

How to install Office 365 on a Personal Computer for Staff or Student

- 1) Navigate to <https://www.office.com> or click on "Office 365 Download"

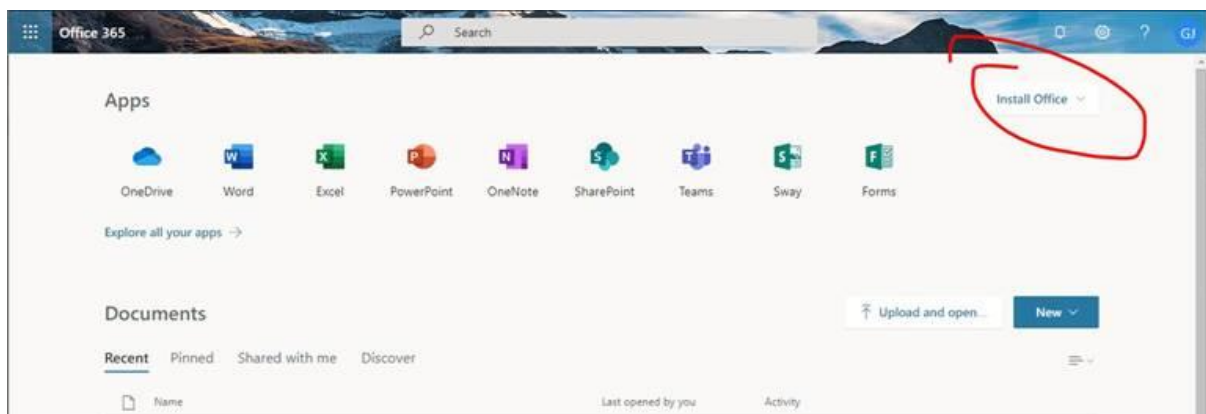
Sign in with your DoE login:

Students: firstname.lastname.00@education.tas.edu.au

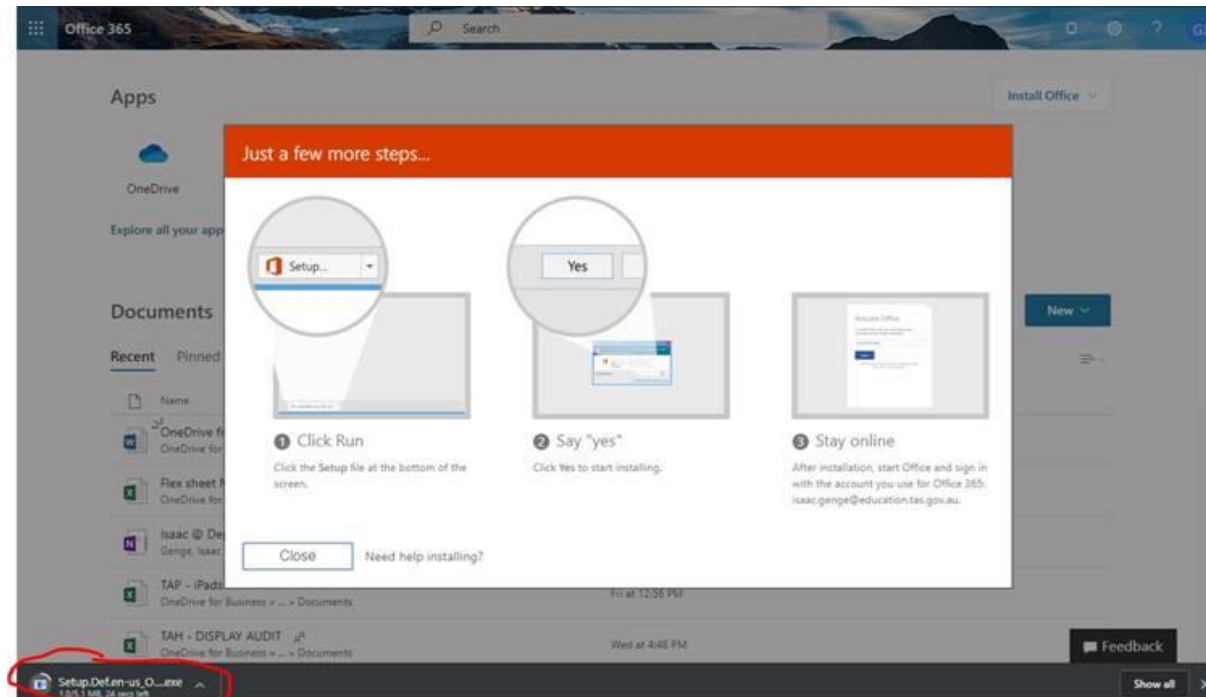
Staff: firstname.lastname@education.tas.gov.au

And normal DoE password

- 2) Click Install Office > Office 365 Apps



- 3) This will download an installer; this should be located in the Downloads folder of the computer you are using. Follow the instructions shown on the screen.



The installer may take some time to download and complete, this depends on the speed of your internet connection.

4) Follow the prompts to sign in with your DoE Login

Sign in with your DoE login:

Students: firstname.lastname.00@education.tas.edu.au

Staff: firstname.lastname@education.tas.gov.au

And normal DoE password