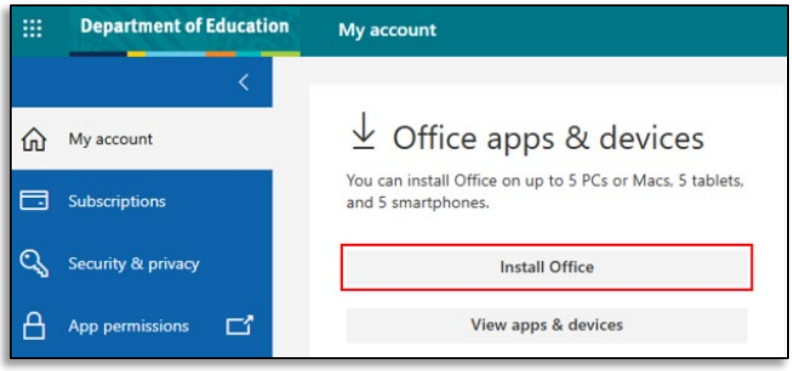
ICT Policies & Procedures
KB2093OFF002 – Microsoft Office
How to Install at Home for Students (Windows)

Purpose

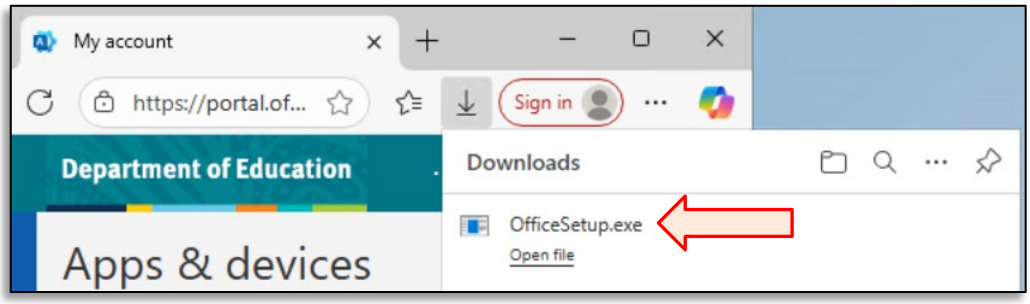
Microsoft Office is available to all State School Students for home use on personal devices (incl. BYO).

Procedure

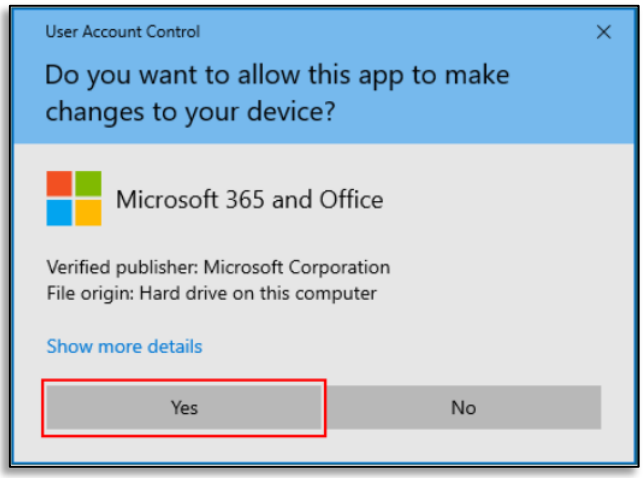
1. In your internet browser's address bar, type **portal.office.com/account** then press Enter.
2. Sign in using your school email account and password..
3. Under **Office apps & devices**, select **Install Office**.



4. A file will download called **OfficeSetup.exe**.
5. After the download is complete, open the file.



6. You will be prompted with a message to make changes to the computer, select **Yes**.



7. Office 365 will now download and install, wait for it to finish then select **Close**.

Queensland Government