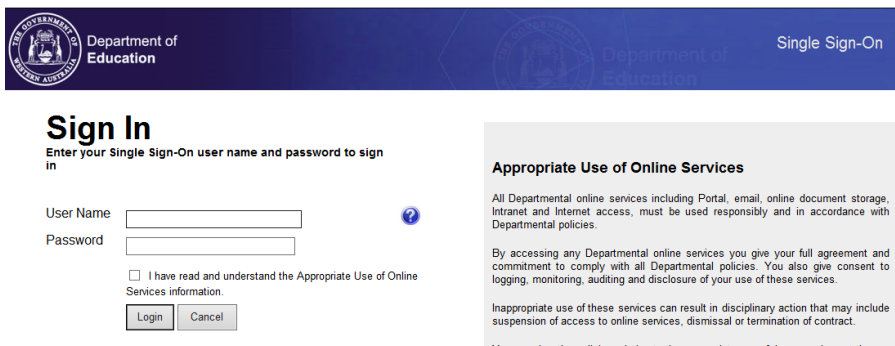
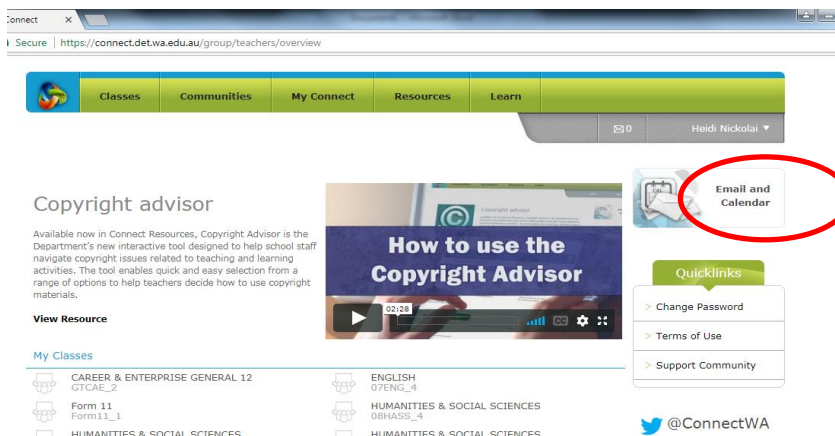


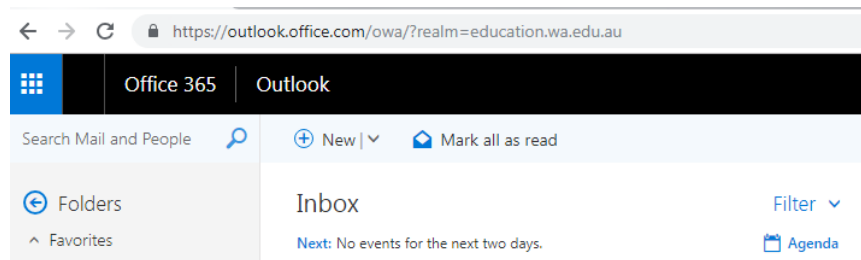
1. The device's operating system must be Windows 10 to be able to install Office 365. If the operating system is less than Windows 10 you should be able to update it for free.
2. Students will be provided with a school email address within the first couple of weeks of commencing. Their user name is usually 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](http://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.



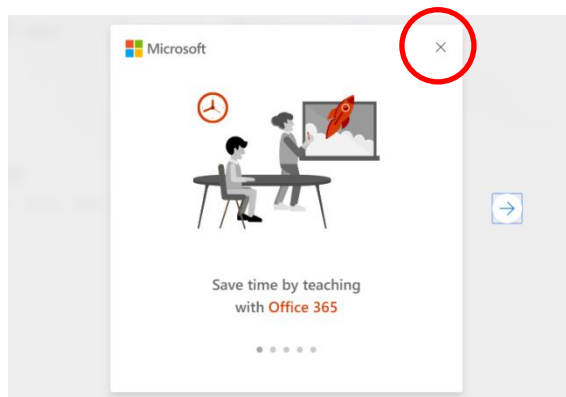
5. Connect will open and the screen below will appear, which contains all of the student's class information. Click on the 'Email and Calendar' section (circled in red). Follow the prompts, changing the language to 'English (Australian)' if available and the time zone to 'Perth' if the student has never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



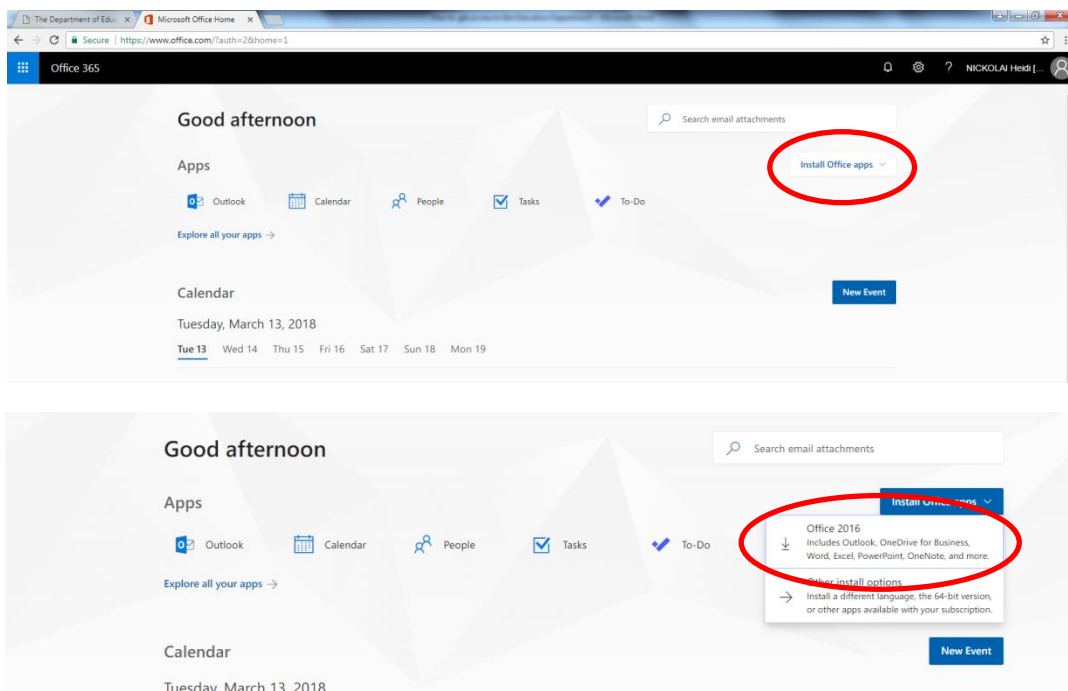
6. Click on the top left corner where it says 'Office 365'.



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.**