

## Installation Guide for Microsoft Office 365 Apps on a Personally Owned Device

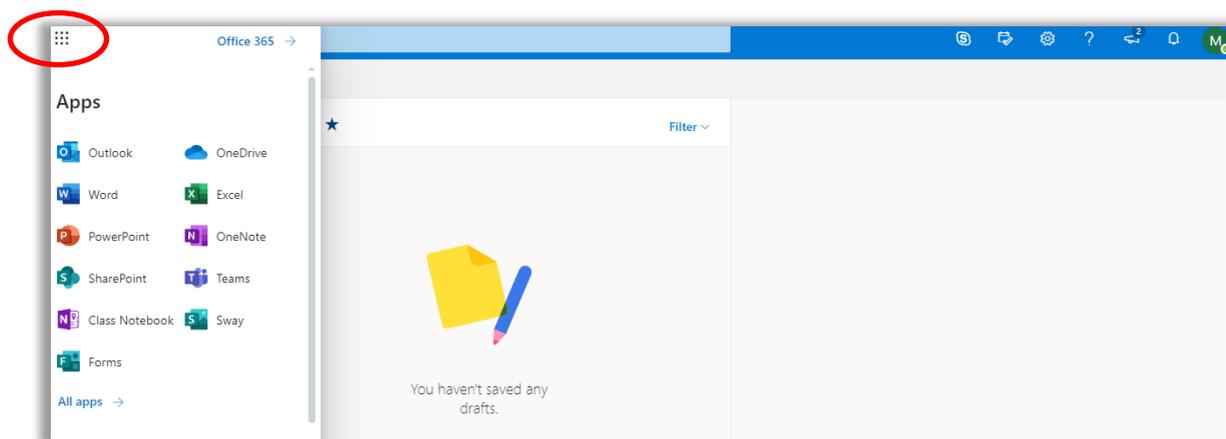
**Please Note:** Further assistance and direction can be found on the Microsoft website (<https://support.microsoft.com/>).  
Technical support for the installation of the Microsoft 365 Apps on privately owned devices is not available from the College.

### What you will need

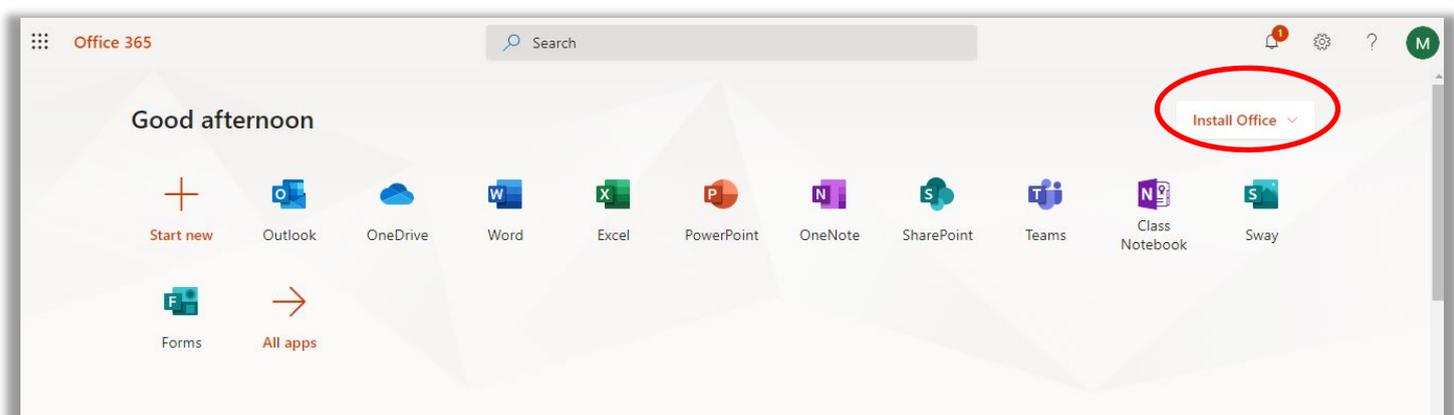
- To be an eligible Department of Education student
- A valid Department e-mail address (\*.\*@student.education.wa.edu.au)
- An internet connection with sufficient download allowance for over 1Gb per installation. This cannot be downloaded at the College (or on the Department network)

### Installation on a Computer (not a tablet or mobile device):

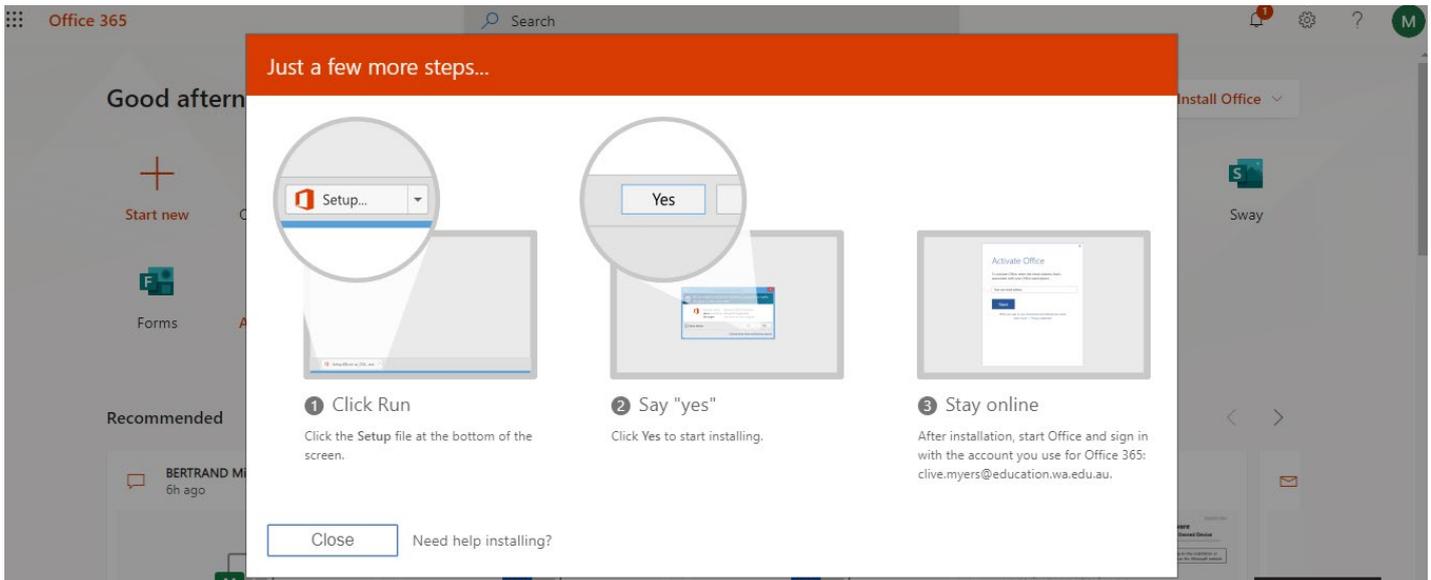
1. Navigate to [www.office.com](http://www.office.com) and sign in to the Department's account using your Department of Education e-mail address. On the Department Single Sign On page, enter your username (normally first name, full stop, second name) and personal password.
2. Microsoft 365 will open:



Click on the 'Waffle' (nine dots) on the upper left-hand side to bring up the expanded list of Apps:



- Depending on your previous use of 365, some users may find it opens directly on the second screen. On this screen, click on the drop down link 'Install Office' which can be found on the upper right hand side of the screen. We recommend selecting the option "Office 365 Apps" and the process will begin. Follow the on-screen instructions to download and run Office setup:



- The installation file may appear as a download on the upper right side of the screen. If so, select "Open File".
- If you see a prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.
- Once the installation is complete (you may need to close the pop up), you can launch any Office app via the Start button as normal. The first time you launch an app you will be prompted to activate the licence which will require signing in with your Department of Education email address. This will open the single sign on page and, as before, enter your user name and password. Until the Office suite is activated or licensed you will not be able to save or edit files.
- Once activated, the apps are available to all users of that device.
- Once students leave the College (for Year 12 students this is the end of Term 4), you will have a 30-day grace period to either uninstall the software or purchase a licence yourself.

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## Installation on a mobile device

Detailed guides to obtaining and installing the apps on phones and tablets can be found on the [Microsoft Support – Set up Office apps and email on a mobile device](#) web page where you can select the instructions for tablet or phone installation for both Android (including Chromebook) and iOS devices.