

## Accessing TAFE NSW’s Digital Services – How Do I Install Microsoft Office 365 Applications



### Purpose

This Quick Reference Guide sets out the steps that TAFE NSW students can take to install Microsoft Office 365 Applications.

### Background

As a TAFE NSW student, you now have access to a free Office 365 account which allows you to log in and download applications (also called apps) including Microsoft Teams, Word, Excel, PowerPoint, OneNote, Outlook email and OneDrive storage. You can use these apps to connect via video meetings and email, create materials during your studies, share files with your teachers, store your study materials and more.

### Accessing Your Microsoft Office 365 Account

Action	Screenshot
In your preferred browser, navigate to <a href="https://office.com">https://office.com</a>	
The Sign In page will display	
Enter your <b>@studytafensw.edu.au</b> email address in the <b>Email address</b> field. For example, <a href="mailto:firstname.lastname123@studytafensw.edu.au">firstname.lastname123@studytafensw.edu.au</a> and the password that you were allocated at enrolment	
The Office 365 Welcome Page will display	

### Getting to Know Your Office 365 Applications

Once you have signed into your TAFE NSW Office 365 account you will see several different Office 365 apps are available to you. Please note that you can use all the apps, but your teacher will tell you which ones are important for class.

- **Outlook** is your TAFE NSW email application. **Note:** studytafensw.edu.au email addresses can only be used with Outlook Web (<https://outlook.office.com>), though the Outlook desktop application can be used with other email addresses.
- **OneDrive** is your TAFE NSW online file storage location for you while you study and as it is cloud-based, your files follow you wherever you go! No more thumb drives or lost files. You and your teacher can also share documents between each other from your OneDrive if required.
- **Word, PowerPoint, Excel, and OneNote** are powerful office applications you can use either in the web browser or downloaded on to your own computer for additional features.
- You are also licensed for **Microsoft Teams**. Your teacher may schedule meetings to connect using Teams or may even set up a Class Team for you and your fellow students to collaborate in.


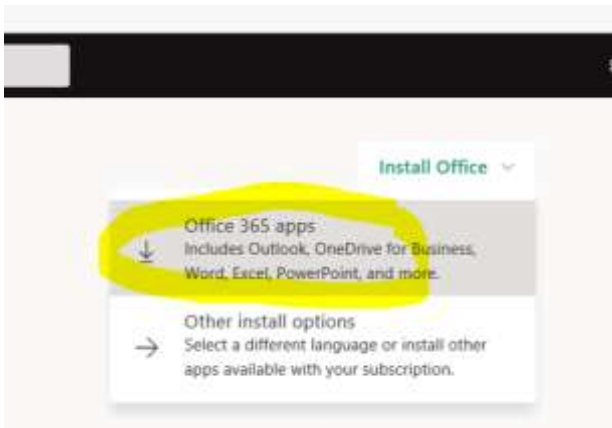
## Accessing and Using Office 365 Applications

We suggest you access and use the web-based versions of the Office 365 applications.

If you prefer to download the Office 365 application, you should follow the steps outlined below.

**IMPORTANT: Installing Office 365 will overwrite any Office products you have purchased and installed on your computer. Your access to the free Office 365 account will continue for the duration of your studies with TAFE NSW. However, when you complete your studies, this access will cease, and you will not be able to recover your old Office products.**

## Installing Office 365 Applications

Action	Screenshot
Click the Install Office drop down menu button.	
Select Office 365 apps which will install the desktop versions of Outlook, Word, Excel, and PowerPoint onto your computer	

After the Office 365 installer has downloaded, open the installer, and follow the step-by-step instructions to install it. You can find the installer/Setup Wizard in your downloads folder

## Installing Office 365 Applications on your Mobile Device

Office 365 is fantastic on your mobile phone. We recommend downloading the following mobile or tablet apps to get you started:

- [Microsoft Teams App](#)
- [Microsoft Outlook App](#)
- [Microsoft Office App](#)

You can manually install the apps via the Google Playstore or App store by visiting the applicable stores on your devices and using the search bar to look for Microsoft Teams, Microsoft Outlook, or Microsoft Office

### For More Information

A number of checklists and guides are available on [TAFE Internet](#) to support you in your Connected Learning journey. These include –

- [Welcome to Your TAFE NSW Office 365 Account](#)
- [Signing in to Office 365 Video](#)
- [Getting into your Outlook Email Video](#)
- [Accessing Your One Drive](#)

If you are experiencing difficulties with accessing Installing Office 365 please call the TAFE NSW Student Technology Service Desk on 131 601 and follow the prompts.

Students who may be Deaf or hard of hearing, can seek assistance through the [National Relay Service](#) or may lodge a request on line through the [TAFE NSW Enquiry Form](#)