

How do I install Office 365 Applications?

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.

If your teacher is using Microsoft Teams to collaborate, you also have access to the Teams app to join a tutorial meeting or access your Class Team for studies.

Sign into your Office 365 account

By signing into your Office 365 account, you will be able to access the apps you need. To access your TAFE NSW Office 365 account, you'll need the following:

- Access to a modern web browser (for example Chrome, Edge, Safari or Firefox)
- Your TAFE username and password (provided to you at enrolment)

SIGNING IN

1. Head to <https://office.com>
2. Sign in with your TAFE NSW username@studytafensw.edu.au (e.g. jane.smith3@studytafensw.edu.au) and the password you were issued when you enrolled.

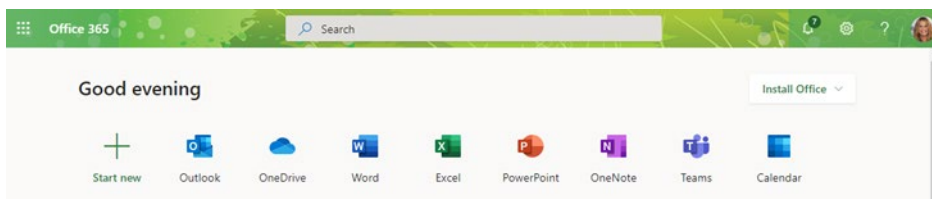
Getting to know your Office 365 apps

Once you have signed into your TAFE NSW Office 365 account you will see several different Office 365 apps available to you on your Office 365 dashboard. 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.
- **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.

Installing Office 365 apps

Once signed into your Office 365 account you will see all the available apps like below.



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

3. 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.

Mobile Apps

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.

Need For More Information

If you are experiencing difficulties with installing or accessing Office 365, or accessing your One Drive - Call the TAFE NSW ICT Student Support Service Desk on 131601. Select option 1 for Technology Support, then option 2.