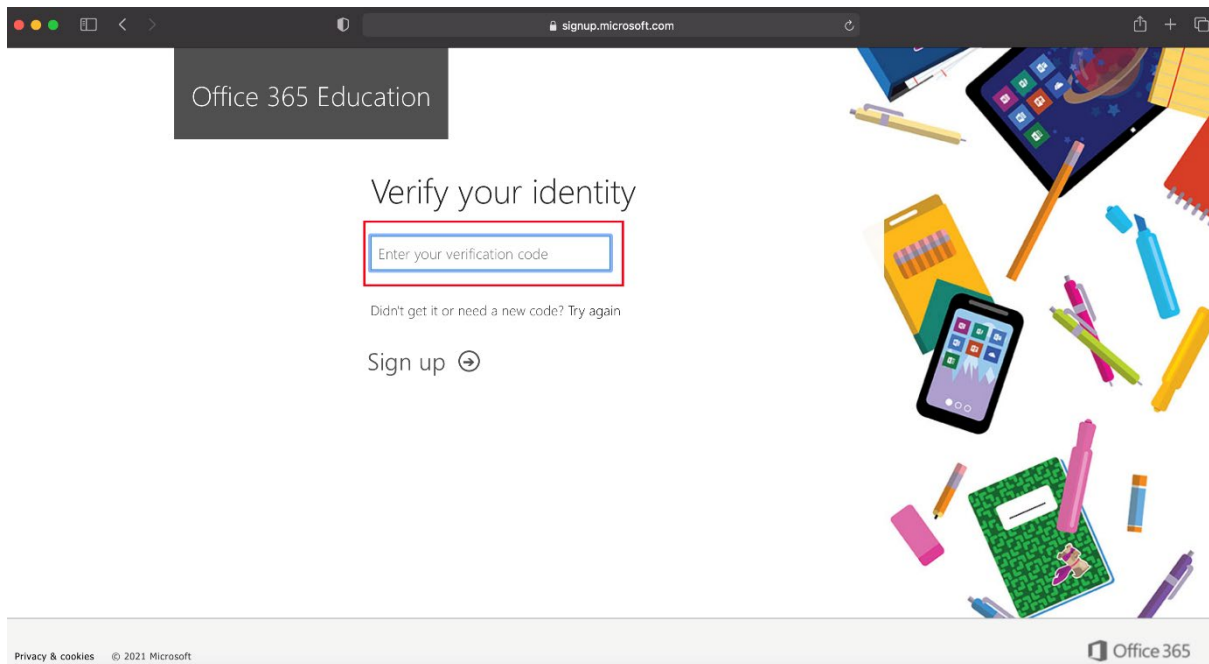

2 - Select **"I'm a student"**

3 - Enter your phone number for a verification text

4 - Enter the verification code you received on your phone

5 - Click **Sign In**

6 - **Log in** with student portal details (firstname.lastname and DET password)

7 - Select the **"Do not show this again"** tick box and click **Yes**
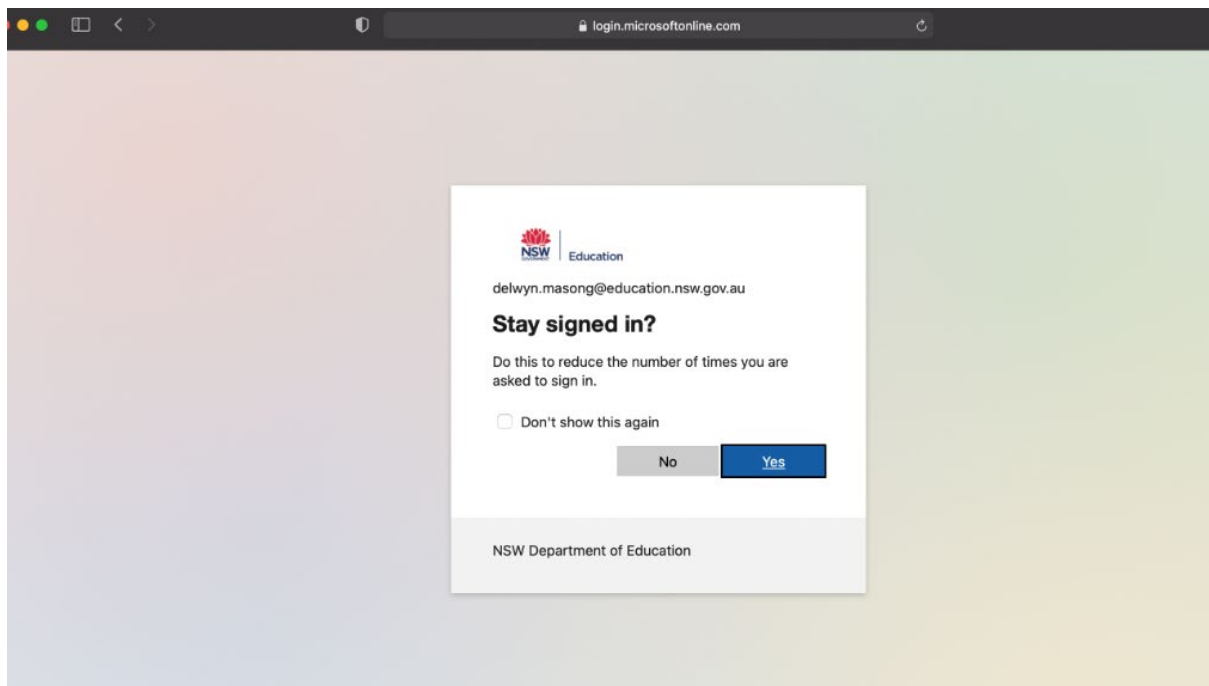
8 - Click **"Okay, got it"**
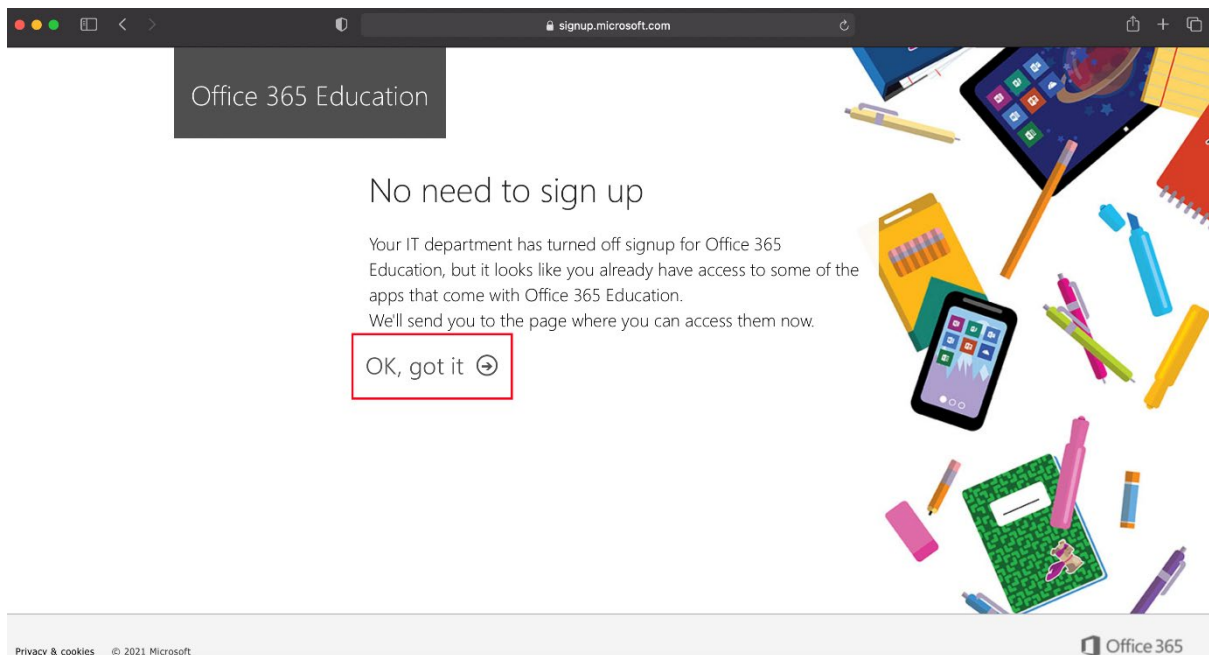
9 - Click **"Install Office"** and Select **"Office 365 apps"**
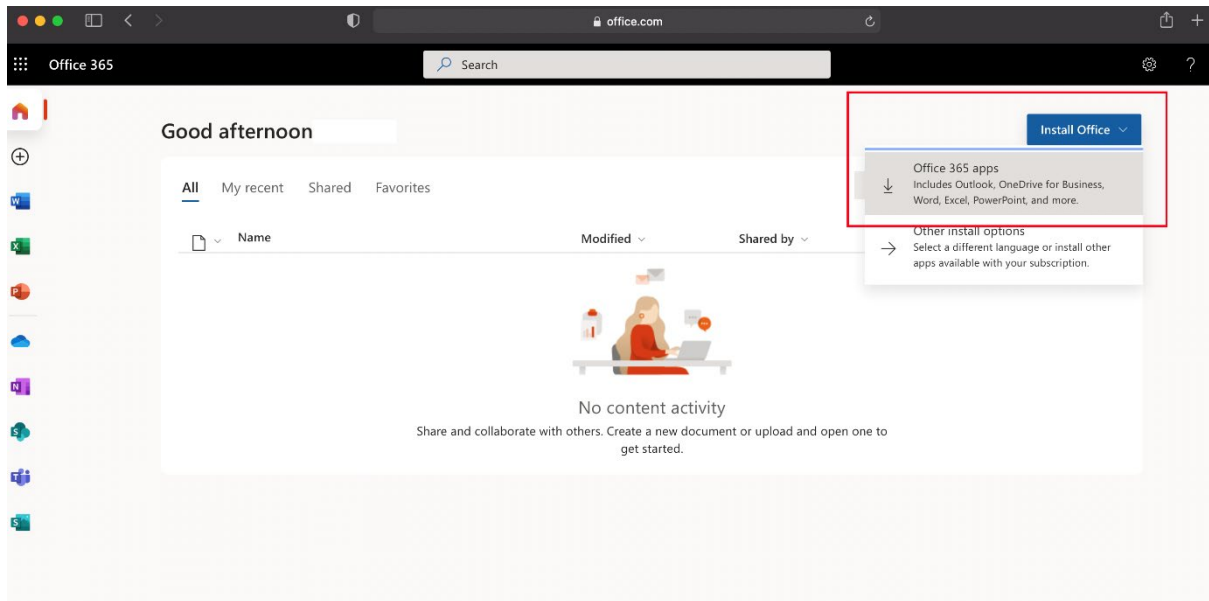
10 - Click **"Allow"** (If asked)
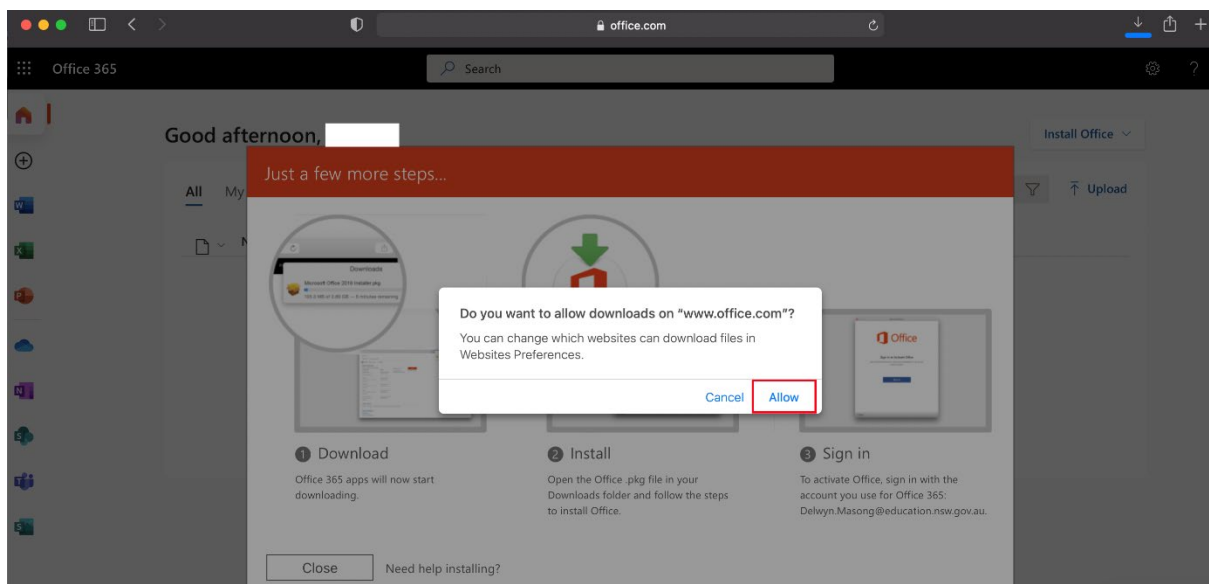
11 - Allow installation file to finish downloading
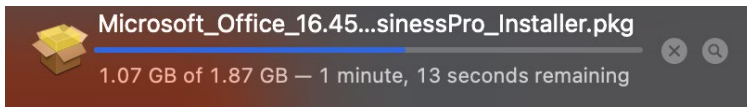
12 - Once downloaded open file and follow installation prompts as per **Operating System (Mac/PC)**

Note: If you encounter any issues at this stage come see IT Support in the library.

13 - Once Completed **open** up one of the Office Programs (Eg Word/Excel) to activate account. Once prompted with the window below click **Sign In**.

14 - Enter student e-mail

15 - Enter DET Student User ID and Password.

Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

Password

Enter your password

Log in

16 – Ready to use

You're all set

You're now ready to use all of the benefits included with your Microsoft 365 subscription.

Start Using Word