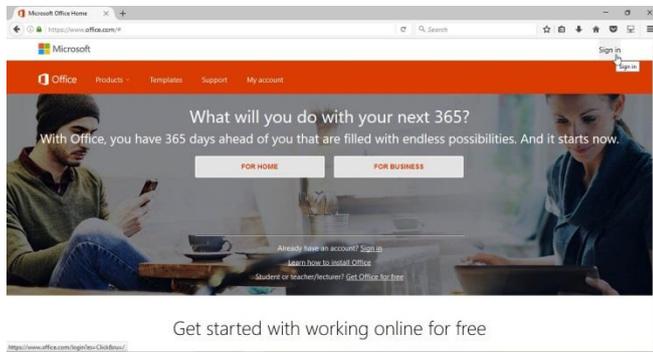


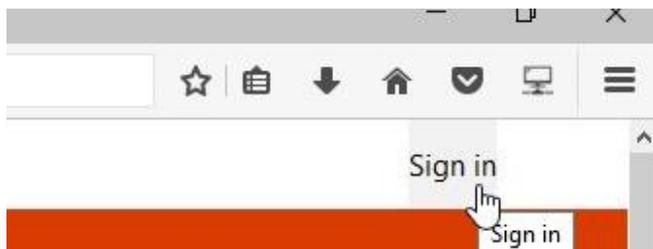
LearnLink Office 365 - How to install

1. Open a web browser and visit

<http://www.office.com>



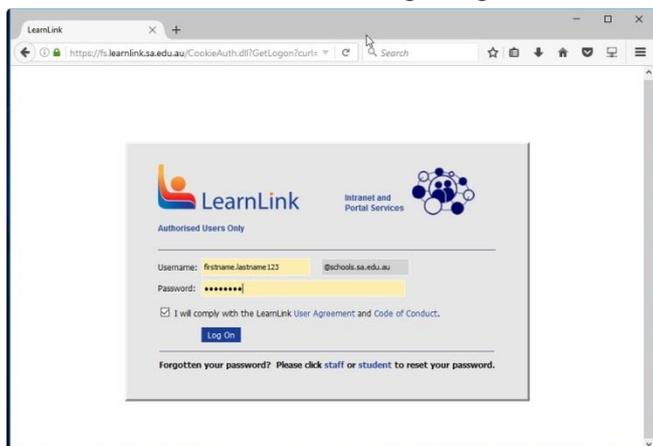
2. Click "Sign In" (top right corner)



3. Enter your full LearnLink email address to login to the Office 365 portal.

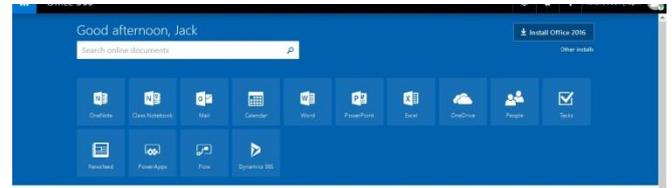
(e.g. John.Smith123@schools.sa.edu.au)

4. If you have not already been authenticated, you will be redirected to the LearnLink Login Page.



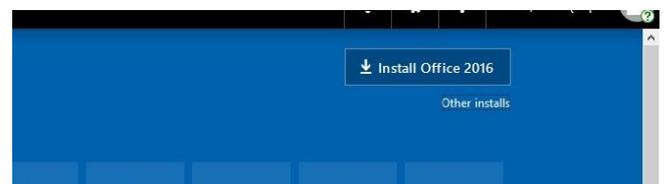
5. Enter your LearnLink user account credentials and click "Log On"

6. Once authenticated, you will be logged into the Office 365 Portal

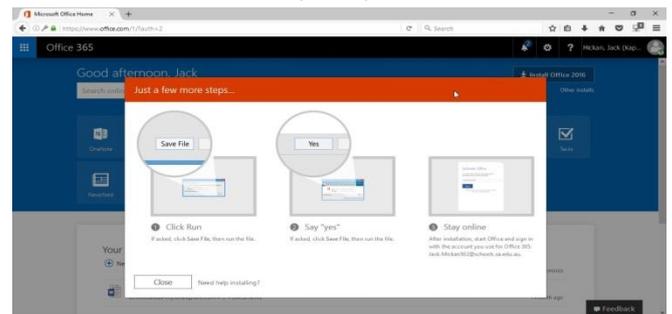


Note: Available online app icons will vary depending on the licence available for the user.

7. Click "Install Office"



8. Follow the on screen prompts



9. Please wait while office installs.



10. Office apps are now installed and ready to use.

To manage your Windows or Mac installs: Ensure you are signed in to office online, click the settings cog (top right), click Office 365 (under "Your App Settings"), then click "Install Status" (on left hand side).

For further information, help and training visit

<http://support.office.com>