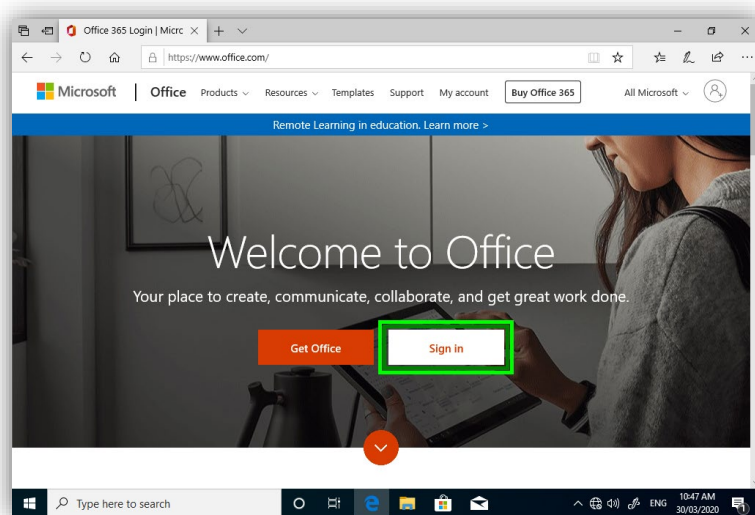


How-to Install Office 365

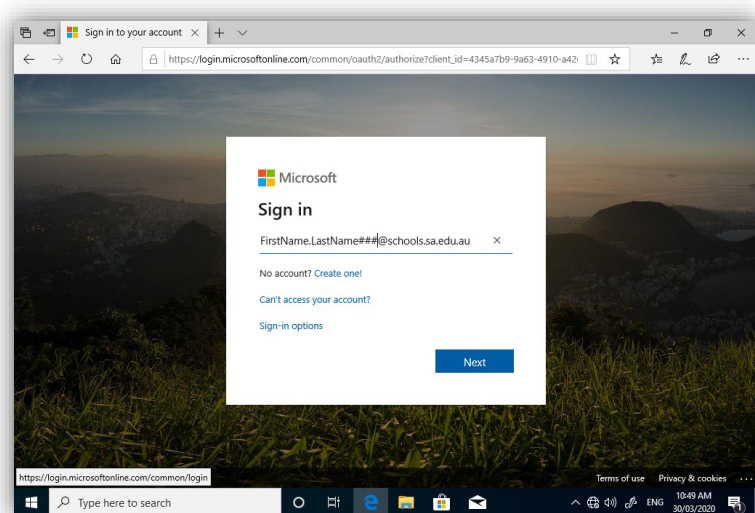


Step 1: Go to <https://www.office.com/>

Step 2: Click *Sign in*

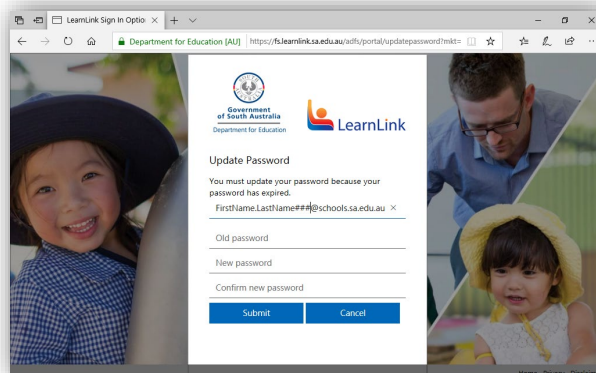
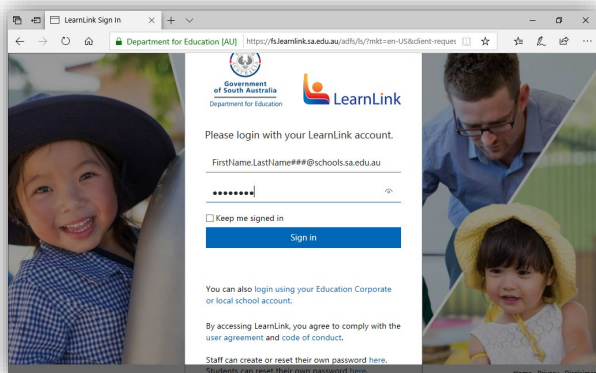


Step 3: Enter your LearnLink Email



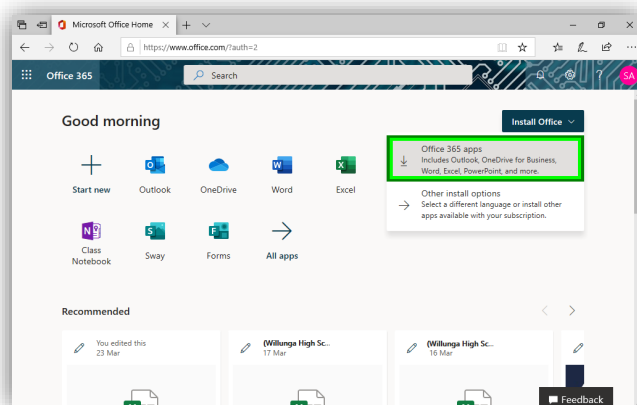
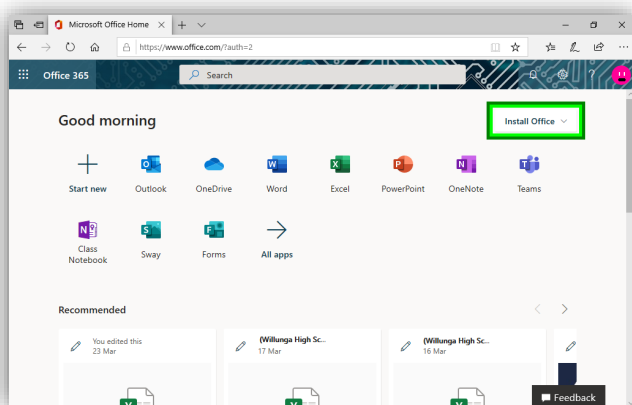
You will now be redirected to the LearnLink Login Page.

Step 4: Enter your password (See additional info if you are unsure of password)

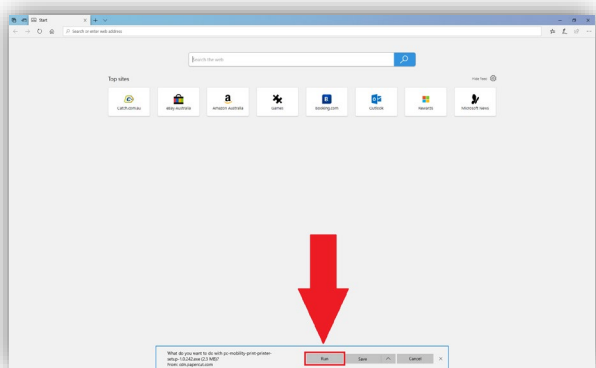


If this is your first-time logging in, you will be prompted to Change your password

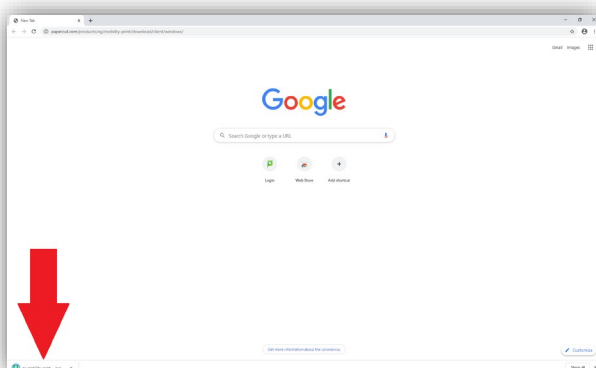
Step 5: Once logged in select *Install Office* located in the top right corner and select *Office 365 apps*



Step 6: Click the *Run* button/Downloaded file at the bottom of the screen (Depending on your Default browser this may vary)

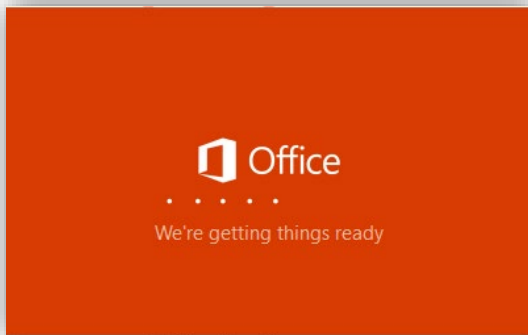


Microsoft Edge: Prompt middle bottom

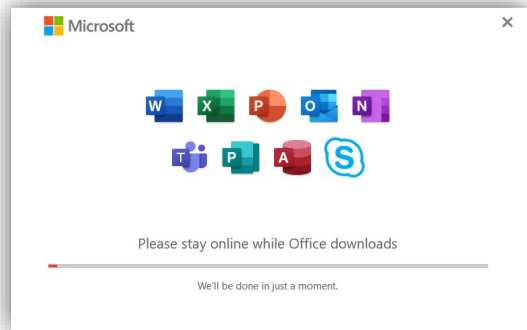


Google Chrome: Downloads in bottom left

Step 7: Wait about 15 – 20 minutes while the program downloads and installs

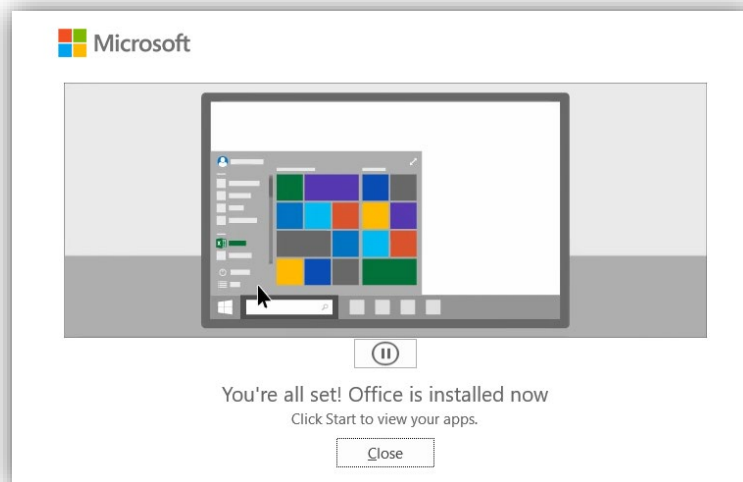


Loading 1



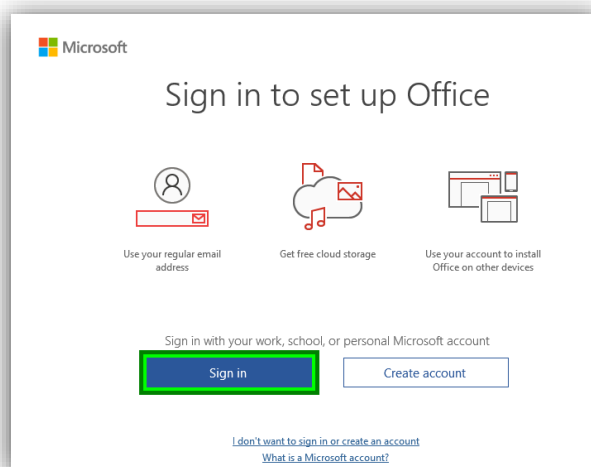
Loading 2

Step 8: The following screen will appear click *Close* Office is now installed.

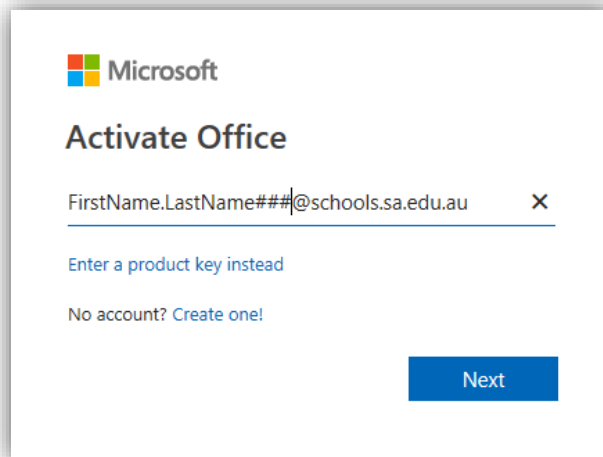


Continue reading for Sign in instructions

Step 9: Now open Word wait a moment and the following prompt will open, Select *Sign in*



Step 10: Enter your LearnLink Email



Microsoft

Activate Office

FirstName.LastName###@schools.sa.edu.au X

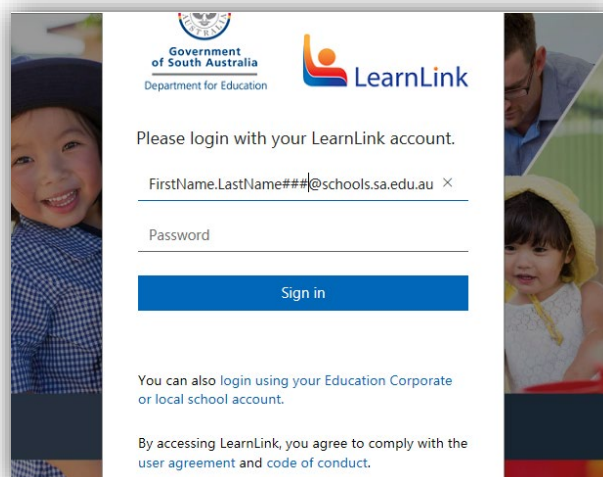
[Enter a product key instead](#)

No account? [Create one!](#)

Next

You will now be redirected to the LearnLink Login Page.

Step 11: Enter your password



Government of South Australia
Department for Education

LearnLink

Please login with your LearnLink account.

FirstName.LastName###@schools.sa.edu.au X

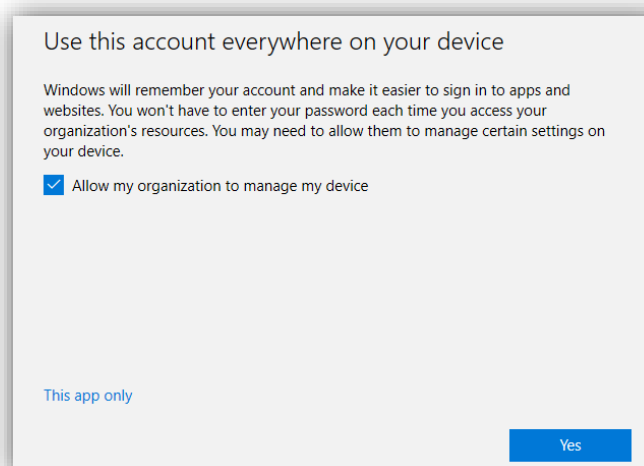
Password

Sign in

You can also login using your Education Corporate or local school account.

By accessing LearnLink, you agree to comply with the [user agreement](#) and [code of conduct](#).

Step 12: The following page will prompt select Yes and wait a moment



Use this account everywhere on your device

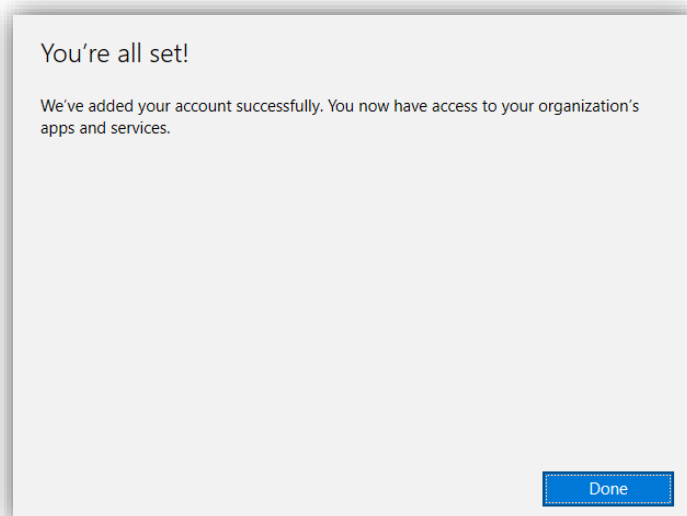
Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

☒ Allow my organization to manage my device

[This app only](#)

Yes

Step 13: Click *Done* you have now installed Office 365



Additional Information:

If you have not logged into LearnLink before you will be able to find your Login details in your Willunga High School email located here: <https://webmail.whs.sa.edu.au/>

If you weren't prompted for login at Step 9, go to the Account tab and select Sign into Office.

