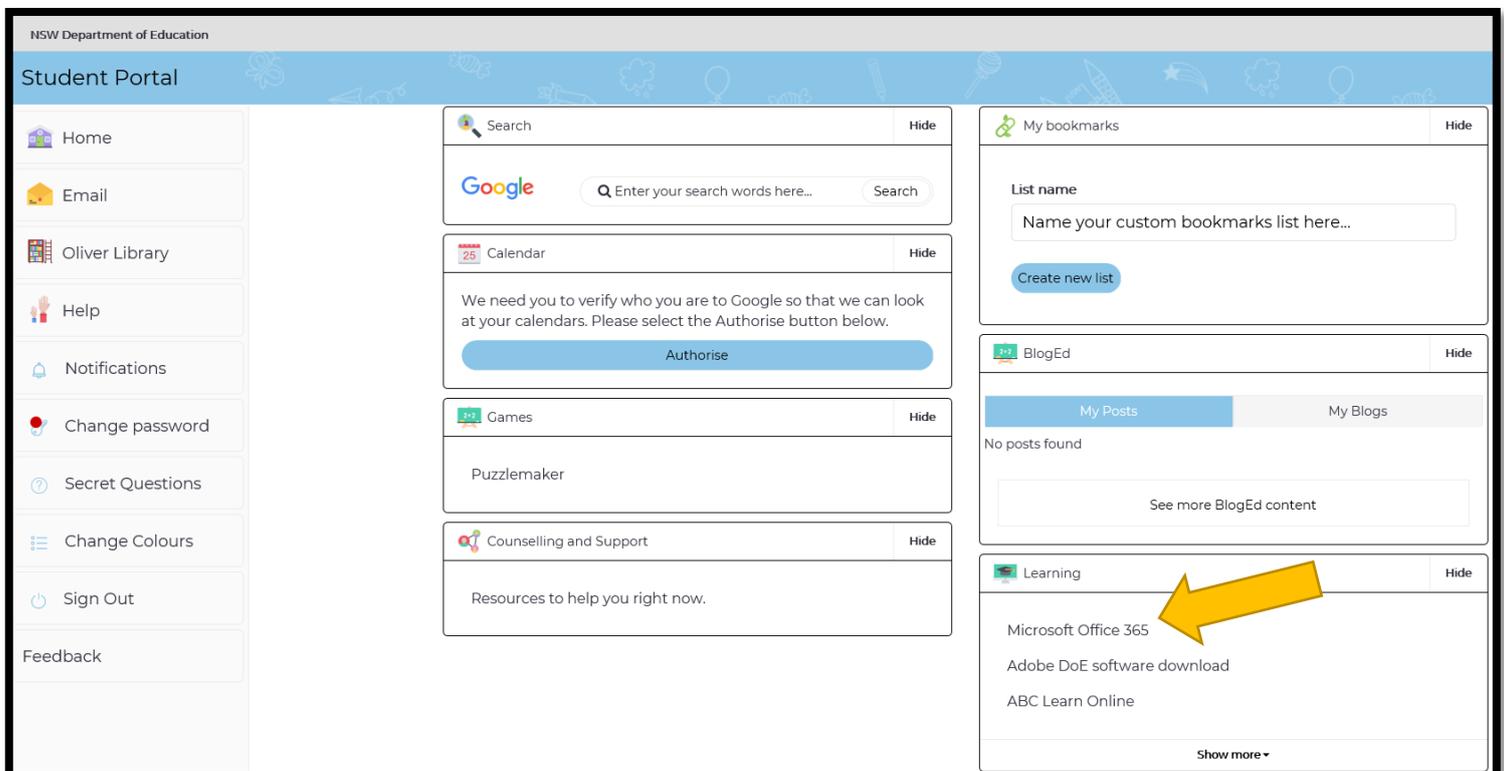


# Get started with Office 365 for free

All students in NSW Public Schools can access Microsoft Office 365 free of charge through the student portal, including online versions of Word, Excel, PowerPoint, etc. The desktop version of Microsoft Office Suite can also be downloaded onto students' personal computers.

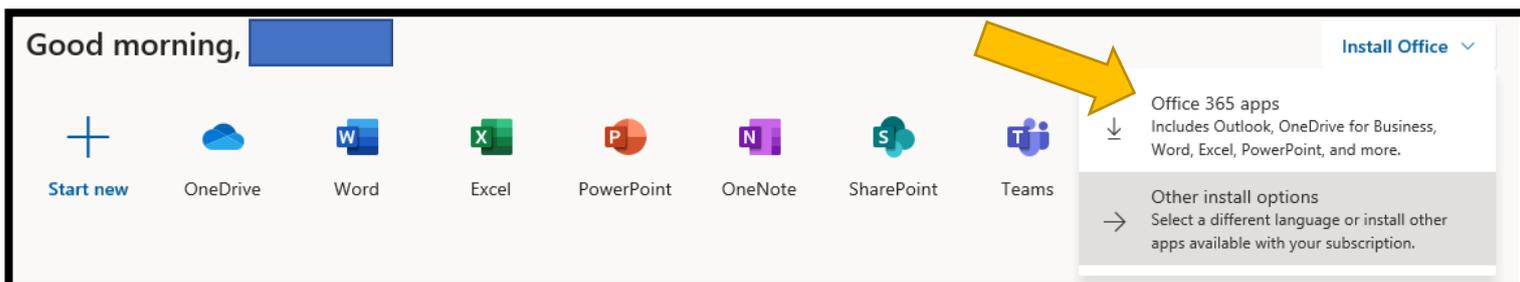
## To install the full version of Microsoft Office on a home or BYOD computer

- log onto the student portal at <https://portal.det.nsw.edu.au/>
- under the learning tab click on Microsoft Office 365



The screenshot shows the 'Student Portal' interface. On the left is a navigation menu with options like Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area has several widgets: Search, Calendar (with a verification prompt and 'Authorise' button), Games (with 'Puzzlemaker' link), and Counselling and Support. On the right, there are 'My bookmarks', 'BlogEd', and 'Learning' sections. A yellow arrow points to the 'Microsoft Office 365' link in the Learning section.

- On next page click install office and follow prompts.



The screenshot shows the Microsoft Office 365 installation page. At the top, it says 'Good morning, [Name]'. Below is a row of application icons: Start new, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, and Teams. On the right, there is an 'Install Office' button with a dropdown arrow. A yellow arrow points to this button. Below the button, there are two options: 'Office 365 apps' (which includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more) and 'Other install options' (to select a different language or install other apps available with the subscription).