



# Gordon IT Knowledge Base

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## Office 365 Installation for Personal Windows 10 Devices



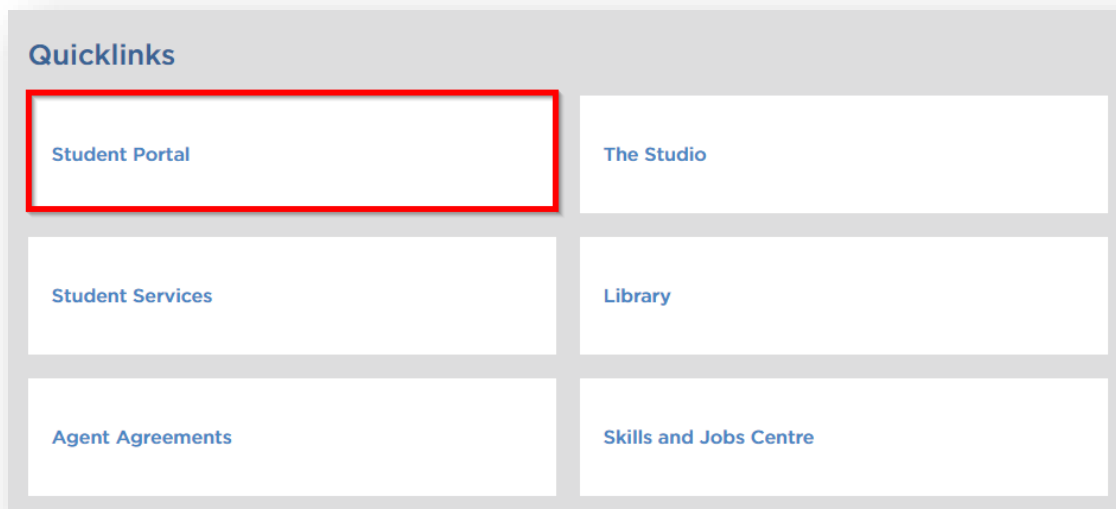
<b>Document ID:</b>	64	<b>Category:</b>	CIS
<b>Collection:</b>	Customer Knowledge	<b>Subcategory:</b>	Desktop Applications
<b>Last reviewed:</b>		31/03/2021	

**Check list**

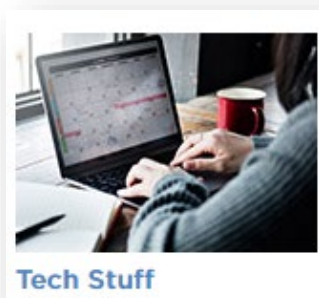
- ✓ You will require administrator rights on the PC in order to install Office 365.
- ✓ All other applications and windows on your device are closed.
- ✓ You can login to Gordon computers using your username and password.
- ✓ You have sufficient space to install Office 365 – the downloaded executable is 6MB large, and the full Office suite when installed can take up to 16GB of HDD space.
- ✓ You are connected to a reliable network – if you are on-campus, use the Gordon WiFi network.
- ✓ If you have any questions about Office 365, please refer to this FAQ:
  - [What is Microsoft Office and Microsoft 365 | FAQs](#)

The below instructions may vary between different devices and Windows versions.

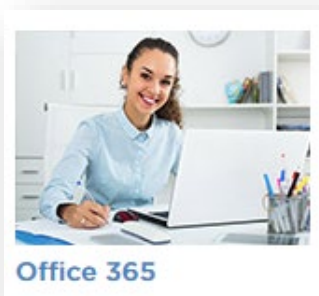
- 1) To access **Office 365**, select **Student Portal** from **Quick Links** at **thegordon.edu.au**.



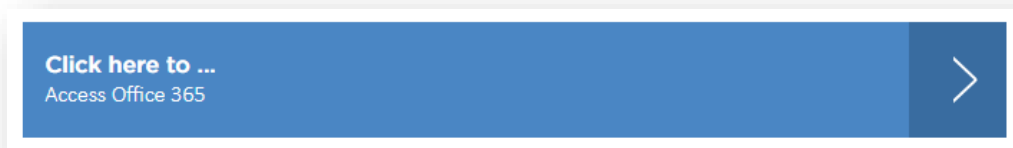
- 2) From the **Student Portal**, select the **Tech Stuff** tile.



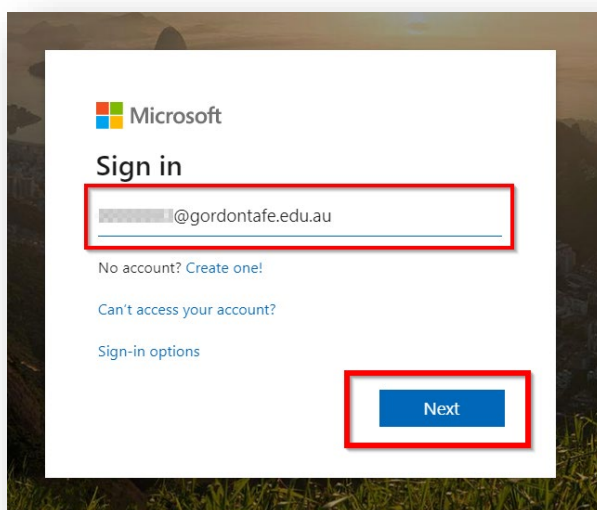
- 3) Select the **Office 365** tile.



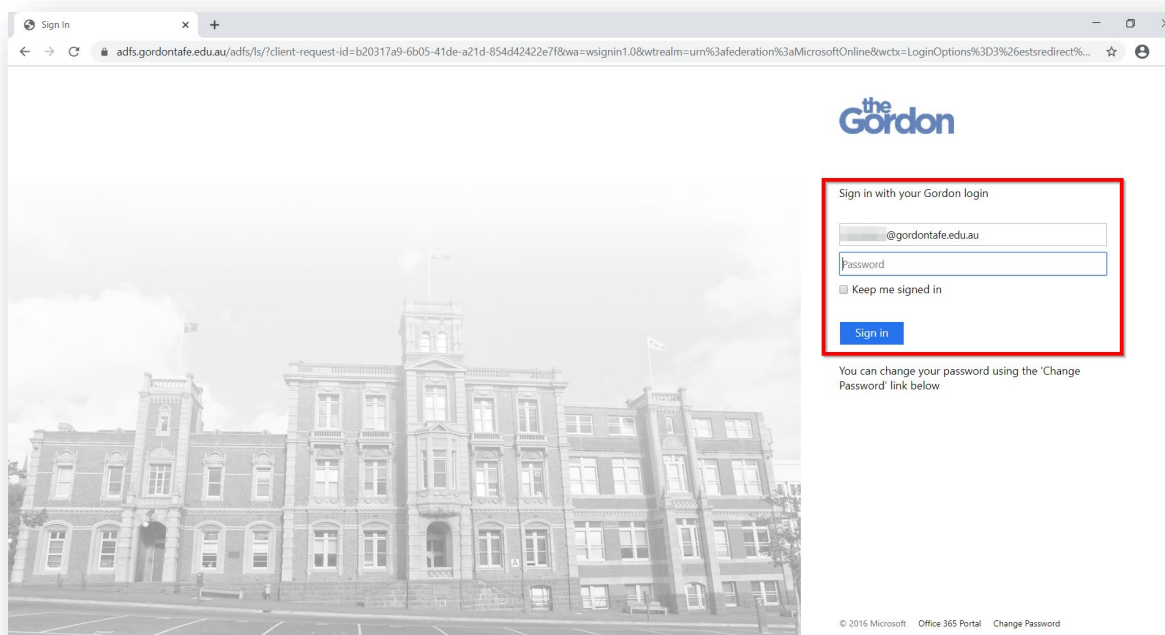
- 4) Select **Click here to Access Office 365**.



- 5) Use your Gordon email address to **Sign in**. For students, this will follow the format of [YourStudentNumber@gordontafe.edu.au](#).



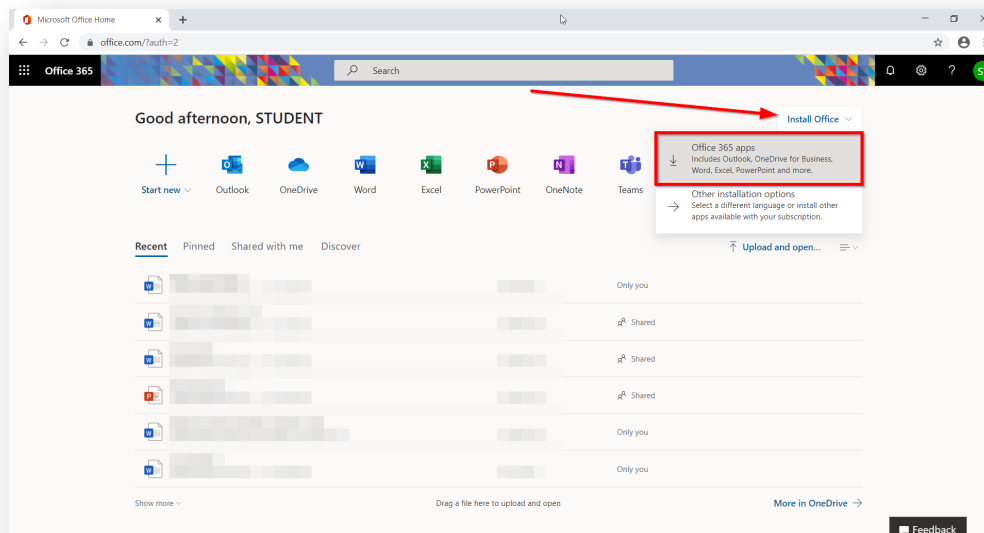
- 6) Use your Gordon email to **Sign in** on the Gordon login page.



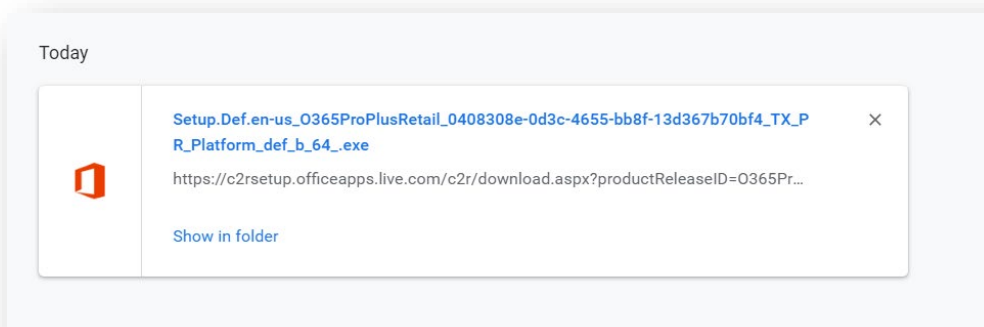
- 7) You may be prompted to **Stay Signed in?** For convenience, tick **Don't show this again** and select **Yes**.



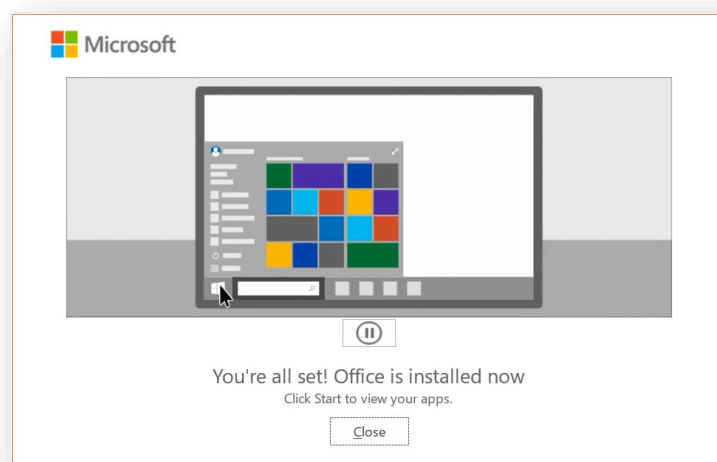
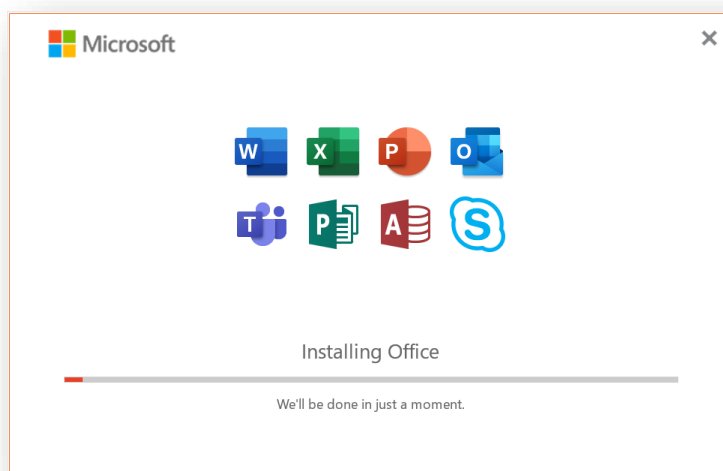
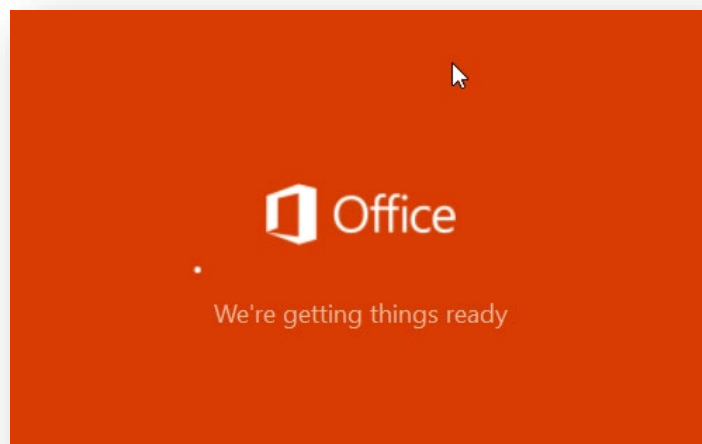
- 8) Select **Install Office** then **Office 365 apps**.



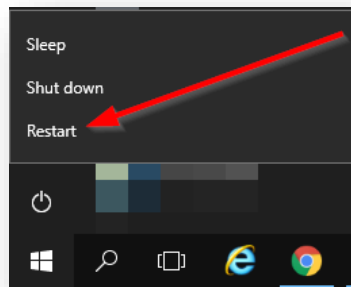
- 9) Run the downloaded **Setup.Def.en-us** executable.



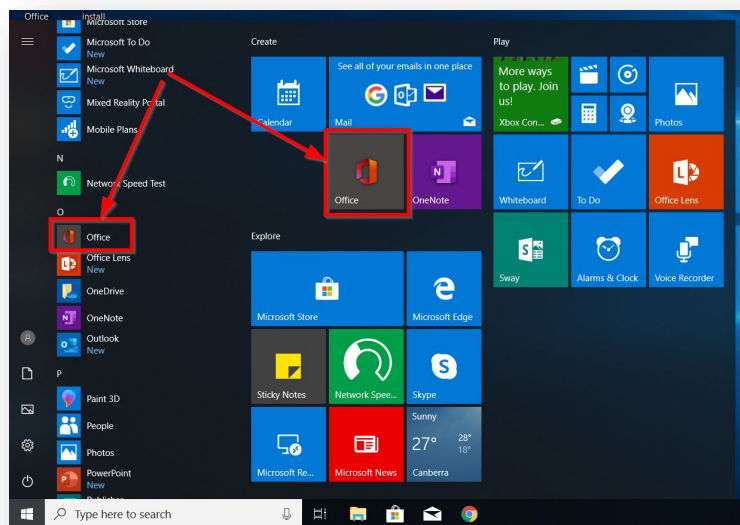
- 10) Office 365 will begin to install. Click **Close** once you see the **You're all set! Office is installed now** message.



11) **Restart** your PC to finalise the installation.



12) Navigate to your **Start Menu** then open **Office**.

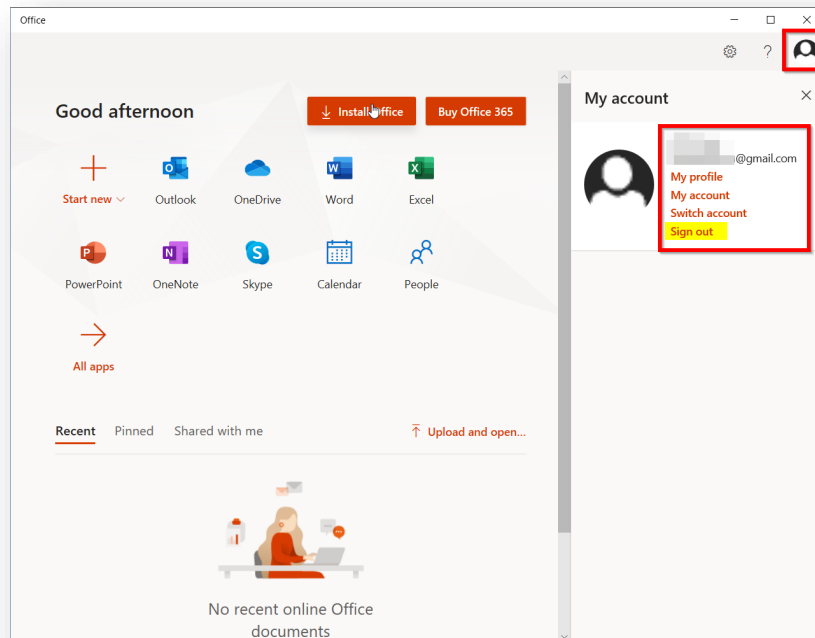


13) During your PC setup, you may have setup a Microsoft Account using a personal email address. Depending on the details you provided during setup, you may see the below screen in Office. Enter your details and select **Next**.

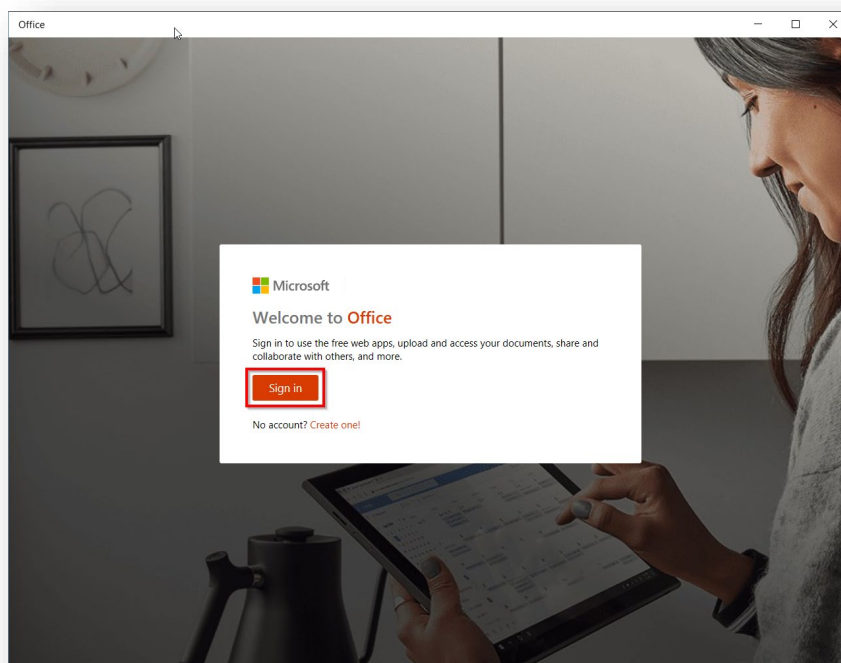
A screenshot of a Microsoft account setup dialog box. The dialog box has a title bar with a close button (X). The main text reads: "Your account is missing some key info". Below this, it says: "Before you can continue, you need to provide it. We respect your privacy and will use this information in accordance with our privacy policy." There are two input fields labeled "First" and "Last" under the heading "Name". A red box highlights the "Next" button at the bottom right of the dialog box.

- 14) Once you've opened Office 365, you may notice that Office 365 defaults to using your personal Microsoft Account by default.

Click **Sign out** to sign out from your personal account.

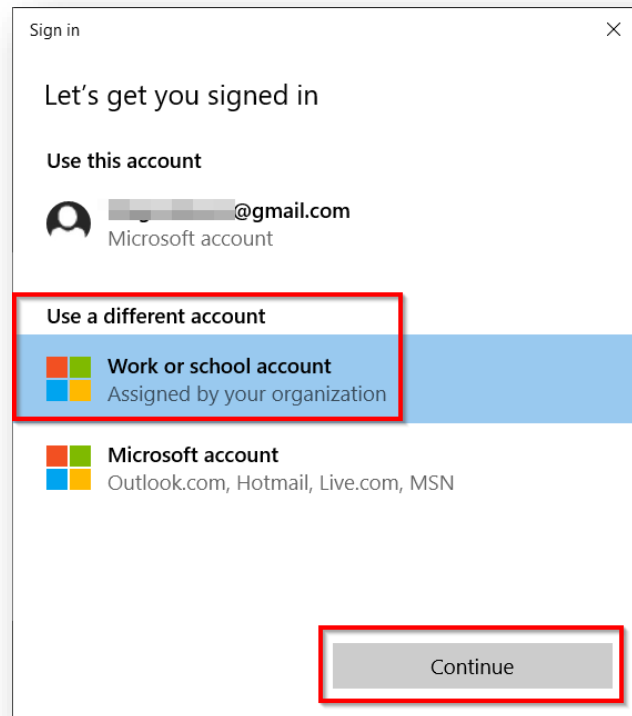


- 15) You will be signed out. Click on **Sign in**.

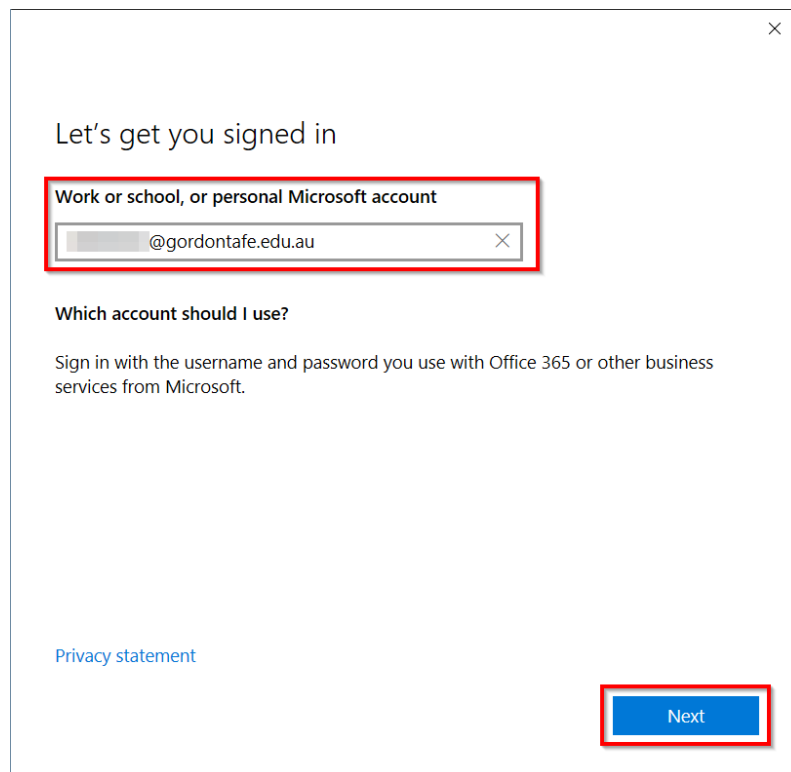




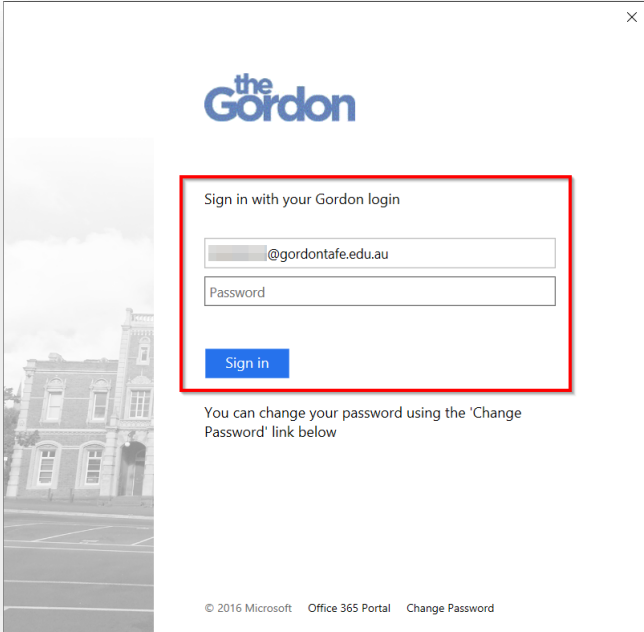
- 16) You will see a Sign in page. You will notice underneath **Use this account** it will be defaulting to your personal Microsoft account. Underneath **Use a different account** click on **Work or school account**.



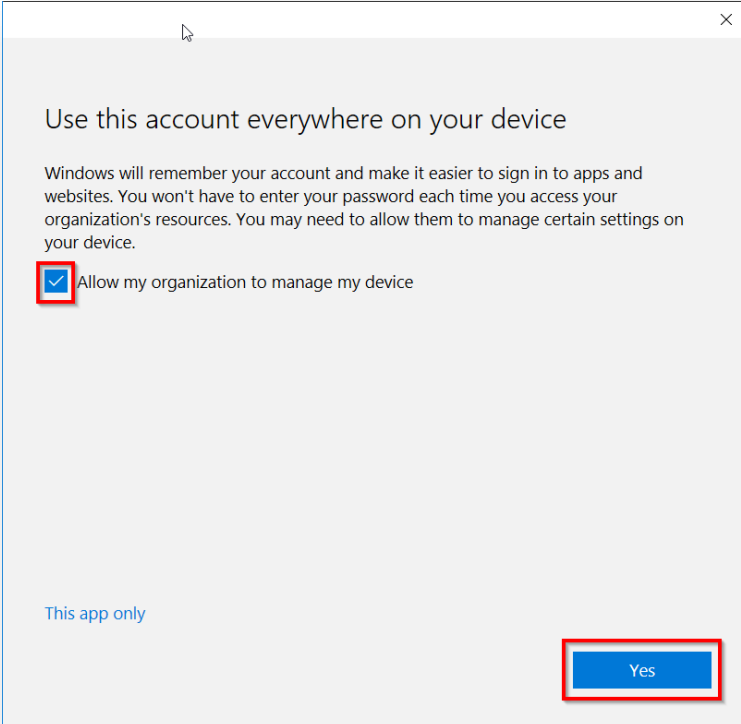
- 17) Enter your Gordon TAFE email address and select **Next**.



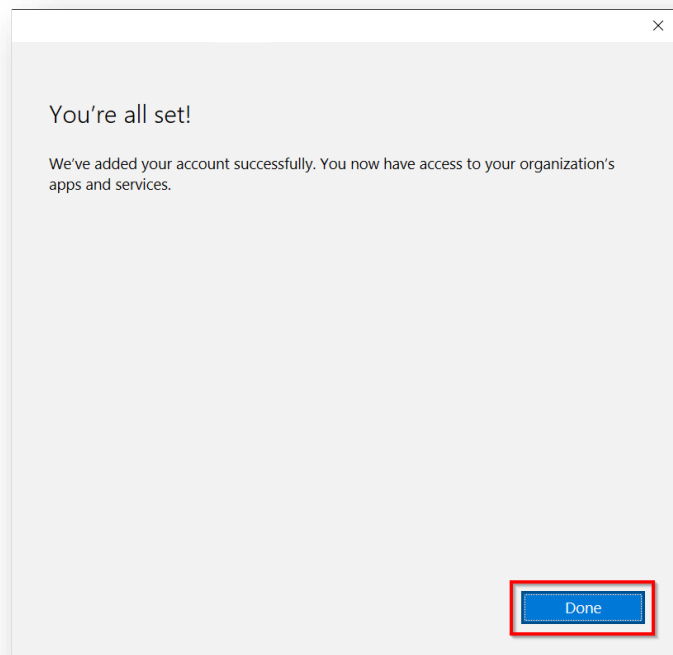
- 18) You will be redirected to a **Gordon Sign in** page. Use your Gordon credentials to **Sign in**.

A screenshot of the Gordon Sign in page. The page features the 'the Gordon' logo at the top. Below the logo is a sign-in form with a red border. The form contains the text 'Sign in with your Gordon login', a text input field with the placeholder '@gordontafe.edu.au', a password input field labeled 'Password', and a blue 'Sign in' button. Below the form, there is a link to 'Change Password'. At the bottom of the page, there is a copyright notice: '© 2016 Microsoft Office 365 Portal Change Password'.

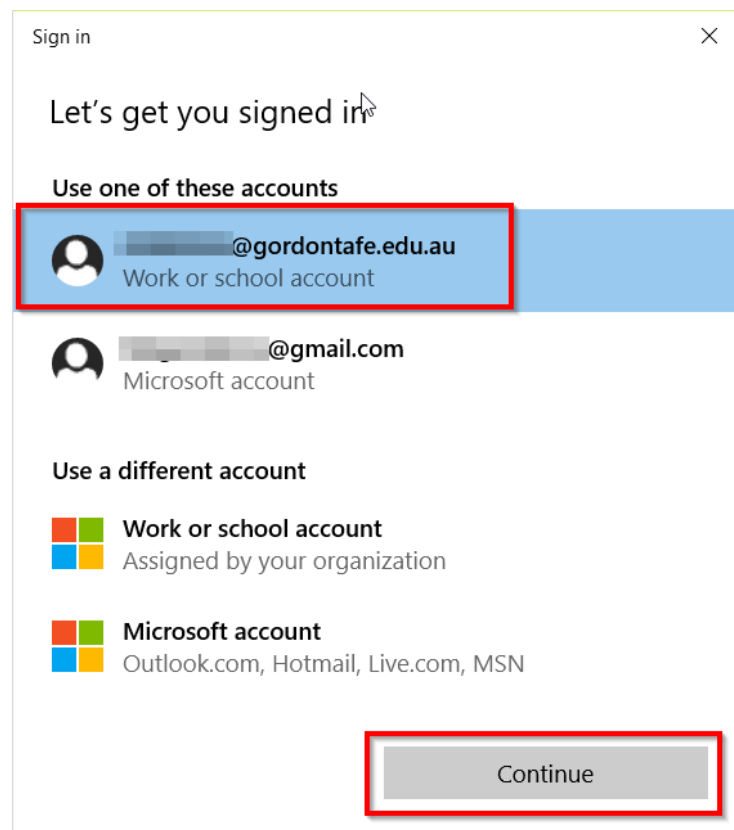
- 19) On the **Use this account everywhere on your device** page, tick the box to **Allow my organization to manage my device** then click **Yes**. If not selected, you may need to sign out from our personal account and back in with your Gordon account every time you access Office.

A screenshot of the 'Use this account everywhere on your device' page. The page has a light gray background. At the top, the title 'Use this account everywhere on your device' is displayed. Below the title, there is a paragraph explaining that Windows will remember the account and make it easier to sign in. Below the paragraph, there is a checkbox labeled 'Allow my organization to manage my device' which is checked. At the bottom right, there is a blue 'Yes' button with a red border. At the bottom left, there is a link 'This app only'.

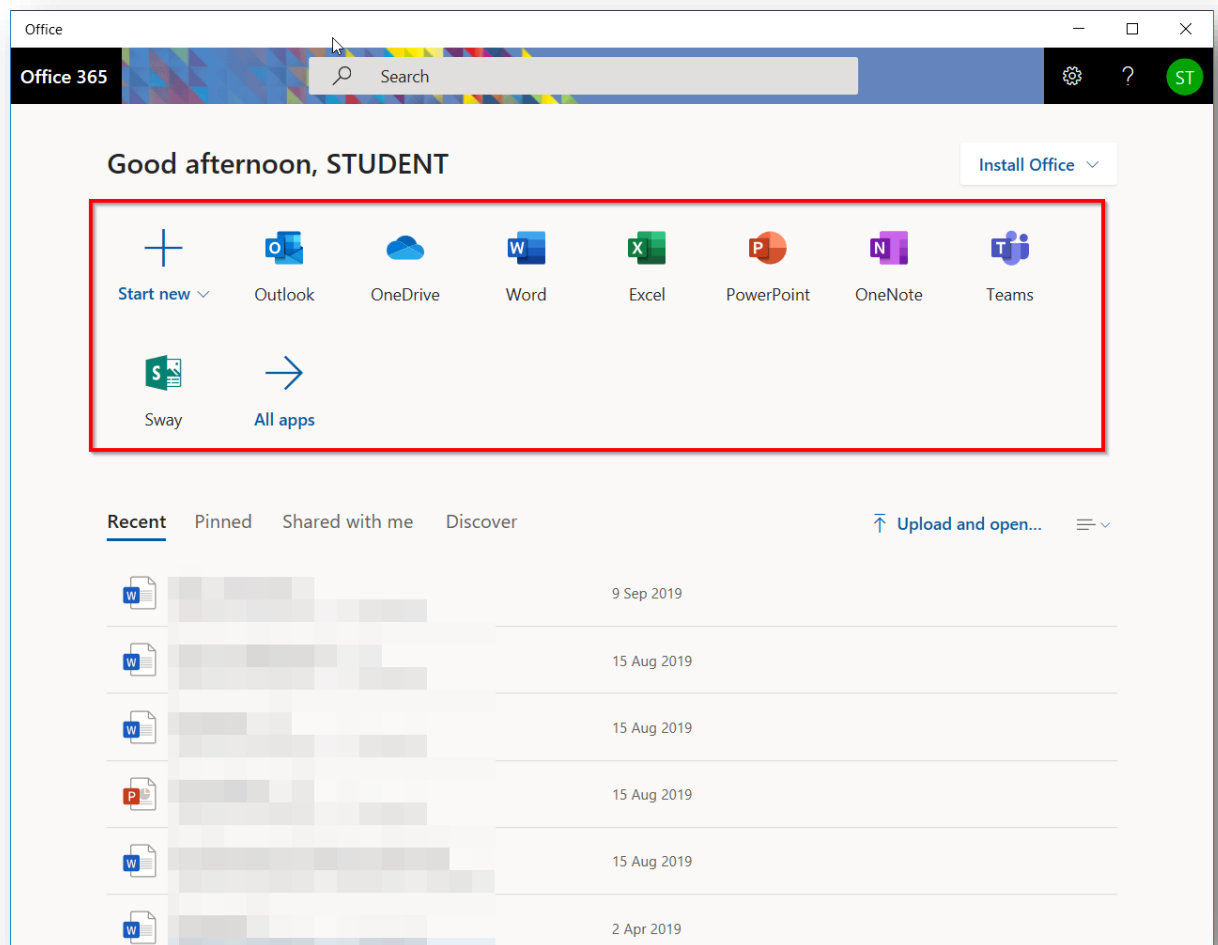
20) Once completed, you will see a **You're all set!** message. Select **Done**



21) Upon opening Office 365, you should now see your Gordon email address as an option underneath **Use one of these accounts**. Select your Gordon TAFE account and select **Continue**.



- 22) You will now be accessing Office 365 on your PC. From here, you may access Office applications, and access your Gordon TAFE OneDrive.



- 23) Please note that you may need to repeat steps 14-22, in order for Office 365 to automatically connect to your Gordon TAFE account.