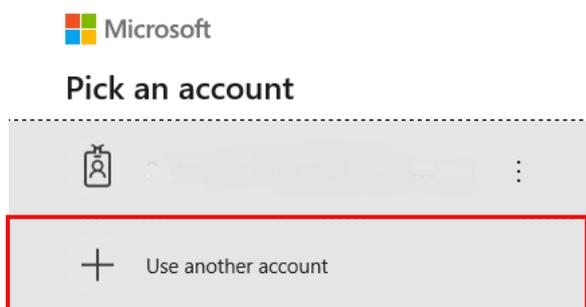


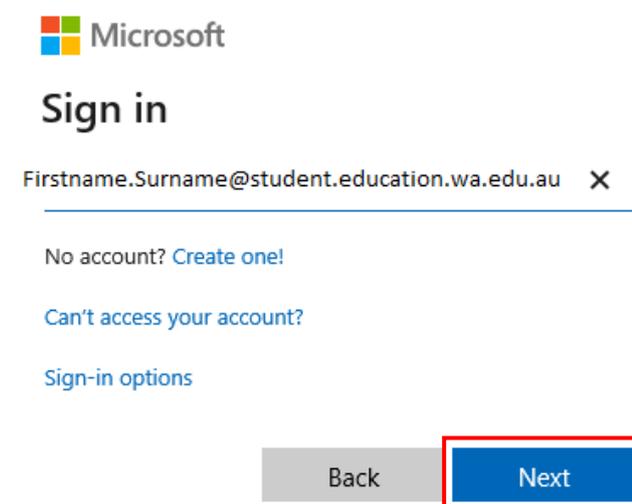
# How to Install Full Version of Office 365

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

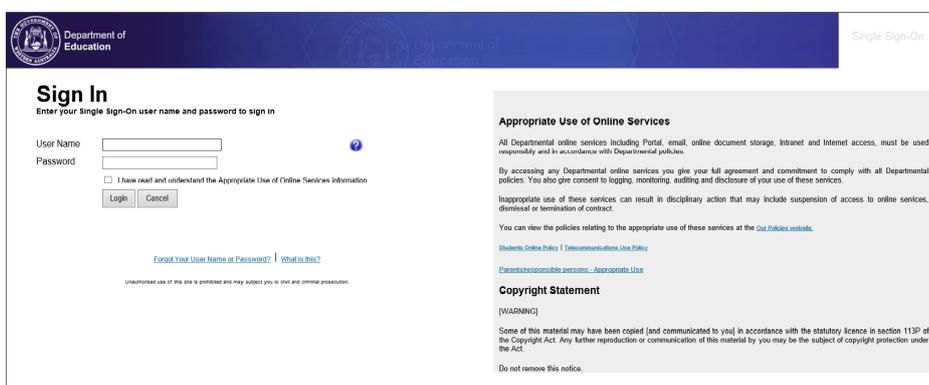
Select **Use another account**



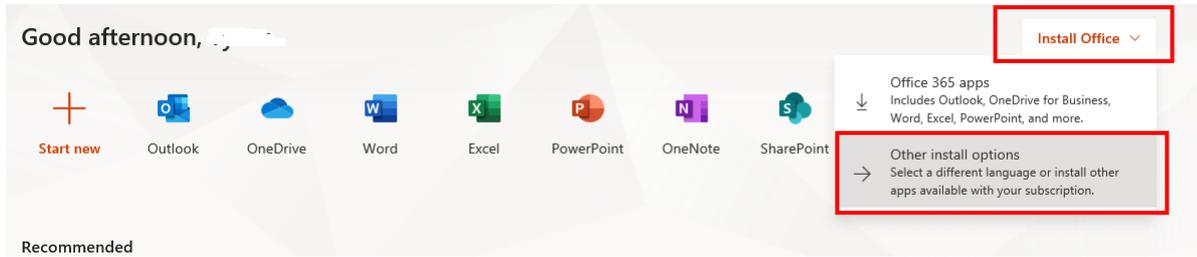
Enter your students email address **Firstname.Surname@student.education.wa.edu.au** email address and press **Next**



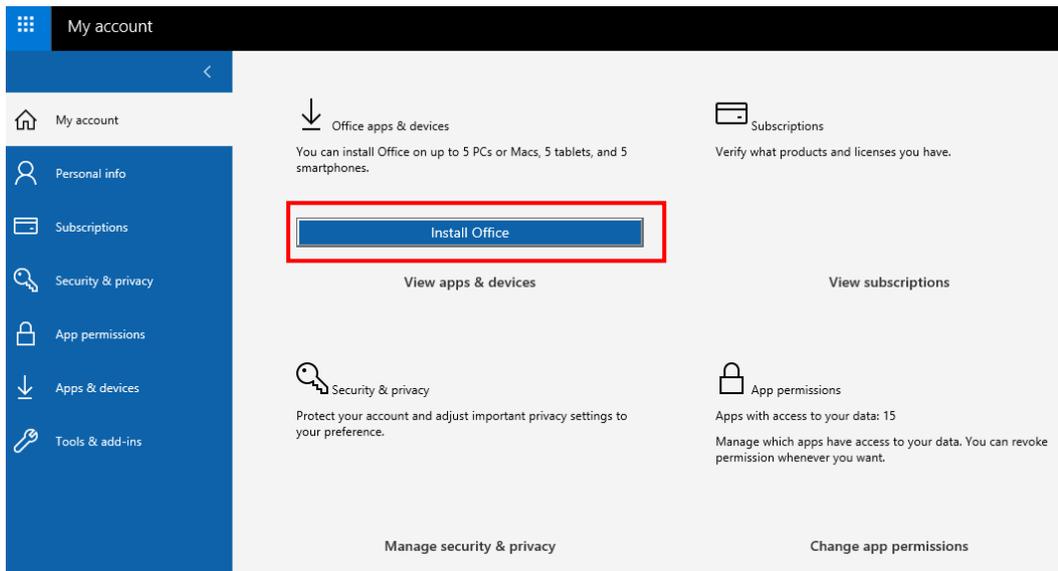
You will be re-directed to the Department of Education (DoE) Portal to log in. Use your school's **student user name** (do not use student email) and **password**.



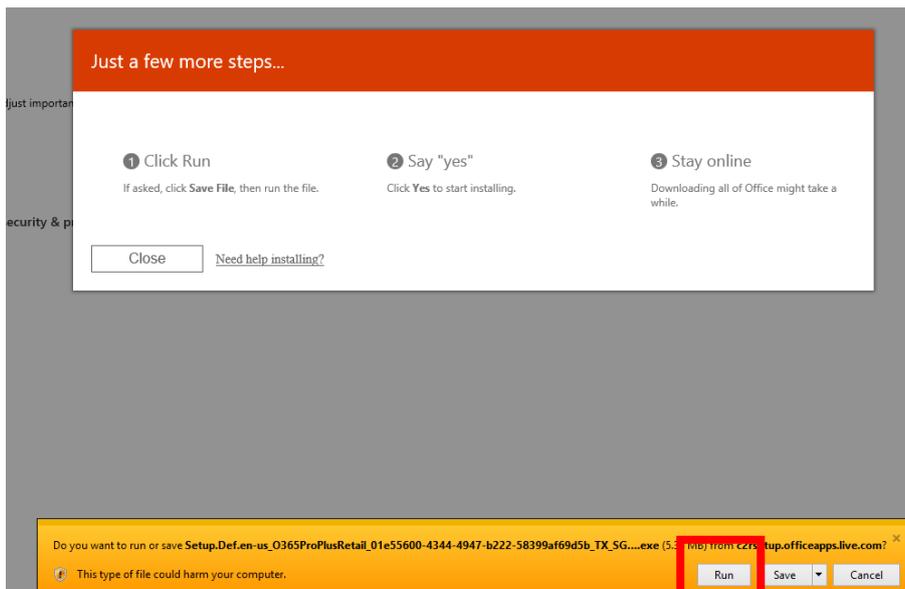
You will be re-directed back to the Microsoft Office 365 site and you will see a screen with a button that says **Install Office** (top right hand corner). Click on the **V** symbol -select **Other install options** button.



## Select Install Office



## Select Run



and follow the onscreen instructions.