

How to Guide

Install Office 365 at Home and on Mobile Devices

ICT Services

All TAFE SA staff and students can install Microsoft Office on up to five personal devices such as a computer, phone and tablet at no cost.

Choose your operating system:

- [Microsoft Windows](#)
- [MacOS](#)
- [Mobile Phones or Tablets](#)

IMPORTANT: Installing Office products from the installs area on the TAFE SA portal (as below) will overwrite any Office products you have purchased and installed on your computer.

You will lose access to Office products when your enrolment or employment with TAFE SA ceases and you will not be able to recover your old Office products.

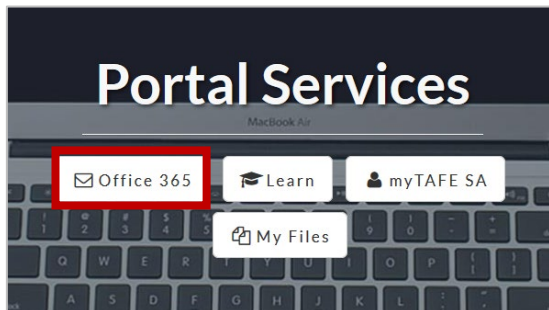
Note: By installing and/or using these products, you acknowledge and accept that TAFE SA assumes no responsibility, nor liability, for the installation and/or use of Microsoft software on a non-TAFE SA device. TAFE SA will not offer any support if this software product is installed and/or used.

TAFE SA conveys no license or title under any patent, copyright, or mask work right to this product.

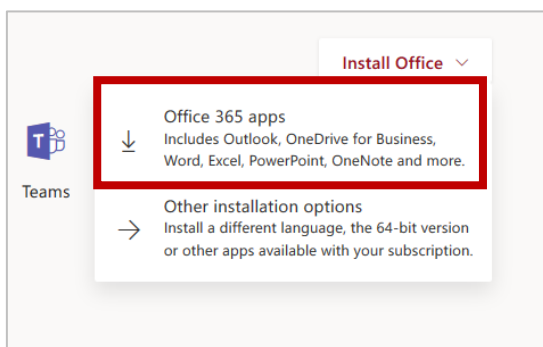
TAFE SA reserves the right to make changes in the software without notification. TAFE SA also makes no representation or warranty that such application will be suitable for the specified use without further testing or modification.

Microsoft Windows

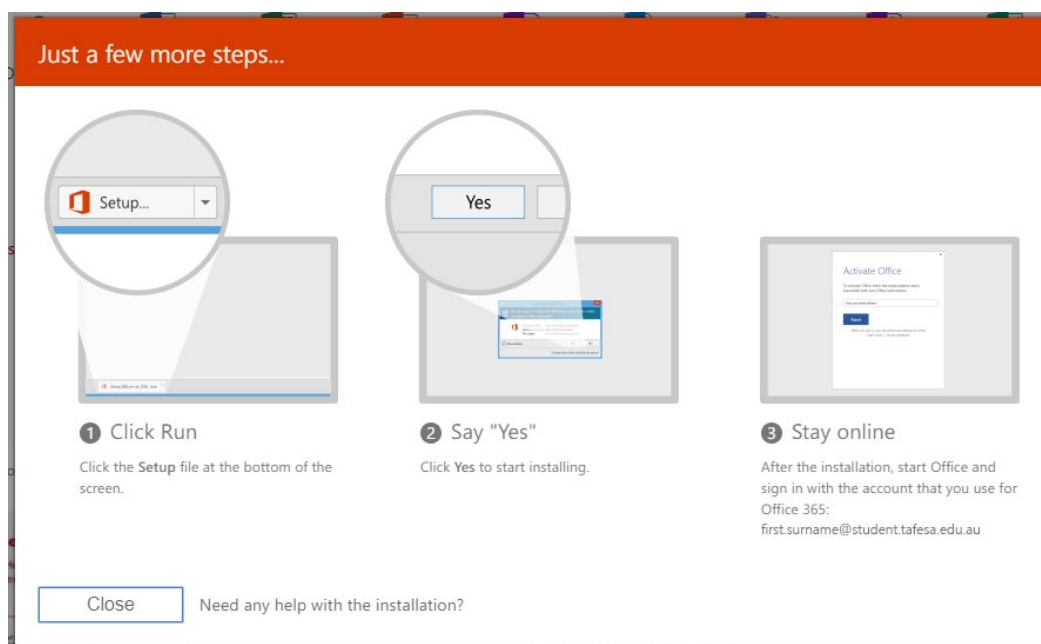
1. Visit portal.tafesa.edu.au.
2. Sign in with your TAFE SA email address and password.
3. Click the **Office 365** icon.



4. Click the **Install Office** button and select **Office 365 apps** in the dropdown box.



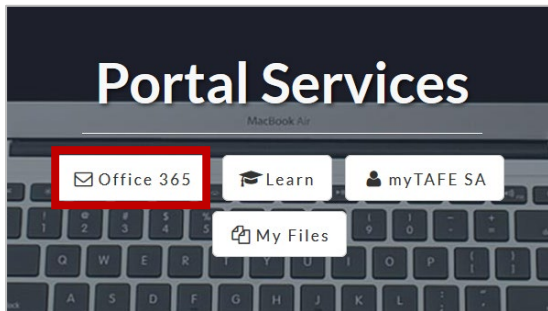
5. A window will appear which outlines what to expect in the setup process. Follow the installation prompts as shown.



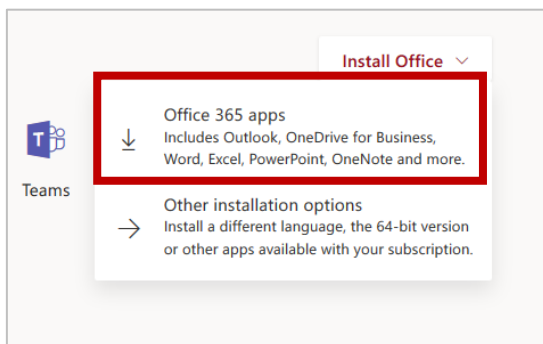
6. When you open an Office application for the first time, sign in with your TAFE SA email address and password.

MacOS

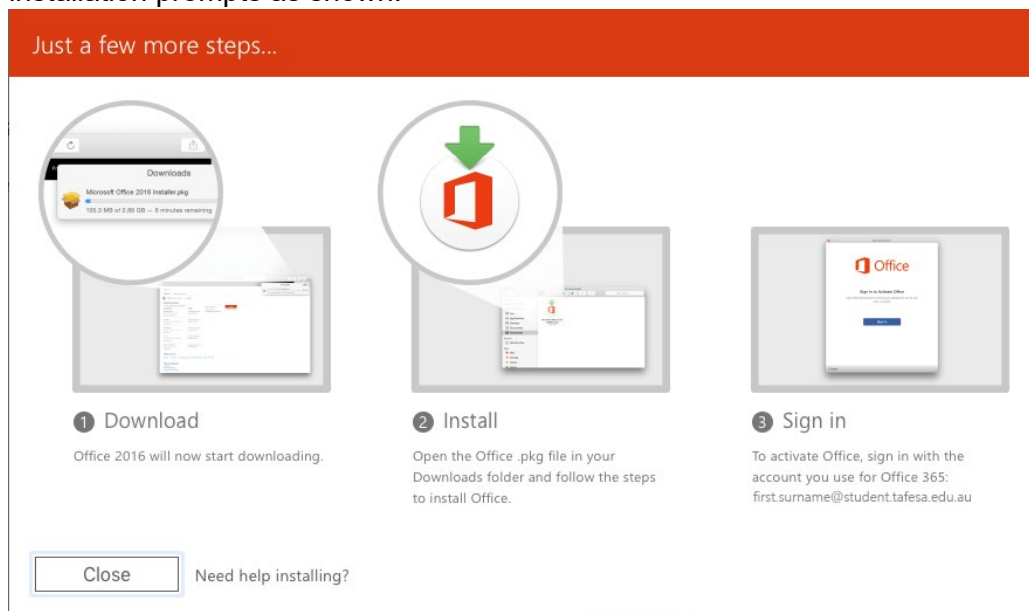
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A window will appear which outlines what to expect in the setup process. Follow the installation prompts as shown.

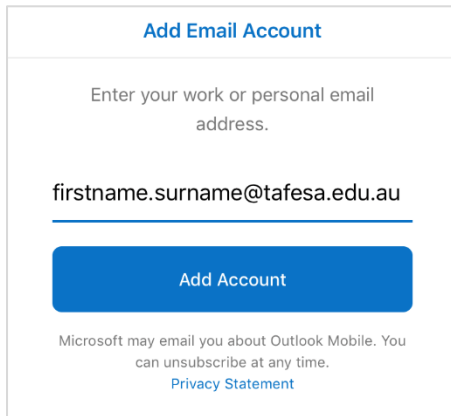


4. When you open an Office application for the first time, sign in with your TAFE SA email address and password.

Install Office Apps on iOS or Android Mobiles

On **Android phones and Apple iPhones**, it is recommended to download the separate apps from your phone's application store. Office apps available include Excel, OneDrive, OneNote, Outlook, PowerPoint, SharePoint, Word and Yammer.

1. Visit your relevant application store (Google Play Store or Apple App Store).
2. Search for the application you want to use (for example, Microsoft Outlook or Microsoft Word) and tap the **Install** or **GET** button.
3. Type in your TAFE SA email address and tap **Add Account**.



Add Email Account

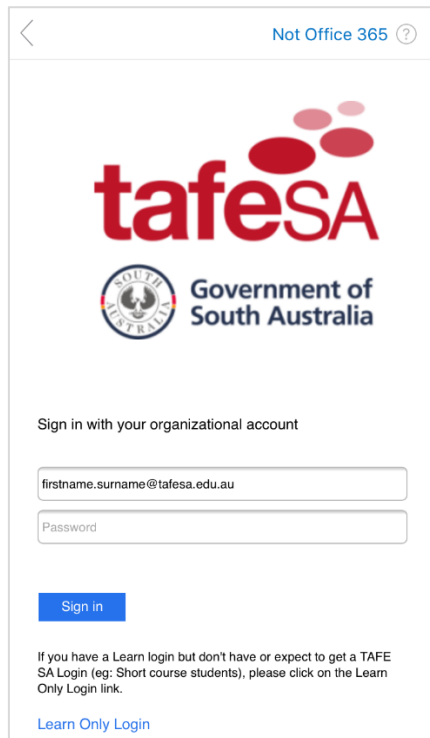
Enter your work or personal email address.

firstname.surname@tafesa.edu.au

Add Account


Microsoft may email you about Outlook Mobile. You can unsubscribe at any time.
[Privacy Statement](#)

4. Re-enter your email address and password and tap **Sign in**.



Not Office 365 ?

tafesa

 **Government of South Australia**

Sign in with your organizational account

firstname.surname@tafesa.edu.au

Password

Sign in

If you have a Learn login but don't have or expect to get a TAFE SA Login (eg: Short course students), please click on the Learn Only Login link.

[Learn Only Login](#)