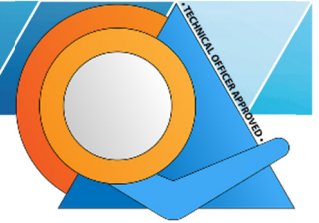




ICT Policies & Procedures KB2093OFF002 – Microsoft Office



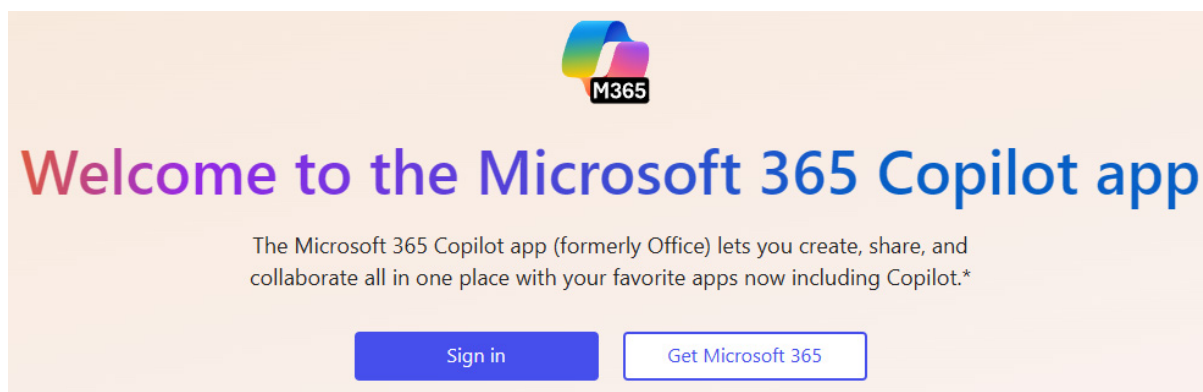
How to Install at Home for Students (Windows)

Purpose

Microsoft Office is available to all State School Students for home use on BYO or home computers. Install the product at home with school login credentials. The download and installation requires a few gigabytes.

Procedure

1. Sign into Windows and open your preferred **Internet Browser** (e.g. Chrome, Firefox, Edge).
2. Navigate to <https://office.com> then select **Sign in** and follow the prompts to log in.



3. Once signed in, select the **Install apps** button at the top right.



4. The **Internet Browser** will download the **installer file** for Office. Once the installer file has downloaded, it will either:
 - o Initialise by itself,
 - o you will need to initialise it either via the Internet Browser (top right-hand corner is a downloads button usually) or in Windows from the Downloads folder.
5. The installer file once initialised may take a few minutes to bring up the installation window. Once the installer finalises, open up an Office app (e.g. Word) then follow any instructions that may be required for you to sign in with your DoE credentials.



We'll be done in just a moment.