

How to Install Microsoft Office

Department of Education Students can install Microsoft *Office for free* from two different sources:

Source 1: DoE Office 365 Portal

When logged onto Microsoft Office through the student portal (full instructions below). The **Install Office** feature (as shown on the right), allows the DoE user to obtain a free *desktop copy of Office*. This is tied to your DoE user account and needs to be signed into to stay licenced. Therefore, when you leave school and lose your DoE account, it will stop working and you will lose access. This version of Office will update to the latest available automatically and you can install it on up to 5 devices.

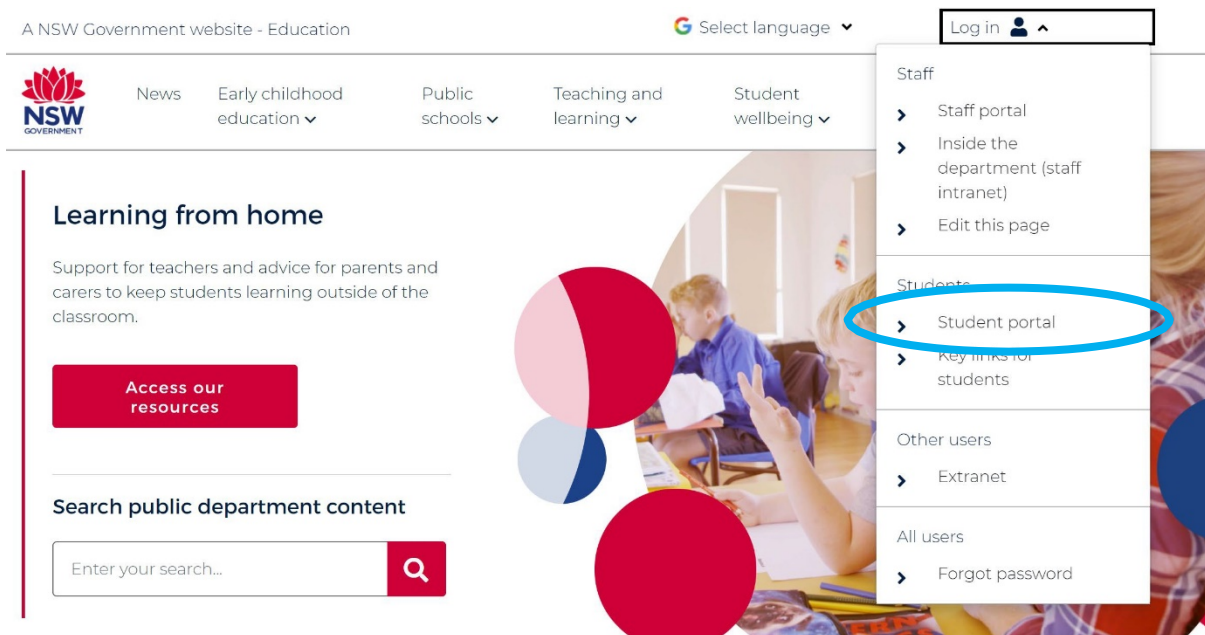
Need some help on how to use Office 365? Click [here!](#)



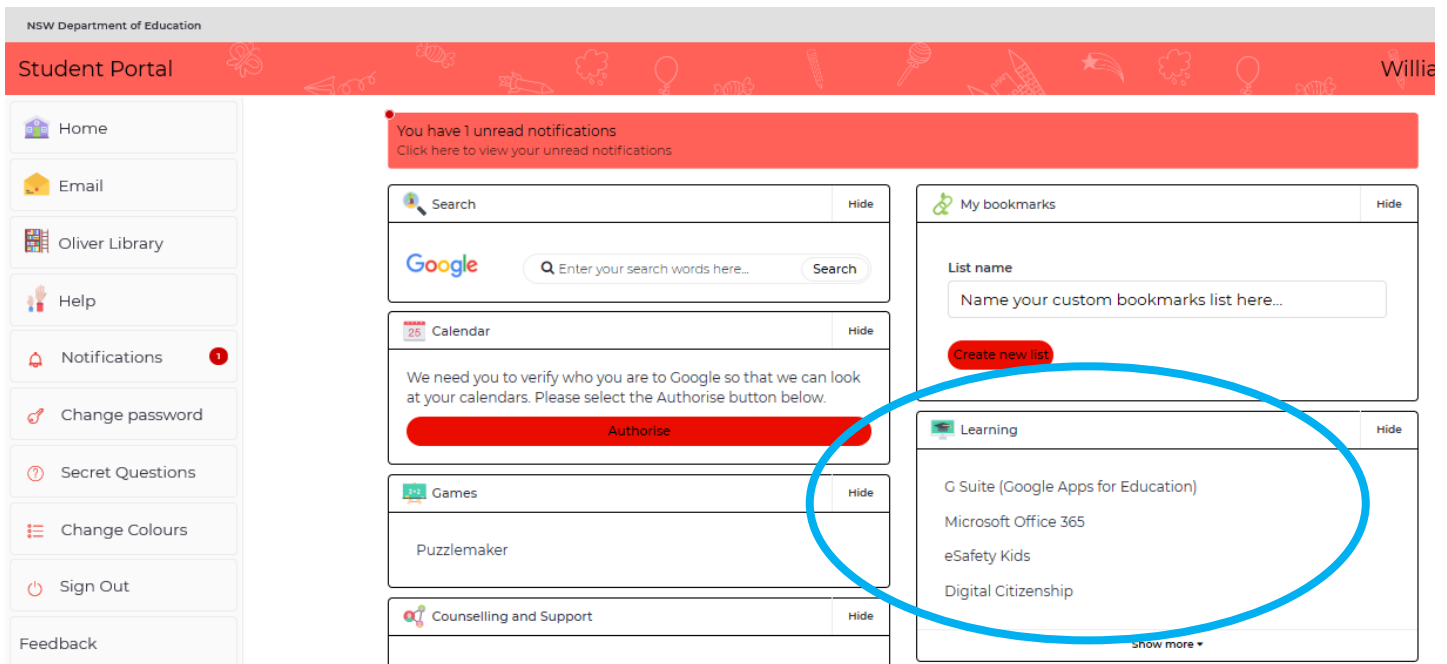
Source 2: On the Hub

The On the Hub version of Office is free for students (<https://nsw-students.onthehub.com/>). Students receive an activation code which does not expire – however under the licence terms you must cease to use it when you leave NSW Public Education. The current version available is Office 2019. Using this version means you do not need to sign in to use it. Please note: It can only be installed on one computer. Once installed, you are working 'offline' – not using the internet.

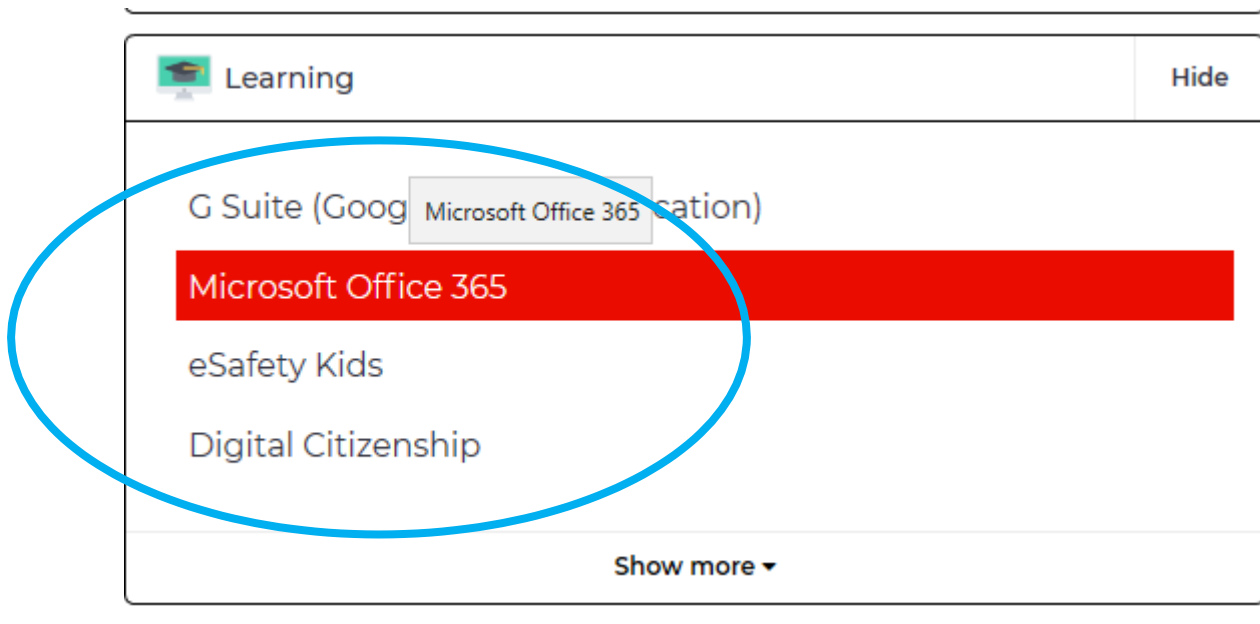
1. **Installing from the Student Portal:** Students login to their student portal through the DET website.



2. You will see the following screen. Look for the Learning area.



3. Select Microsoft Office 365



4. Click on Install Office. Read the instructions on the screen as you will be guided through the rest of the installation.

