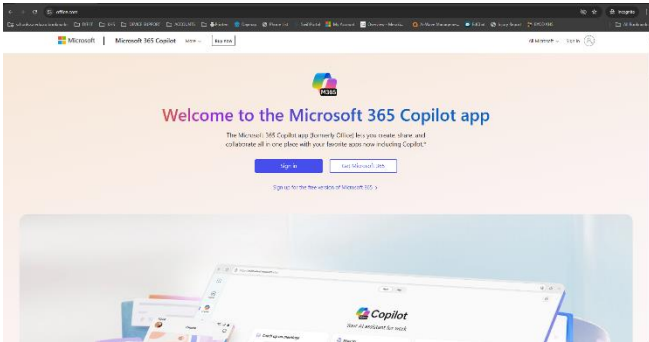


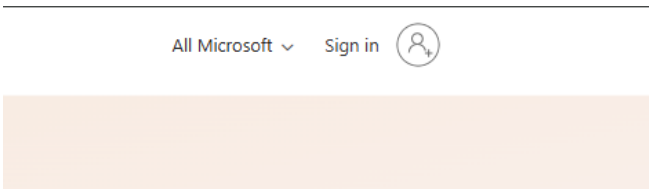
### Office 365 - How to install

1. Open a web browser and visit

<http://www.office.com>

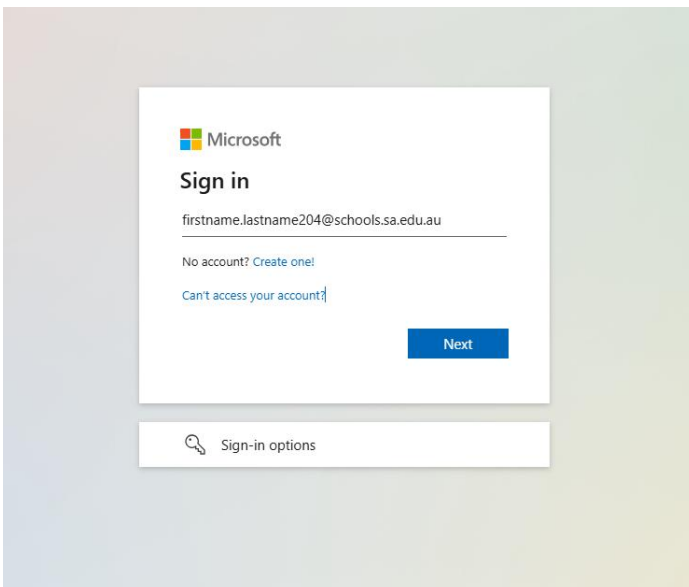


2. Click "Sign In" (top right corner).

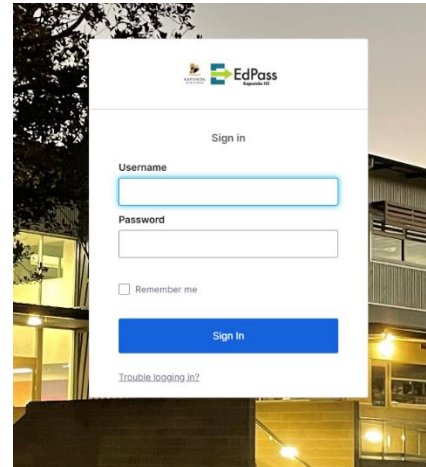


3. Enter your full school email address to login to the Office 365 portal.

(e.g. [firstname.lastname204@schools.sa.edu.au](mailto:firstname.lastname204@schools.sa.edu.au))

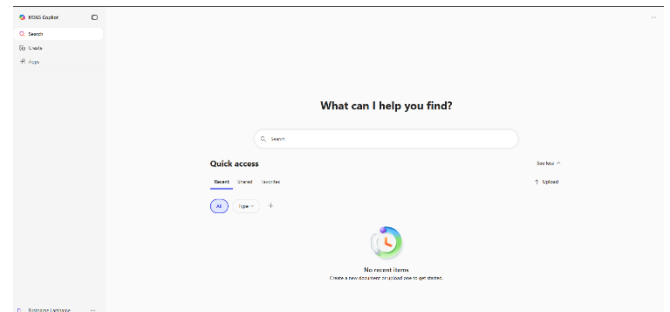


4. If you have not already been authenticated, you will be redirected to the Edpass Login Page.



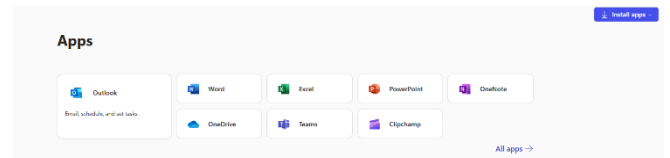
5. Enter your Edpass user account credentials and click "Sign In"

6. Once authenticated, you will be logged into the Office 365 Portal.



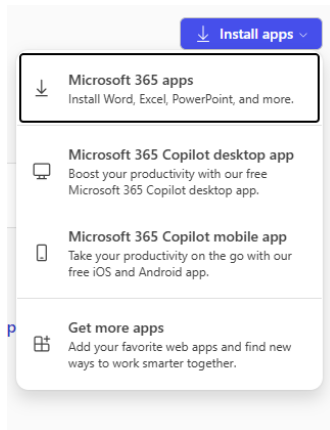
Note: Available online app icons will vary depending on the licence available for the user.

7. Click "Install apps".

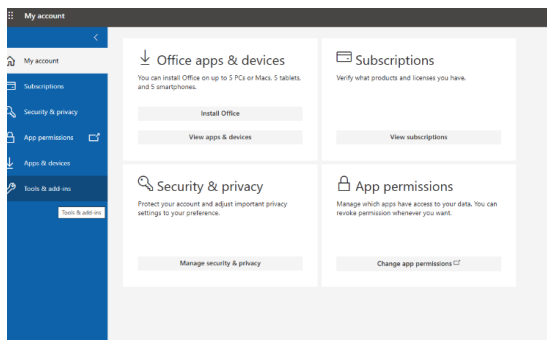


8. Expand the "Install apps" & choose Microsoft 365 apps.

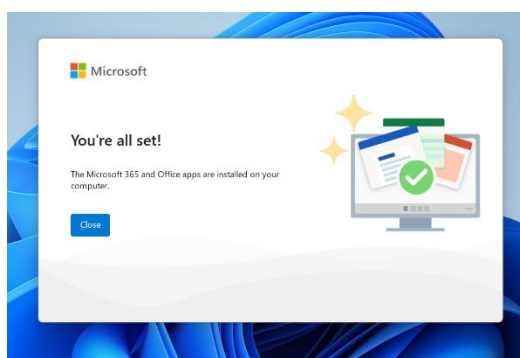
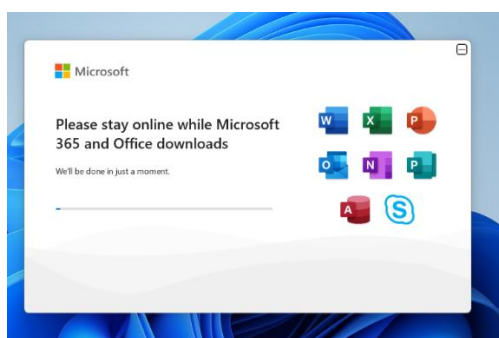
### Office 365 - How to install



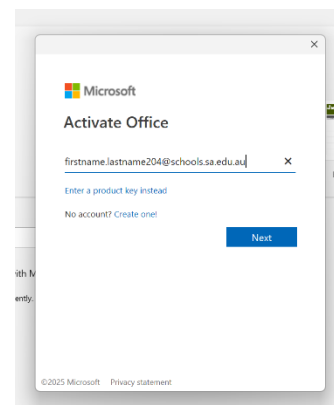
9. After selecting Microsoft 365 apps, you'll be redirected to *My Account*. Click *Install Office*, then run the installer to complete the setup.



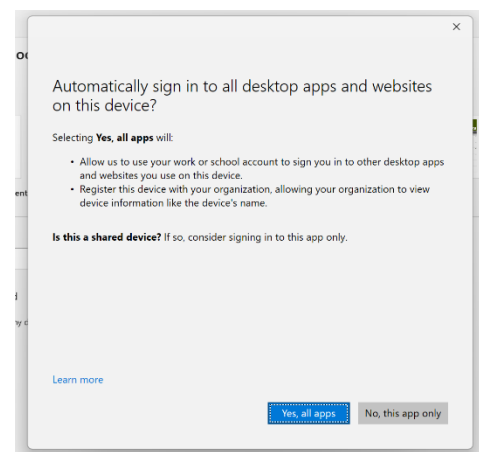
10. Please wait while office installs.



11. Office apps are now installed. Open any Microsoft app and sign in with your school email.



12. After sign in Click "Yes, all apps".



13. Final step: Accept the license agreement. Once accepted, you'll be signed in automatically across all Microsoft 365 apps.

