Running Office 365 from a Web Interface

Currently there are two ways that you can use the OFFICE 365 Applications.

1. Google

Microsoft

use?

Å

2

It looks like this email is used with more than one account from Microsoft. Which one do you want to

Work or school account

Created by your IT department jason.pencil@det.nsw.edu.au

Personal account Created by you jason.pencil@det.nsw.edu.au

Save document You've visited th	ts, spreadsheets, and pre his page 4 times. Last vis	sentations online, it: 1/04/20	
Microsoft			
Sign in			
first.last@educati	on.nsw.gov.au		.
No account? Create	one!		
Can't access your ac	count?		
Sign-in options			
			. 1

2. Open the first link

3. Sign in using your school email address remembering that if you have a number in your name that you include this as well.



4 You will be prompted to sign into your school portal account

5 Choose Work/School Account



6 You may start using the office application from here, make a bookmark and then choose the application that you want to use.

Remember you do need a constant internet connection

Running Office 365 Desktop Applications

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Start new	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway	Forms
\rightarrow										

Install Office

1 You can also download the applications to your computer, once you have logged into the web application site choose **Install Office**



A small program will commence downloading then download follow the instructions and Office 365 applications will now be installed.

Office 365 can only be installed on BYOD Laptops and desktops