



Obtaining free Microsoft Office Software for Student BYOD laptops

Students are able to obtain Microsoft Office software and install it to their BYOD laptops free of charge.

It is best to load the software at home, as software downloads via the School network are rate limited, so it may take several hours to install in the School environment.

STEP 1. Access the Student Portal

Open Internet Explorer and go to the Student portal at

<https://student.det.nsw.edu.au>

You will be prompted to login with your DoE account.

Log in with your DoE account

User ID

Example: jane.citizen1

Password

Log in

[Forgot your password?](#)

The username will be your **first.last** username (remembering any numbers).

e.g. john.smith1

The password will be your normal department password.

You may be prompted with a Conditions of Use screen. If you wish to continue, click on Agree.

Conditions of Use

Your use of email and the Department's online systems may be monitored.

You are not permitted to use these services to knowingly search for, link to, access or send anything that is offensive, obscene, pornographic, threatening, intimidating, abusive or defamatory.

Be aware that your email is kept and the websites you visit are recorded. The emails and website records are official documents. These may be used in investigations, court proceedings or for other legal reasons. For example if someone claims a student has misbehaved online, these records may be checked.

If you go beyond this point it will mean you agree with these conditions. By agreeing you accept to follow school and departmental policies for online behaviour.

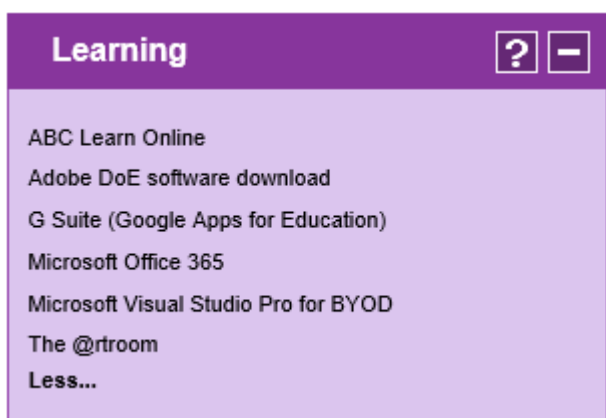
Privacy: NSW DoE monitors use of emails and online services to ensure compliance with online policy. [More](#)

[Online Communication Services: Acceptable Usage for School Students](#)

Disagree

Agree

The Student Portal screen will be presented. On the left side you will see **Learning**. Click on the + (plus) symbol to expand it and then click on **More...**



You should see Microsoft Office 365 on the list, click on it.

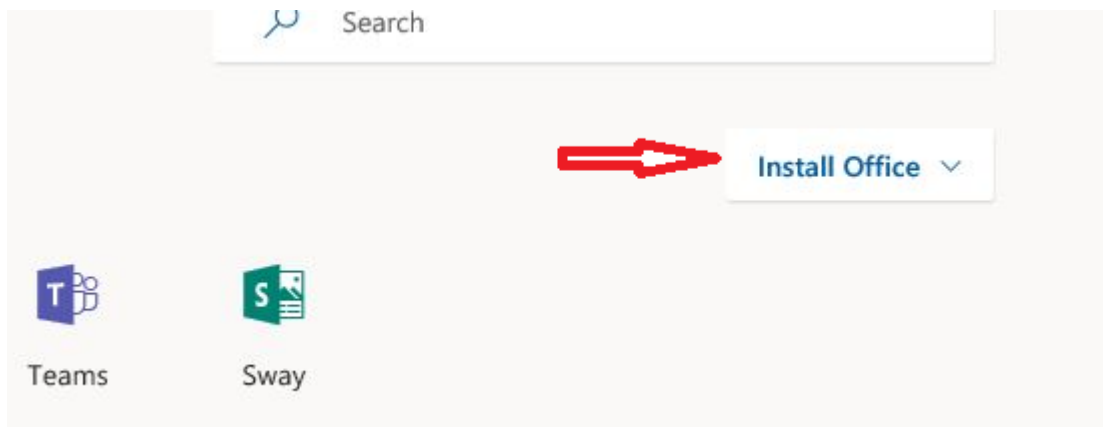
Note that from this same location you can obtain other free software packages.

You will likely get another screen asking if you want to Stay Signed in,

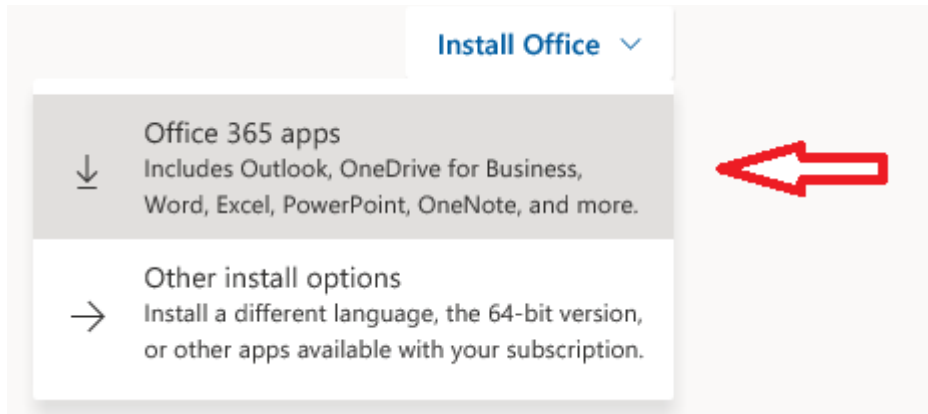


Just click **Yes** and you will be presented with a Microsoft Office 365 windows where you can access all of the online versions of the Office suite.

In the top right hand corner of the screen, you will see Install Office.



Click on the down arrow and Select Office 365 apps



Follow the on screen instructions and the latest version of Office will be installed locally on the Laptop.

Note it may take some time on slow connections so make sure the Laptop is plugged into the charger for the duration of the install.

Any issues or questions please contact the School TSO.