

This guide contains instructions for downloading and installing Office 365 onto a Windows 10 or 11 computer. These steps can also be used when installing Office 365 onto a MacBook, but will differ slightly at the point where the Office installer is downloaded.

This guide was written using the Google Chrome web browser. The steps will vary slightly when using Microsoft Edge or another web browser.

Notes: Office 365 is available for all state government school students to install on up to 5 (Windows or MacOS) computers. This software is volume licensed which means a periodic check is made to ensure the license is valid. When prompted for this check, you will need to sign in using your student account details (email address, username and password). This check usually takes a minute to complete. If this check is ignored most features of Office will be disabled until the check is completed. A check request prompt usually appears as an exclamation mark in a triangle to the left of the user's name in the top right of the screen.

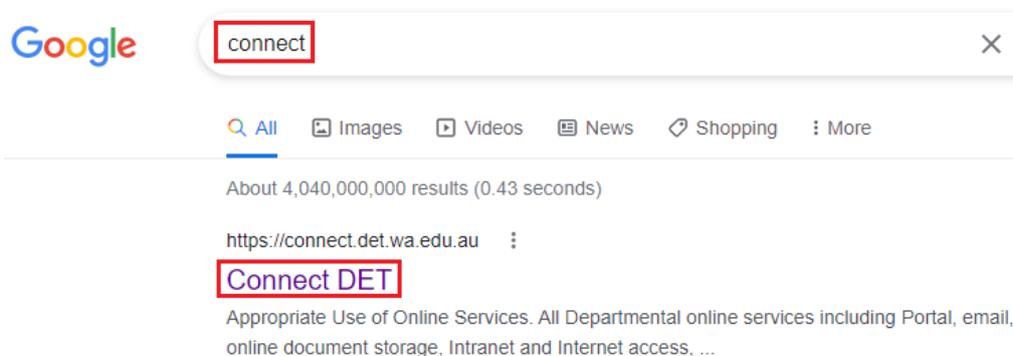
Office 365 cannot be installed on iPads, Chromebooks, Android devices or Linux computers.

If there is a subscription version of Office 365 installed on the computer, you may wish to continue using that version. If you prefer to switch to the Department of Education licensed version, the subscription version will need to be uninstalled first.

Assuming you wish to proceed with the Office 365 install, the first step is logging into Connect. To complete:

- Open Connect with the hyperlink below.
<https://connect.det.wa.edu.au/>

You can also open Connect from Chrome; type in **connect** then select the first result hyperlink, or follow the Connect link from the home page of the school website.



Welcome to Kalamunda Senior High School

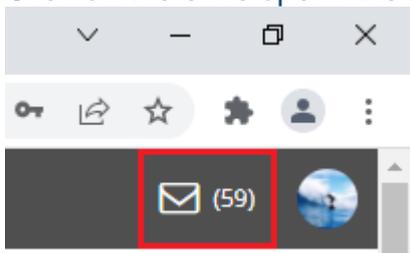
CONNECT

- Enter your username and password, tick the **I have read and understand the Appropriate Use of Online Services information** checkbox, then click on **Login**.

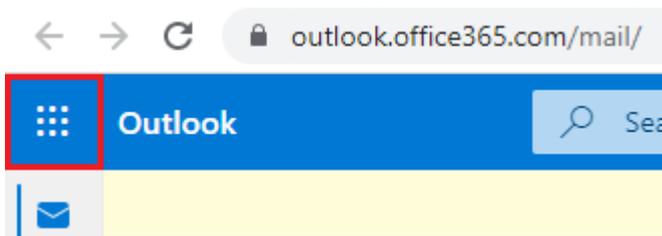


The screenshot shows the 'Sign In' page for the Department of Education, Western Australia. At the top left is the department's logo. The main heading is 'Sign In'. Below it, a prompt asks the user to 'Enter your Single Sign-On user name and password to sign in'. There are two input fields: 'User Name' with the placeholder text 'firstname.lastname' and 'Password' with masked characters. A checkbox is checked, with the text 'I have read and understand the Appropriate Use of Online Services information.' To the right of the password field is a help icon. At the bottom are 'Login' and 'Cancel' buttons.

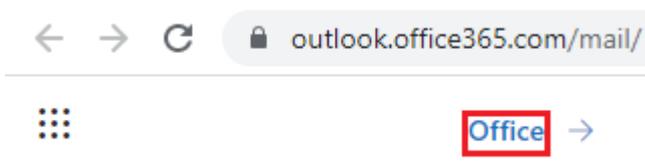
- Click on the envelope in the top right corner to open Outlook.



- In Outlook, click on the Apps button in the top left corner.



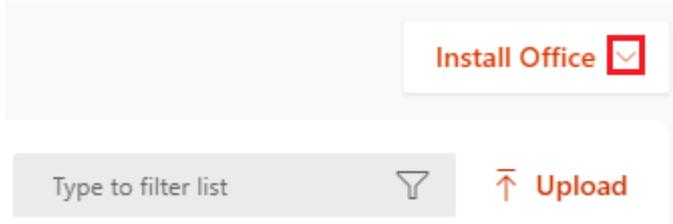
- Click on **Office**.



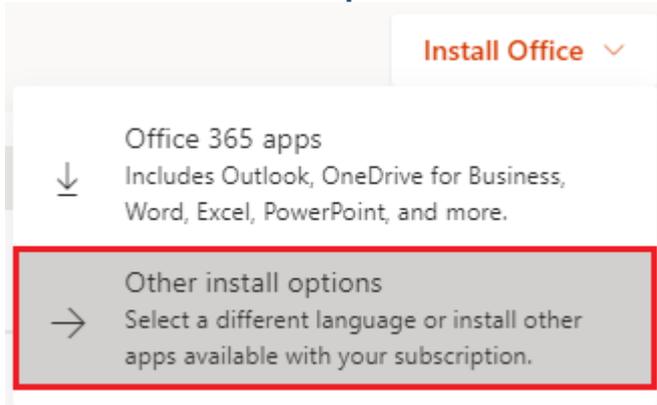
- If prompted by a window looking like the one below, click the **X** in the top right corner.



- Click on the down arrow of the **Install Office** button. Note: this takes the longer path to get the Office installer file, but ensures the correct version is obtained.



- Click on **Other install options**.



- Click on **View apps & devices**.

↓ Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

View apps & devices

- Ensure the Language is set to **English (United States)** and the Version is **64-bit**, then click on **Install Office**. Note: if installing this on a MacBook, this will look slightly different.

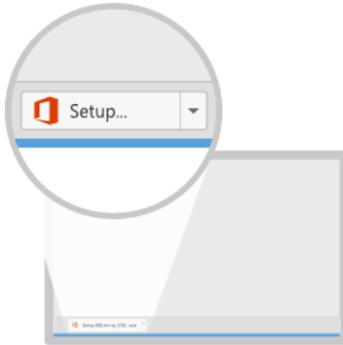
Office



Language [ⓘ] English (United States) ▼ Version 64-bit ▼ **Install Office**

- The following screen will now appear:

Just a few more steps...



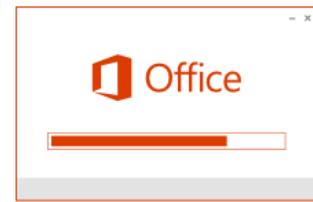
1 Click Open

Click the **Setup** file at the bottom of the screen.



2 Say "yes"

Click **Yes** to start installing.



3 Stay online

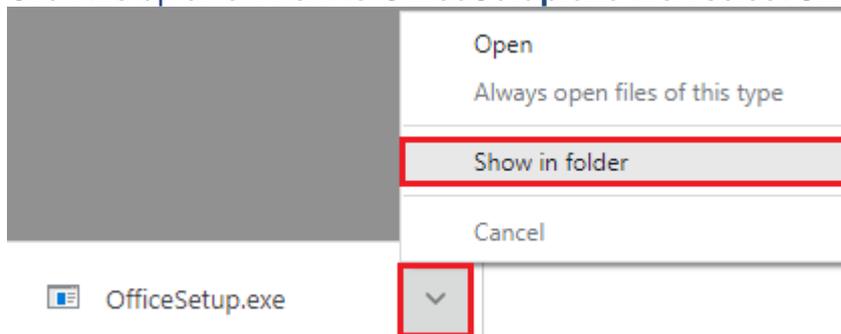
Downloading all of Office might take a while.

[Need help installing?](#)

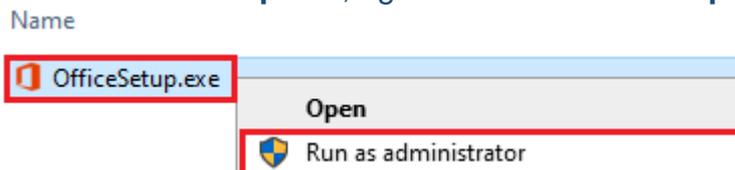
- In the bottom left corner the Office downloader will now appear.



- Click the up arrow next to **OfficeSetup.exe** then select **Show in folder**.



- Select **OfficeSetup.exe**, right click on **OfficeSetup.exe** then select **Run as administrator**.



From here, follow the prompts as Office will now download onto your computer.