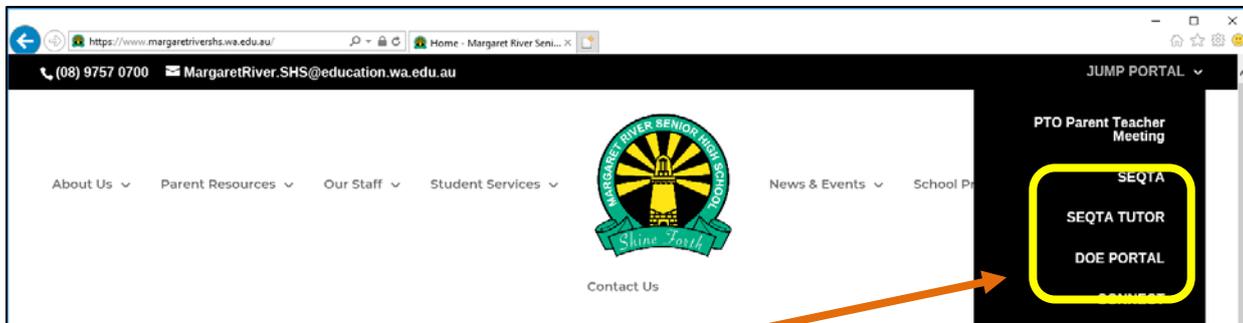


# 2018 How to Install Office for free using your Student Login

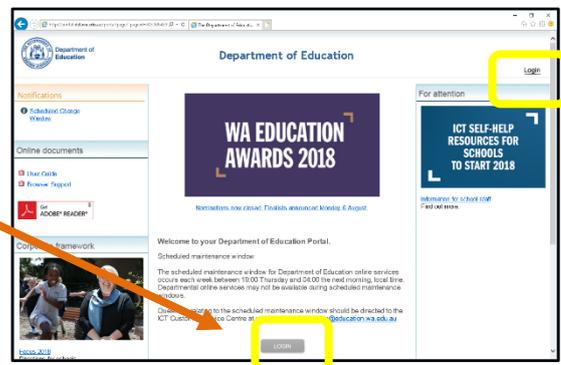
Open an internet browser (eg Internet Explorer, Chrome, Safari)

- 1 Go to [www.margaretrivershs.wa.edu.au](http://www.margaretrivershs.wa.edu.au)
- 2 Click on the **JUMP Portal** link at the top right

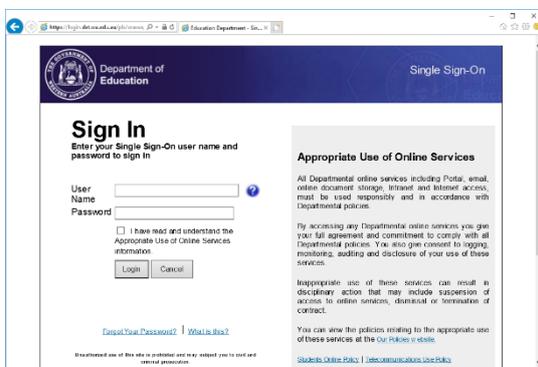


- 3 Choose **DoE Portal**  
(or you can go straight to [portal.det.wa.edu.au](http://portal.det.wa.edu.au))

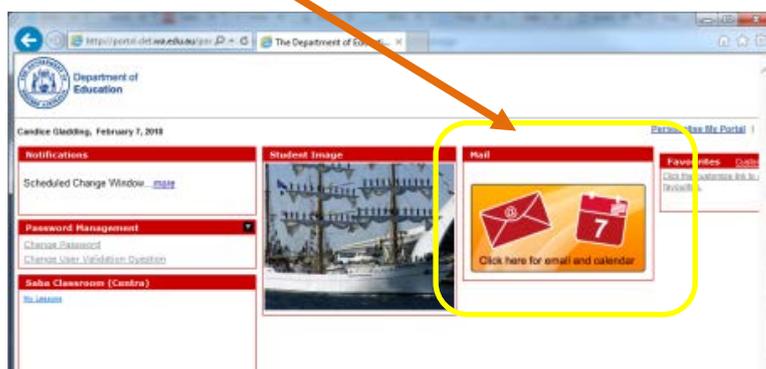
- 4 Choose **LOGIN** (either link is fine)



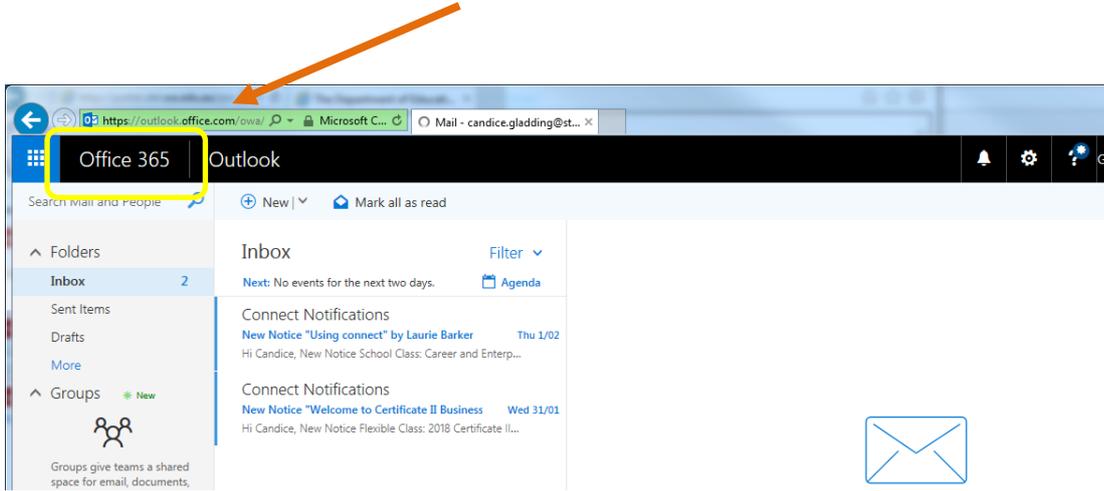
- 5 Login with your username & password, tick the box and click on **Login**.



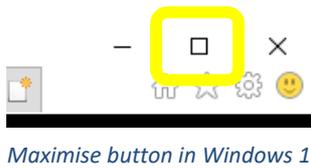
- 6 Click on the **orange Email and Calendar** link



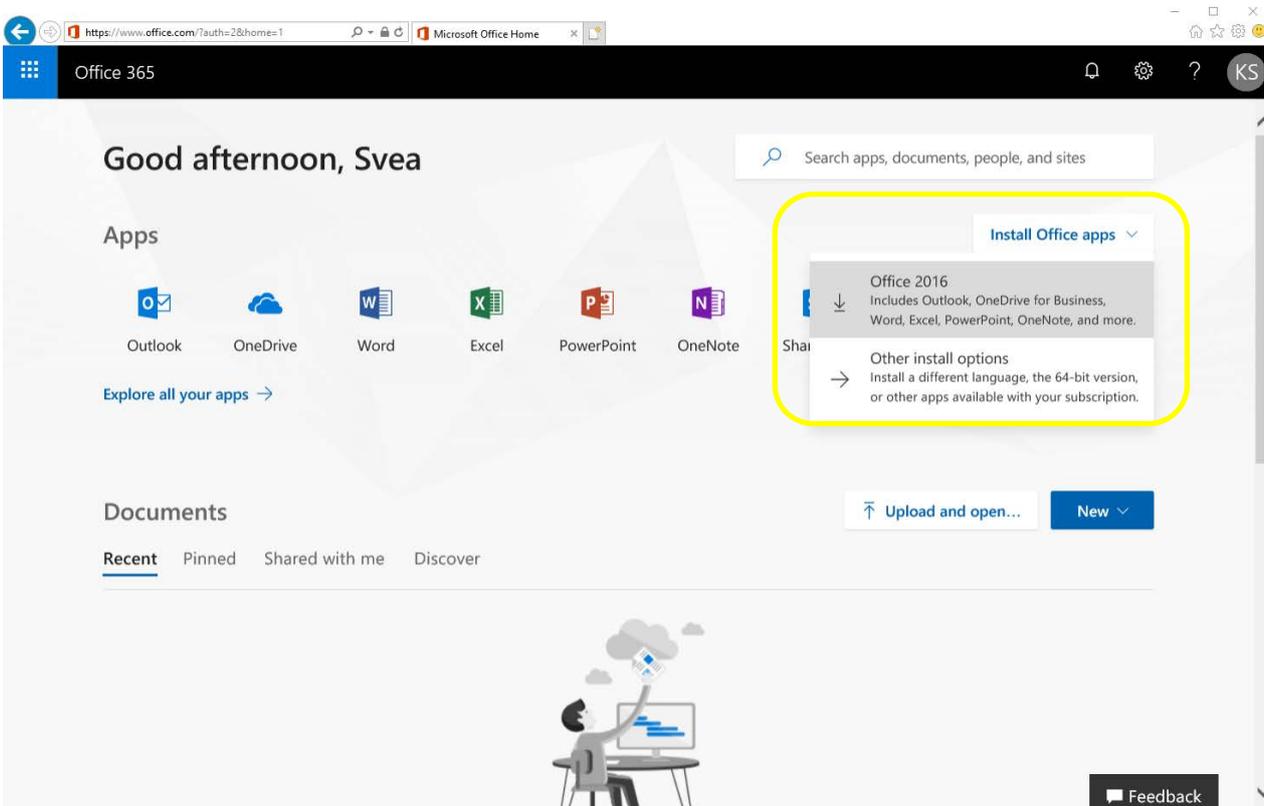
7 Click on the black and white Office 365 link:



**NOTE** – to see this link at the left you may need to maximise the window to full screen:



8 Choose Install Office apps



9 Choose Office 2016 then follow the prompts to install.

*NB: When students change their password they may need to update it in Office*