

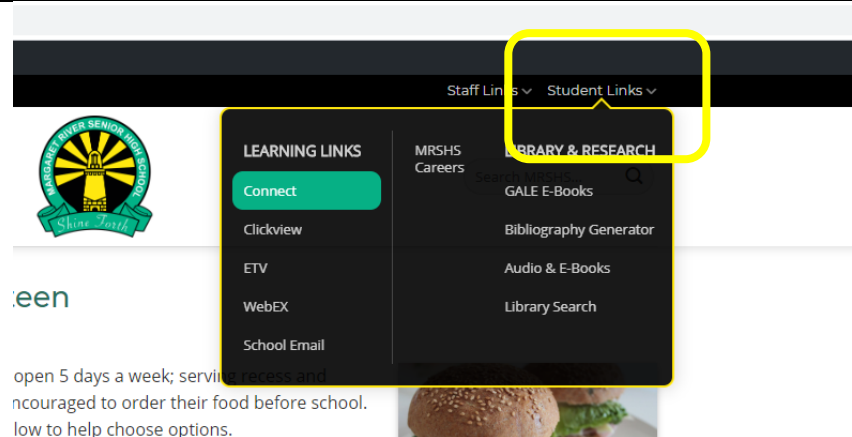
2020 How to Install Office for free using your Student Login

Students can install office for free on 5 computers, 5 mobile/tablets & 5 laptops

- 1 Open an internet browser (eg Internet Explorer, Chrome, Safari)
Go to www.margaretrivershs.wa.edu.au

- 2 Click on the **STUDENT LINKS** link at the top right then choose **CONNECT**.

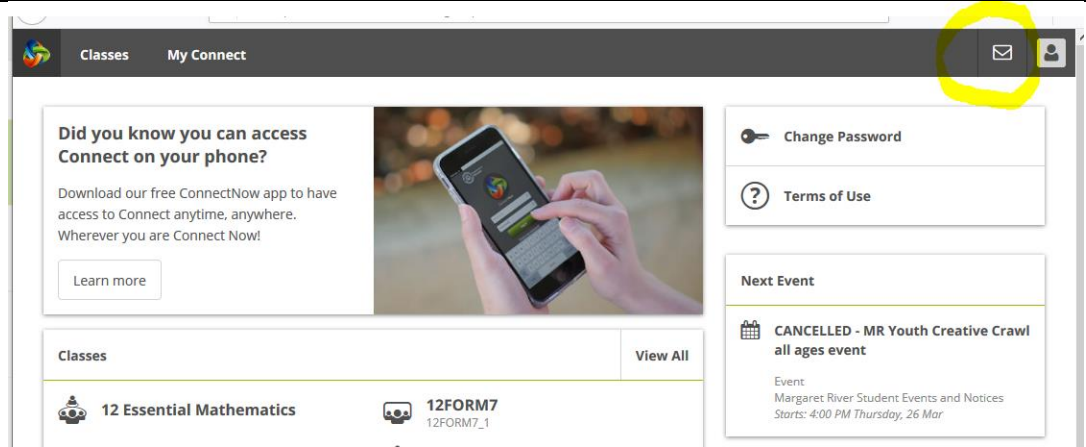
Alternatively go straight to Connect at Connect.det.wa.edu.au



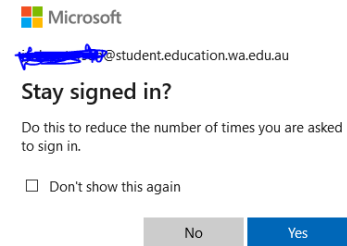
- 3 Login with your school username (usually *firstname.surname*) & password.

A screenshot of the Department of Education sign-in page. The page has a blue header with the Department of Education logo and name. Below the header is a 'Sign In' section with a form. The form has fields for 'User Name' (with the placeholder 'firstname.surname') and 'Password'. There is a checkbox for 'I have read and understand the Appropriate Use of Online Services information.' and 'Login' and 'Cancel' buttons. To the right of the form is a section titled 'Appropriate Use of Online Services' with text about departmental policies and links to 'Students Online Policy', 'Telecommunications Use Policy', and 'Parents/responsible persons - Appropriate Use'. At the bottom, there is a 'Copyright Statement' section with a '[WARNING]' notice.

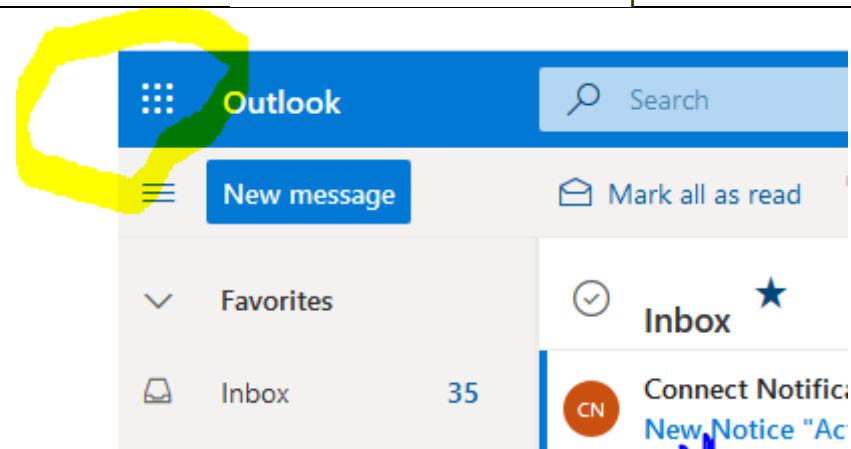
4 Click on the **Envelope** in the top right corner to open your email.



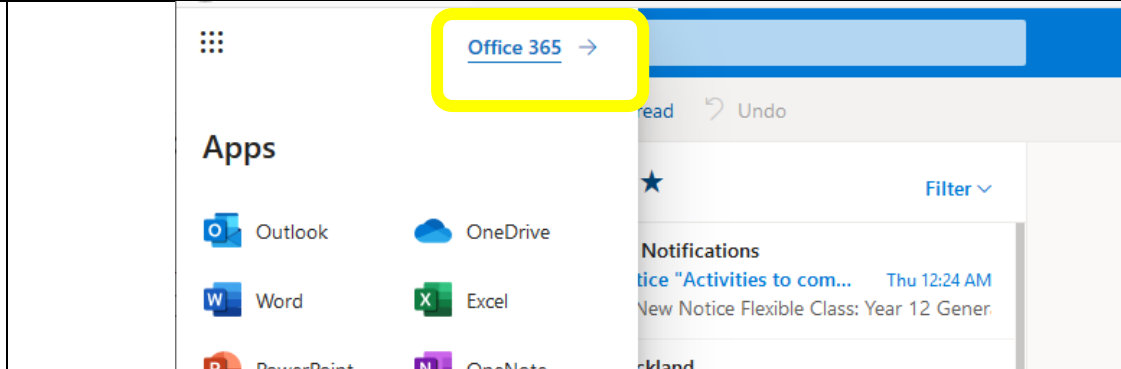
5 If it asks you to stay sign in choose **Yes**



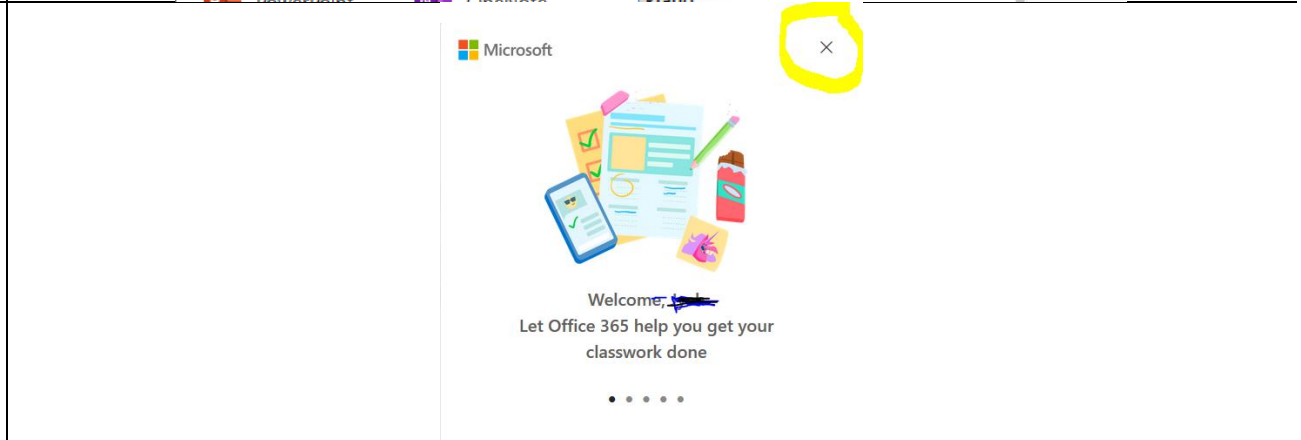
6 Click on the 9 square **App Launcher**



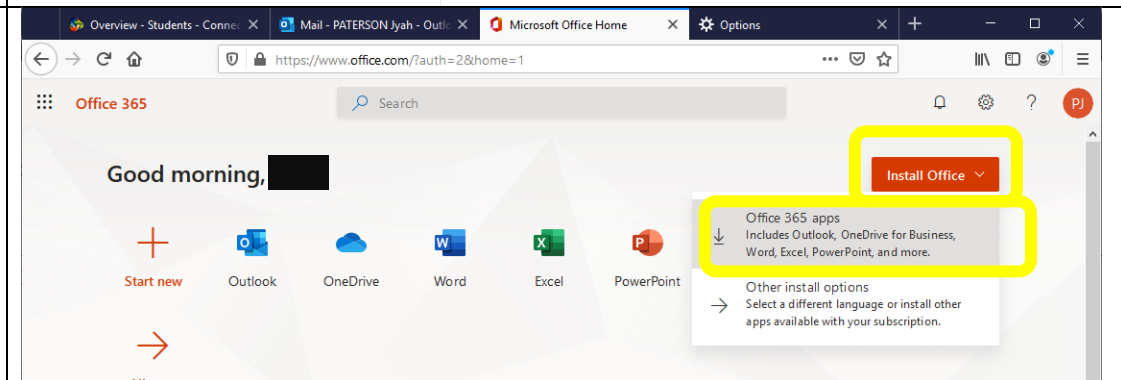
7 Click on the **Office 365** link:



8 Close any message if it appears



9 Choose **Install Office** then **Office 365 apps**



10 Follow the prompts to install.
You will need to have your student login and password.

NB: When students change their password they may need to update it in Office by re-signing in.