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	PowerPoint OneNote	Access Publish	er Outlook	Skype for	OneDrive			
	Word Litter	-ower-outer one-vote	Access Publish	er outdok		for Business			
	Language:	Ve	rsion:						
	English (United States)								
	Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install in Review system requirements: Troubieshoot installation (Install) Install Office 365 ProPlus with the 2013 apps Why would Install Office 2013? This will install the following apps on your computer; Word; 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.