1 Open your Internet Browser and Navigate to
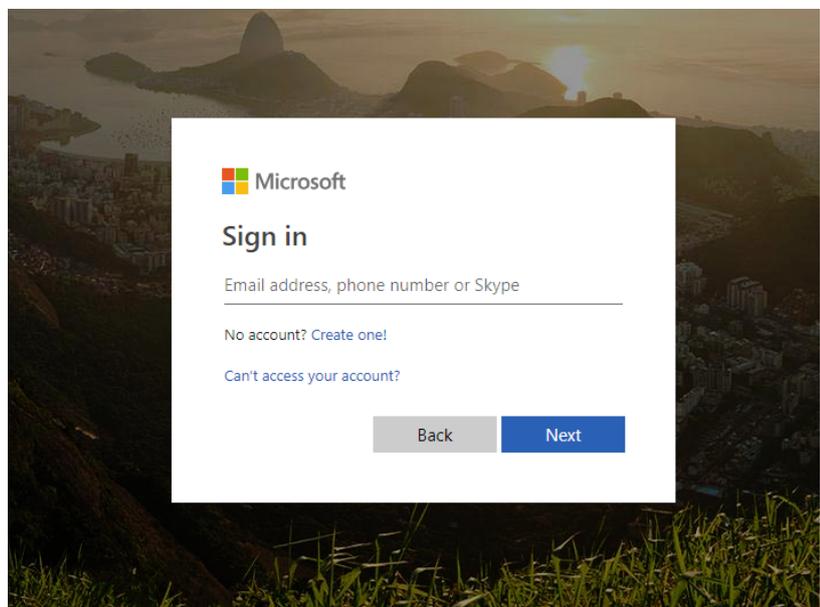
https://www.office.com/

2 Enter your Full School Email Address remembering to include any numbers that you may have.

Example

John.smith65@education.nsw.gov.au

Log in with your DoE account

User ID

Enter your user ID

Example: Jane.citizen1

Password

Enter your password

Log in

Forgot your password?

Have trouble logging in?

Help for DoE/TAFE staff   Help for TAFE students

③ To gain access to Microsoft Office 365 you need to enter your School Username and Password

As soon as you have completed your email address **there will be no need to enter your password** as you will be re-directed to your Portal login screen to get authorized to enter Microsoft Office 365

You now have available to you Microsoft Word, Excel, Power-point, One-note
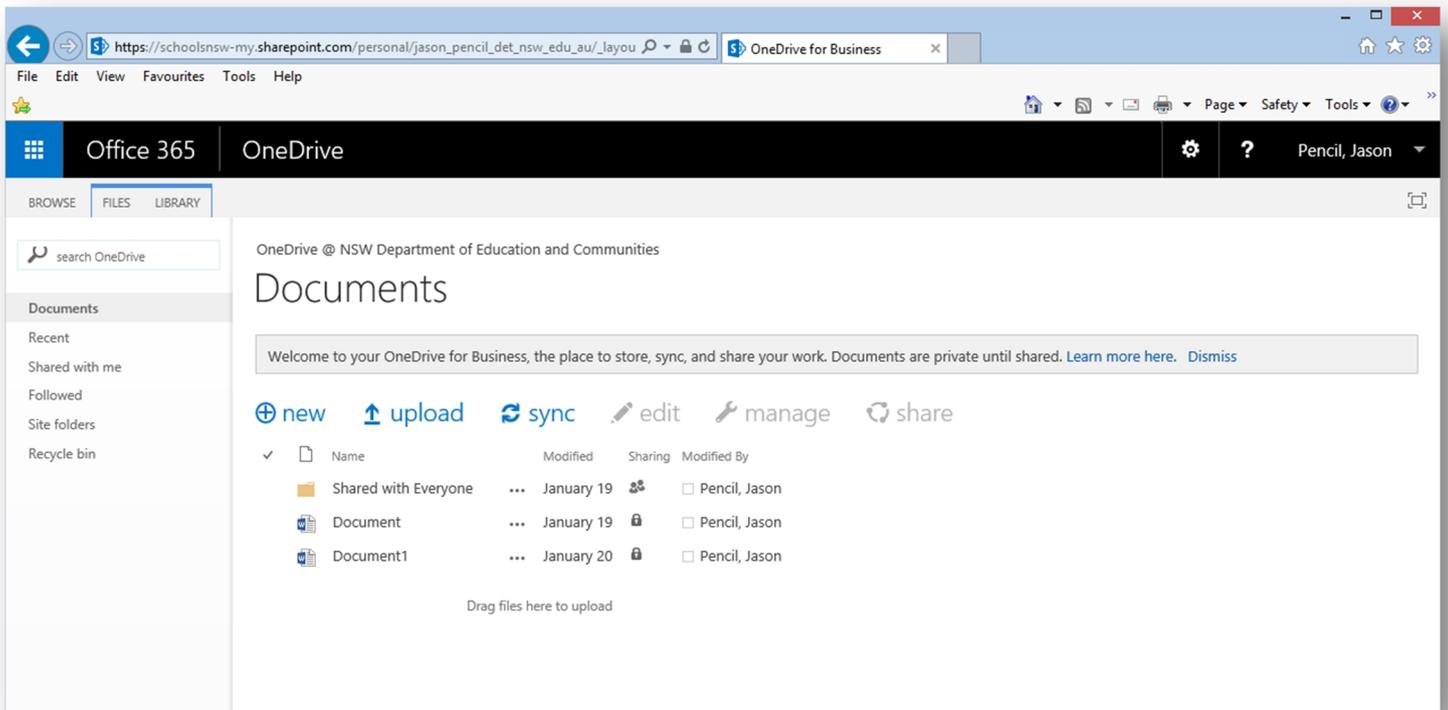
A Your Username

B Understanding Microsoft One Drive

OneDrive is free online storage that comes with your Microsoft account. It's like an extra hard drive that's available from any of the devices you use. You no longer need to email files to yourself or carry around (and possibly lose) a USB flash drive.

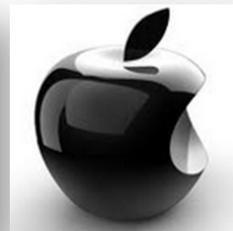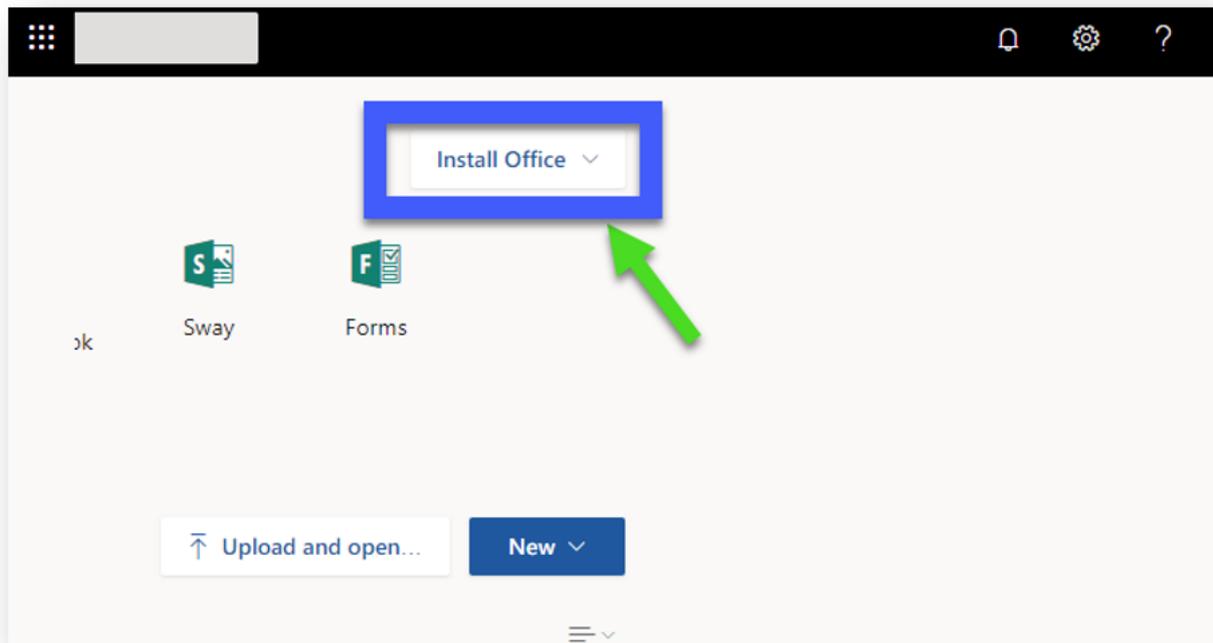*You can run Microsoft Office on so many Devices*

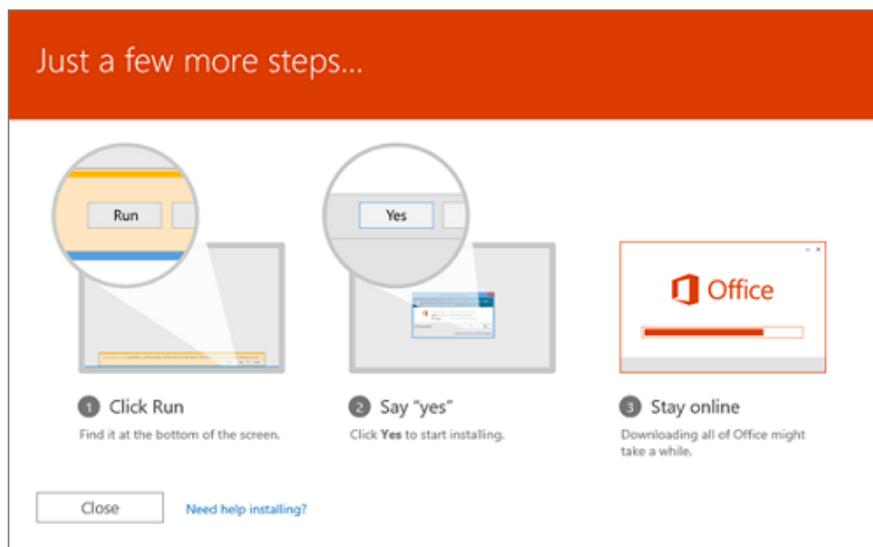| IPAD | Android | Windows | Apple |

Installing Microsoft Office 365
Applications onto your Windows / Macbook Computers

Windows and Apple computers have the option of installing
the Office applications onto the computer to work independently of the web
interface. To do this follow the instructions below.

In the top right hand corner you will see the option **INSTALL OFFICE**

When the Install Information section is visible on your computer screen, select
Install.

**In your browser, go to the install pop up that appears and click Run,
Setup, or Save, depending on the browser you are using.**

After install you will now see the My Office Application on your computer