FREE SOFTWARE FOR DEPARTMENT OF EDUCATION STUDENTS – OFFICE 365

- 1. Logon to the student portal when you are at home.
- 2. Scroll down to "Learning" and click on "Microsoft Office 365"



3. Click on "Install now" or select "Other installs" if you wish to choose the older version.



| Office 365 | | | | | | | | | ø |
|---|--|----------------------|------------------------|-----------|----------|--------------|--|--|---|
| Software | | | | | | | | | |
| Office Tools & add-ins Phone & tablet | Office | | | | | | | | |
| | Install Office 365 ProPlus with the new 2016 apps (Recommended) This will install the following apps on your computers Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business | | | | | | | | |
| | Word Excel | | Arcess Publish | | L 2 | | | | |
| | Word Litter | -ower-outer one-vote | Access Publish | er outdok | Business | for Business | | | |
| | Language: | Ve | rsion: | | | | | | |
| | English (United States) | | | | | | | | |
| | Review system requirements Troubleshoot installation Install Install Office 365 ProPlus with the 2013 apps Why would I Install Office 20131 This will install the following apps on your computer; Work, Excel, PowerPoint, OneNote, Access, Publisher; Outlook, Skype for Business, InfoPath, OneDrive for Business | | | | | | | | |
| | Language: | Ve | rsion: | | | | | | |
| | English (United States) | • 32 | -bit (Recommended) Adv | anced | | | | | |
| | Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit. | | | | | | | | |
| | Review system requirements Troubleshoot installation | | | | | | | | |
| | Install | | | | | | | | |

4. "Run" the installer program. Click on "yes" if you are then asked whether you want to install the program. NOTE: This will not work properly at school due to the proxy environment – install Office 365 at home.



5. Continue through the installation process. NOTE: The downloading and installation process may take a long time. Please be patient.



- 6. Once the software is installed it will be validated using your DoE account.
- 7. Make sure you check the location folder your documents are saved to, as this may be the cloud i.e. OneDrive, which would make them inaccessible if you have no internet access. Choose the location that you prefer, e.g. Documents.