## How to Install Full Version of Office 365

Open a browser and type in <a href="https://portal.office.com/">https://portal.office.com/</a>

## Select Use another account

Microsoft

Pick an account



Enter your students email address Firstname.Surname@student.education.wa.edu.au email address and press Next



Back Next

You will be re-directed to the Department of Education (DoE) Portal to log in. Use your school's **student user name** (do not use student email) and **password.** 

Education	ertment of compression
Sign In Enter your Single Sign-On user name and password to sign in User Name @ Password	Appropriate Use of Online Services All Departmental online services including Potal, email, online document storage, intraret and internet access, mus responsibly eail to accustome with Department platface. By accessing any Departmental online services you give your full agreement and commitment to comply with all De policies. You also give consent to baggin, monitoring, auditing and docloare of you not of these services. Inappropriate use of these services can need in disciplary action that may include suspection of access to online
Earth You User Name or Passwerd? 1 Mital in Not?	denisation termination of contract. You can new the policies relating to the appropriate use of these services at the <u>Our Addres restant</u> . Barberth Criter Inter J Transmissionations: Na Date: Parenthese proceedings personal. According to the Copyright Statement
	[WARNING] Some of this matching have base copied (and communicated to you) in accordance with the statistics (known in accordance to the statistics) according to the statistics of copyright protection or communication of this material by you may be the subject of copyright protection.

You will be re-directed back to the Microsoft Office 365 site and you will see a screen with a button that says **Install Office** (top right hand corner). Click on the **V** symbol -select **Other install options** button.



## Select Install Office

	My account		
	<		
仚	My account	Uffice apps & devices	Subscriptions
8	Personal info	You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.	Verify what products and licenses you have.
	Subscriptions	Install Office	
୍ଦ୍ଧ	Security & privacy	View apps & devices	View subscriptions
₿	App permissions		
$\underline{\downarrow}$	Apps & devices	Security & privacy	App permissions
ß	Tools & add-ins	Protect your account and adjust important privacy settings to your preference.	Apps with access to your data: 15 Manage which apps have access to your data. You can revoke permission whenever you want.
		Manage security & privacy	Change app permissions

## Select Run

Just a few more steps		
n		
1 Click Run	2 Say "yes"	Stay online
If asked, click Save File, then run the file.	Click Yes to start installing.	Downloading all of Office might take a while.
Close <u>Need help installing?</u>		
you want to run or save Setup.Def.en-us_O365ProPlusRet	tail_01e55600-4344-4947-b222-58399af69d	15b_TX_SGexe (5.: INIB) from czrs_tup.officeapps.

and follow the onscreen instructions.