

# How to Guide

## Install Office 365 at Home and on Mobile Devices

### ICT Services

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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](#)
- [Windows Phone](#)
- [Install Skype for Business only](#)

**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. If you already have Office installed on your computer we recommend that you download the Skype for Business client only.

**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.

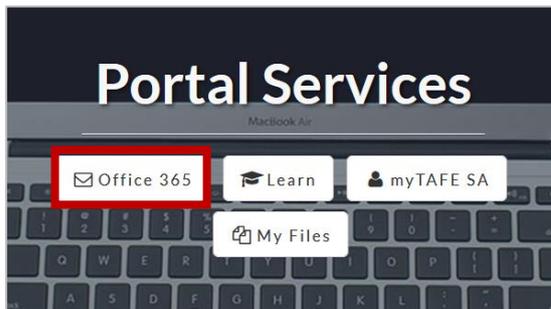
TAFE SA conveys no license or title under any patent, copyright, or mask work right to this product.

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.

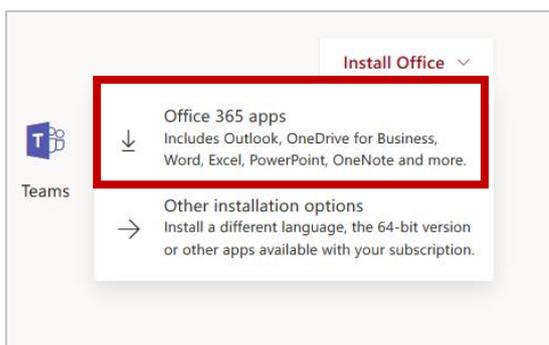
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## Microsoft Windows

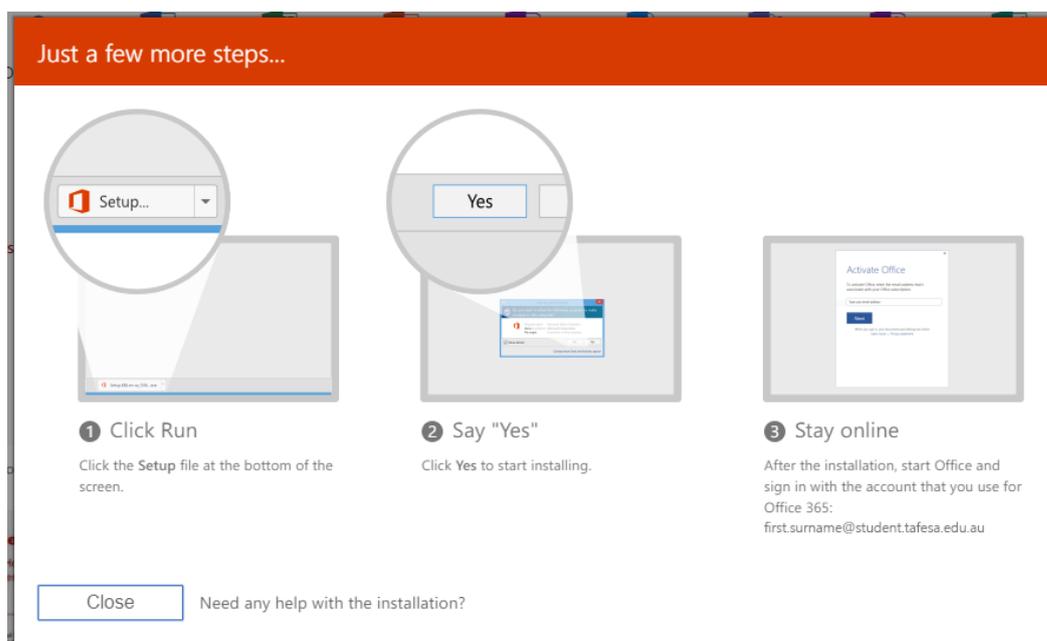
1. Visit [portal.tafesa.edu.au](http://portal.tafesa.edu.au).
2. Sign in with your TAFE SA email address and password.
3. Click the **Office 365** icon.



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



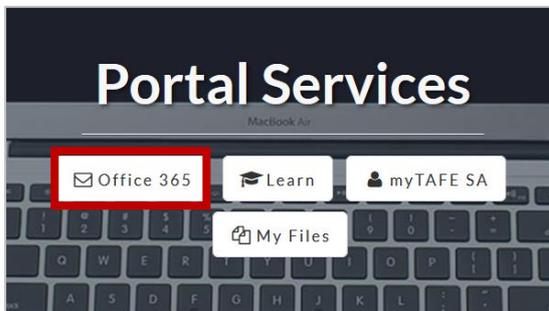
5. A window will appear which outlines what to expect in the setup process. Follow the installation prompts as shown.



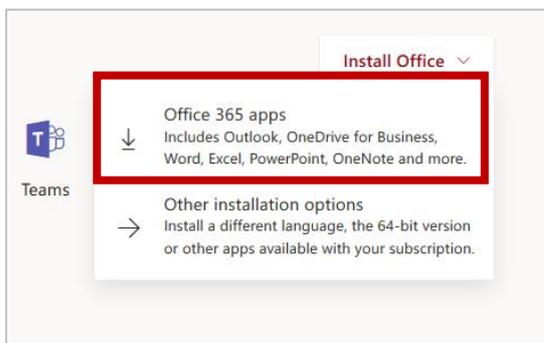
6. When you open an Office application for the first time, sign in with your TAFE SA email address and password.

## MacOS

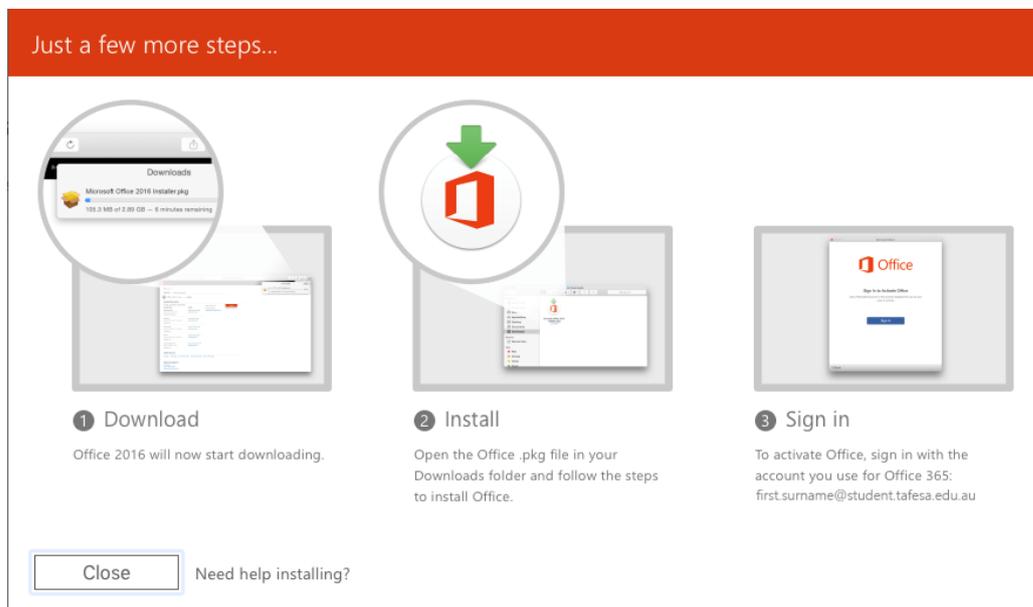
1. Visit [portal.tafesa.edu.au](http://portal.tafesa.edu.au). Sign In with your TAFE SA email address and password.
2. Click the **Office 365** icon.



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



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

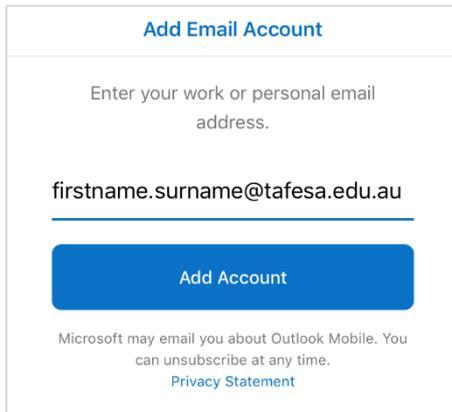


5. When you open an Office application for the first time, sign in with your TAFE SA email address and password.

## 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, Skype for Business, 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, Skype for Business) 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](#)

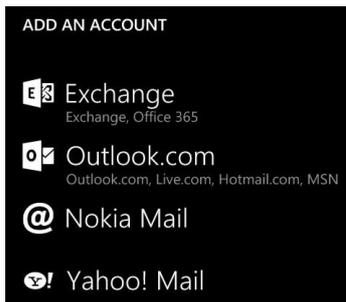
## Set up your TAFE SA email on Windows Phone

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.

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



2. Tap **Add an Account** and choose **Exchange Account**.

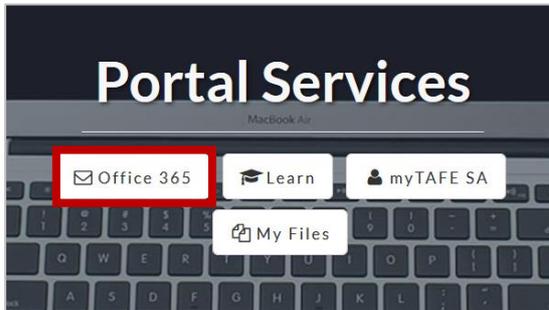


3. Type in your TAFE SA email address and password and tap **Sign in**.

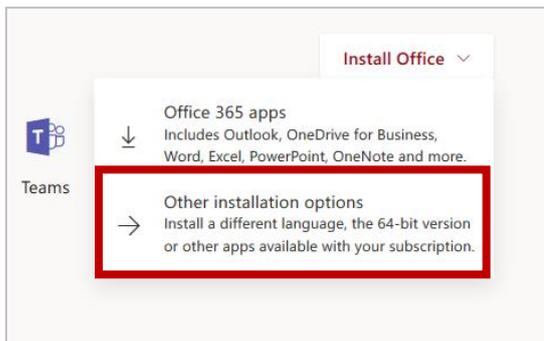
A screenshot of the 'EXCHANGE' sign-in screen. It has fields for 'Email address' (containing 'first.surname@tafesa.edu.au') and 'Password'. There is a 'Show password' checkbox. Below the fields is a paragraph of text: 'Your sign-in information will be saved and may be used to automatically sync docs and information with your company's servers. If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your phone.' At the bottom is a 'sign in' button.

## Install Skype for Business Only

1. Visit [portal.tafesa.edu.au](http://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 **Other installation options** in the dropdown box.



5. Select Skype for Business from the left menu.



6. Select the Skype for Business appropriate for your computer and click **Install**.