# Installing Microsoft Office for your Device

### 1. GO TO YOUR STUDENT PORTAL

- 1. Open your web browser (e.g. Google Chrome, Mozilla Firefox, Safari, Internet Explorer, etc.)
- 2. Go to your student portal. Type https://student.det.nsw.edu.au into the URL

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### 2. INSTALL OFFICE 2016

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1. Click on Install Now (NOTE: This may not work while at school)

# Install Office 2016 on your PC



Got a Mac? Sign in to Office 365 on your Mac to install.

#### How do I get Office 2013?

Smartphone or tablet? Get Office on your devices Learn how to set up email and Office 365 apps on your device Make Bing your search engine

Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari



This will download a file to your computer.
Once it has completed, run the file and follow the steps to install Office.

### 3. ACTIVATE OFFICE 2016

- After installation you may be asked to activate Office. Click on the prompt that is shown to you to activate Office 2016.
- YOU WANT TO ACTIVATE OFFICE WITH YOUR STUDENT EMAIL ACCOUNT
- There are multiple ways to activate office. Read the prompts to activate with an email account, active account, work or school account.

## Your student email is your username@education.nsw.gov.au

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Enter your product key						
Your product key is 25 characters and is typically found in your product packaging.						
See product key examples Sign in with an active account instead						
Continu	e					

If Office doesn't activate automatically, here's how to activate it:

- 1. Open an Office application, such as Word.
- 2. Go to File > Account > Activate Product
- 3. Activate with your student email address

