Office 365

Student/Staff Download Process.

Step One.

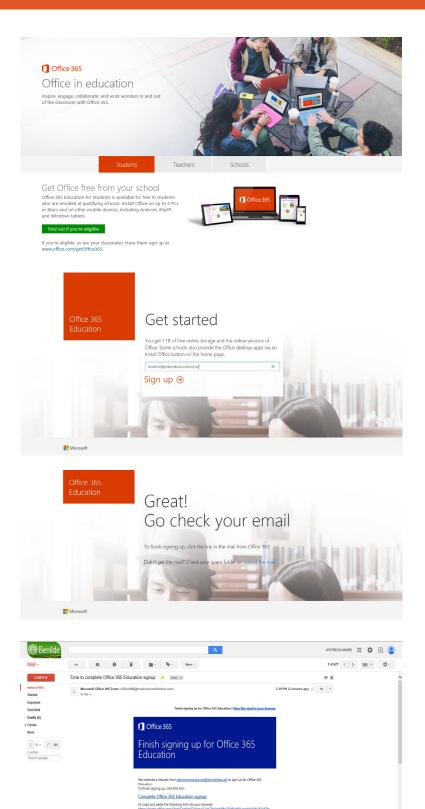
Go to the Microsoft Self Service Portal and click the "Get started for free" button.

Step Two.

Enter a valid New Zealand school email address into the field and click "sign up".

Step Three.

A verification email will be sent to the email address you entered. You will need to click on the link in the email and follow the link to the Office 365 sign-in page.

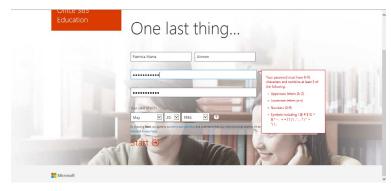


Office 365

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Step Four.

The link from the email will direct you to the self-sign up page. Enter your details and once completed it will set up your Office 365 account.





Step Five.

You will be directed to your new Office 365 homepage. On the right, you will see the link to install Office 365 Pro Plus onto your device.



Step Six.

Select "Install" and a pop-up screen will appear, click "Run".

Note: if your PC is running on 32-bit select 32-bit (version), otherwise select 64-bit if it's running in 64 bit.



Do you want to run or save Setup.X86.en-us_0365ProPlusRetail_e169d98e-d6e6-48b4-aecc-643c52bede88_TX_PR_exx (0.98 MB) from c2rsetup.officeapps.live.com? ×
Run Save ▼ Cancel

Office 365

Student/Staff Download Process.

Step Seven.

A "User Account Control" box may appear. You will need to allow access by selecting "Yes" for the install to continue.

Step Eight.

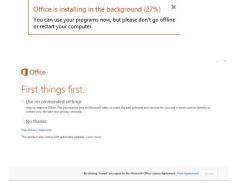
The Install Wizard will run through the installation of Office 365 Pro Plus to your device

An Office logo will appear. It may take several seconds to load the information for the next step. When it is done, a "Welcome to your new Office" screen will appear. Select "Next"

During the following steps, you will see a pop-up window in the bottom right of your screen that says "Office is installing in the background" along with a number indicating the percent complete. Do not turn off your machine or disconnect it from the internet until Office has completed installation.

Step Nine.

You will be prompted to either "Use recommended settings" or "No thanks". Select which option you prefer and agree to the Microsoft license to continue your install.



Step Ten.

Once the install is completed, you will be asked to log in to Office 365. Simply log in with the same details you signed up with and you are ready to go.

Step Eleven.

You will now see Office 365 Pro Plus installed under "All Programs". We recommend pinning these to your Start Menu and Task Bar for easy access.





Keep in touch.



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