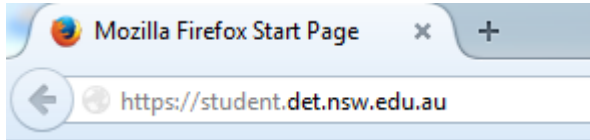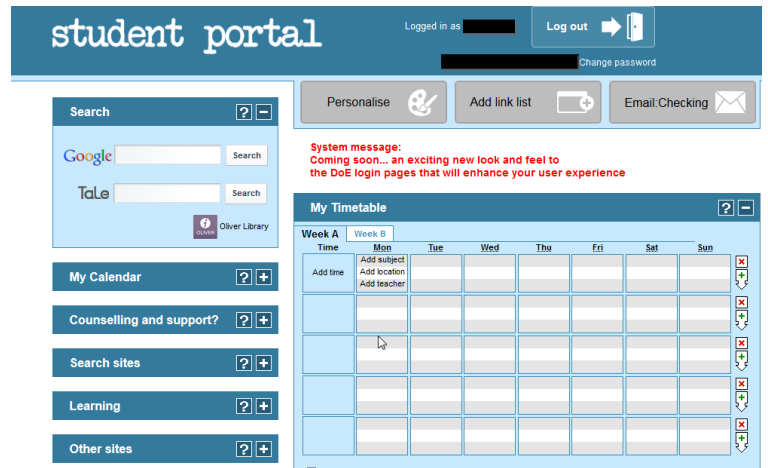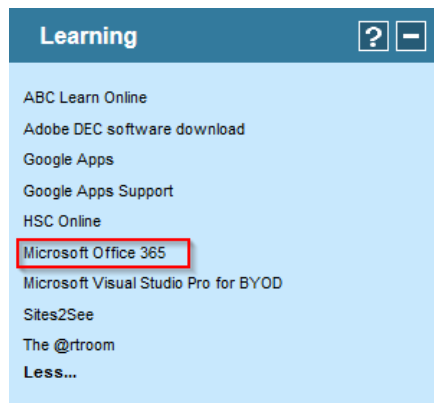# Installing Microsoft Office for your Device

1. GO TO YOUR STUDENT PORTAL

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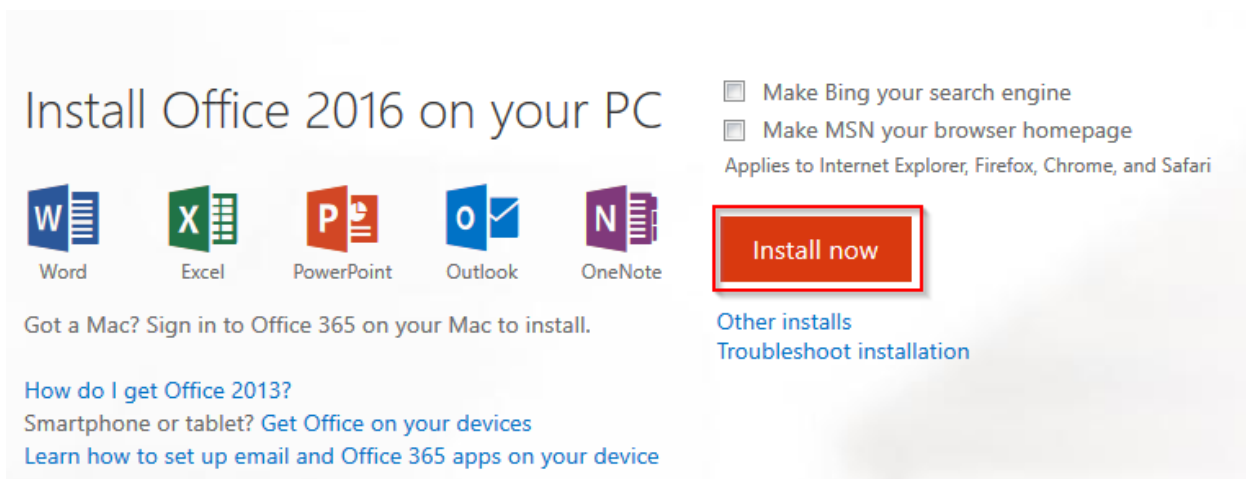2. Go to your student portal. Type https://student.det.nsw.edu.au into the URL

3. Log in and you should see a page as shown on the right
4. Expand Learning and click on *Microsoft Office 365*

2. INSTALL OFFICE 2016

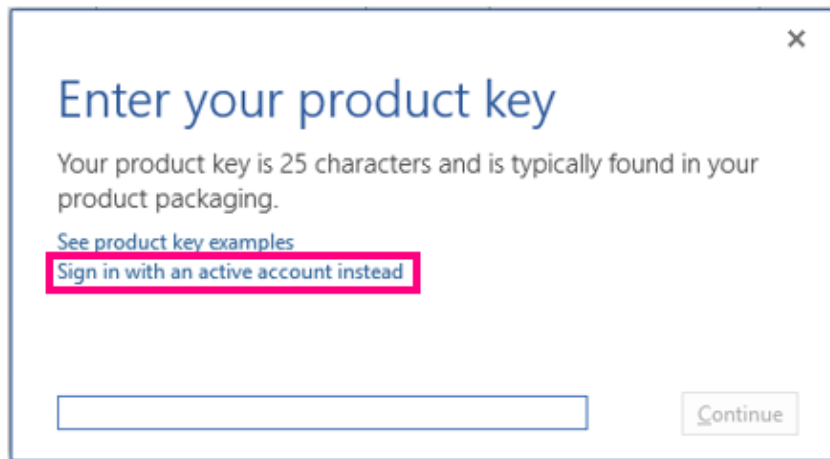1. Click on Install Now **(NOTE: This may not work while at school)**

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

- 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**.

<p align="center">Your student email is your username@education.nsw.gov.au</p>

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**