How to Guide

Install Office 365 at Home and on Mobile Devices

ICT Services

TAFE SA staff and students can install Microsoft Office 365 Pro Plus software on up to five personal devices, including their computer, phone and tablet.

Microsoft Office 365 includes the latest versions of Word, Excel, Outlook, PowerPoint, Publisher, OneNote and more.

- Install on Microsoft Windows
- Install on MacOS
- Install on Additional Computers
- Install Office Apps on an Android or iOS mobile device
- Set up your TAFE SA email on a Windows Phone

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.

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Microsoft Windows

1. Open your web browser and visit http://office.com/getoffice365 Type in your TAFE SA email address (e.g. firstname.surname@tafesa.edu.au or firstname.surname@student.tafesa.edu.au) and then click in the password box. You will be re-directed to the TAFE SA sign in page.
2. Type your TAFE SA Email password and click Sign In.

3. You will then be taken to your Office 365 home page. In the top right corner select the 'Install Office 2016' button.

4. A dialog box will pop up. Click on ‘Run’.
5. Office will proceed to install on your computer. This may take a while depending on the speed of your Internet connection.
MacOS

1. Open your web browser and visit [http://office.com/getoffice365](http://office.com/getoffice365) Type in your TAFE SA email address (e.g. firstname.surname@tafesa.edu.au or firstname.surname@student.tafesa.edu.au) and then click in the password box. You will be re-directed to the TAFE SA sign in page.

![Microsoft Office login page](office-sign-in.png)

2. Type in your TAFE SA email password and click Sign In.

![TAFE SA sign in page](tafesa-sign-in.png)

3. You will then be taken to your Office 365 home page. In the top right corner select the ‘Install Office 2016’ button.
4. Depending on the version of your operating system, you may be taken to the page shown below. Please note that you can no longer download Office for Mac 2011. You can only download Office 2016 for Mac. To install Office 2016 for Mac, you must be running OS X 10.10 or later. You may need to upgrade your operating system before installing Office 2016.

1. If you have upgraded or already have the OS X 10.10 or later, you will be taken to the next page. Click Install.
2. An installer file will now download on the Mac. This may take several minutes.

3. Once the download completes, double click the installer file. Alternatively, you can also open it from your downloads folder. This will launch the 'Install Office 2016 for Mac' dialog box.

4. The Software Licence Agreement will display. Select 'Continue' and then 'Agree'.
5. Finally, click 'Install'.

6. The installation will go through a series of steps. Wait for the installation to complete.

7. When complete, you will see a message stating that the installation was successful. Click 'Close'.
8. After installation you can find your new Office applications in your Applications folder or select one of the applications from the dock.

9. When you open an application for the first time, you will be prompted to sign in to activate the Office installation. Use your TAFE SA staff or student account to sign in. After successfully signing in and going through the prompts, your new Office 2016 for Mac applications will be ready to use.
Additional Computers

To install Microsoft Office 365 Pro Plus on additional computers visit http://portal.tafesa.edu.au. Click on the Office 365 icon and you will then be taken to your Office 365 home page. Click on 'Other Installs' in the top right corner and then select 'Install' on the following page.
Install Office Apps on an iOS or Android Mobile Device

Staff and students can install Microsoft Office 365 Pro Plus on their personal mobile devices, including phone and tablet.

On **Android Phones and Apple iPhones**, ICT Services recommends downloading the separate apps from your phone’s application store (Google Play Store for Android or Apple App Store for iPhones). Office apps available include Excel, OneDrive, OneNote, Outlook, PowerPoint, SharePoint, Skype for Business, Word and Yammer.

1. Visit your relevant application store (Google Play Store for Android or Apple App Store for iPhone).
2. Search for the system you want to use (e.g. Microsoft Outlook, Skype for Business) and tap the ‘Install’ or ‘GET’ button.
3. When you open each app you will be prompted to set up an account. The screenshots below are for adding the Outlook App but are similar for each Office app.
4. Enter in your TAFE SA email account (e.g. firstname.surname@tafesa.edu.au or firstname.surname@student.tafesa.edu.au). Tap ‘Add Account’.

5. You will then be taken to the TAFE SA sign in page. Re-enter your email address and password and tap ‘Sign in’. 
Set up your TAFE SA email on Windows Phone

On a Windows phone many of the Office apps come pre-installed. You will need to download Skype for Business and SharePoint apps separately. Your Office apps can connect to your TAFE SA account when you set up an Exchange email account (refer to instructions below).

1. From your home screen, tap the email button.

2. Then tap ‘Add an Account’ and choose ‘Exchange Account’.

3. Type in your TAFE SA email address (e.g. firstname.surname@tafesa.edu.au or firstname.surname@student.tafesa.edu.au) and password and tap ‘Sign in’.