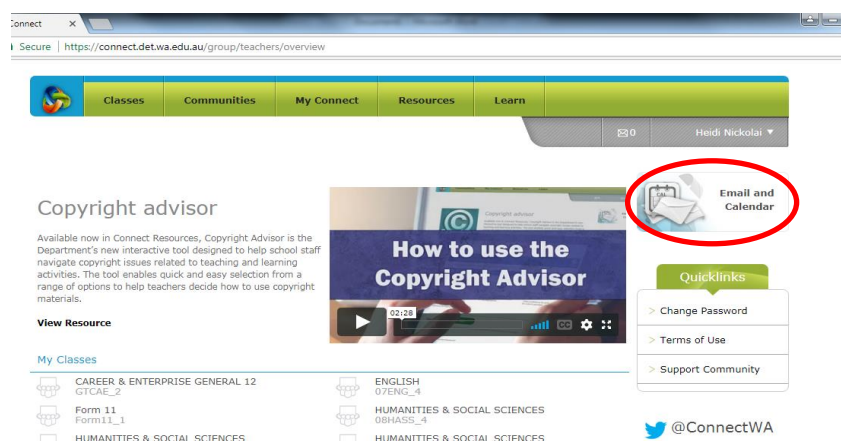


1. The device's operating system must be Windows 10 to be able to install Office 365. If the operating system is less than Windows 10 you should be able to update it for free.
2. Students will be provided with a school email address within the first couple of weeks of commencing. Their user name is usually firstname.lastname.
3. We recommend that the student's password **does not** contain their name or any related abbreviations.
4. Students need to log into Connect (www.connect.det.wa.edu.au). The login screen below will appear. Students will need to log in using their school user name and password. Make sure the check box is ticked before clicking the 'Login' button.



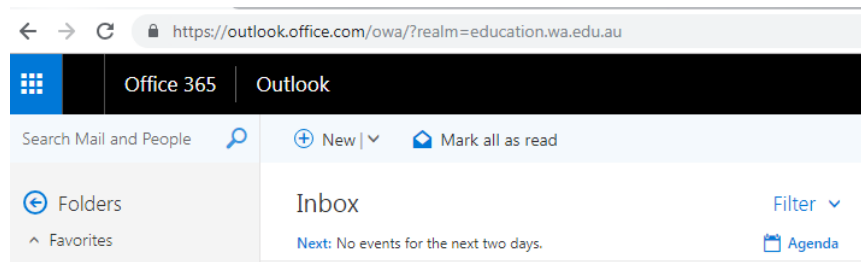
The screenshot shows the 'Sign In' page for the Department of Education. It features a header with the Department of Education logo and 'Single Sign-On' text. The main content area has a 'Sign In' heading and a sub-heading 'Enter your Single Sign-On user name and password to sign in'. There are two input fields: 'User Name' and 'Password'. Below the password field is a checkbox labeled 'I have read and understand the Appropriate Use of Online Services information.' and two buttons: 'Login' and 'Cancel'. To the right, there is a section titled 'Appropriate Use of Online Services' with text explaining the use of online services and the consequences of inappropriate use.

5. Connect will open and the screen below will appear, which contains all of the student's class information. Click on the 'Email and Calendar' section (circled in red). Follow the prompts, changing the language to 'English (Australian)' if available and the time zone to 'Perth' if the student has never logged into their emails before.

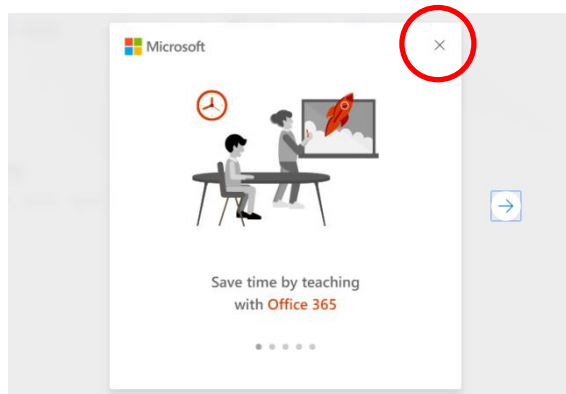


The screenshot shows the Connect website dashboard. The top navigation bar includes 'Classes', 'Communities', 'My Connect', 'Resources', and 'Learn'. The user's name 'Heidi Nikolai' is displayed in the top right. The main content area features a 'Copyright advisor' section with a video player titled 'How to use the Copyright Advisor'. A red circle highlights the 'Email and Calendar' icon in the top right corner. Below the video player, there is a 'Quicklinks' section with links for 'Change Password', 'Terms of Use', and 'Support Community'. The bottom of the page shows a list of 'My Classes' including 'CAREER & ENTERPRISE GENERAL 12', 'Form 11', and 'HUMANITIES & SOCIAL SCIENCES'.

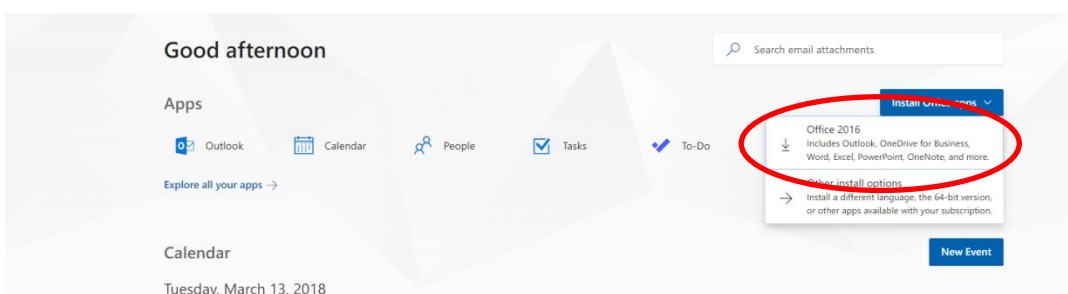
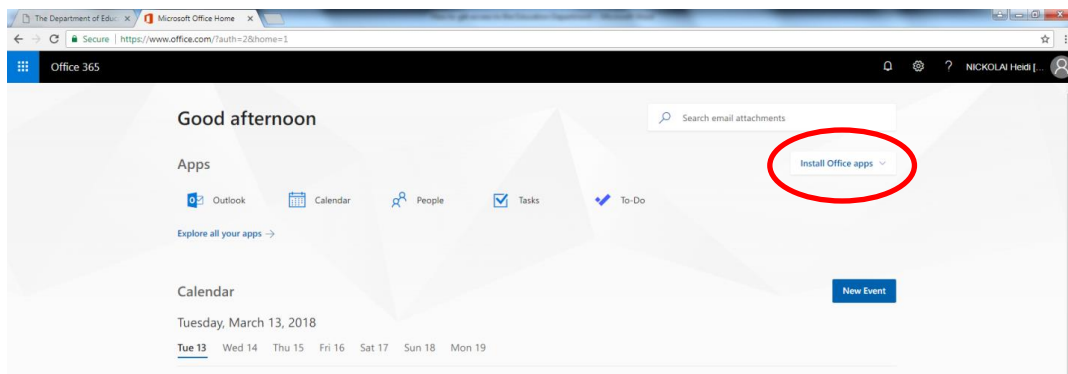
6. Click on the top left corner where it says 'Office 365'.



7. This opens the below page. Close it using the cross in the top right hand corner.



8. You will now be redirected to this screen. Click on 'Install Office apps' and choose the first option, 'Office 2016'.



9. This will install all of the Microsoft Office apps on your device.

NB: The installation will not work if you try to do it using the school wifi.

If you have followed the above steps and you still can't download the software please double check the student's password and ensure it does not contain any part of their name.