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Gordon IT Knowledge Base

Office 365 Installation for Personal Windows 10 Devices

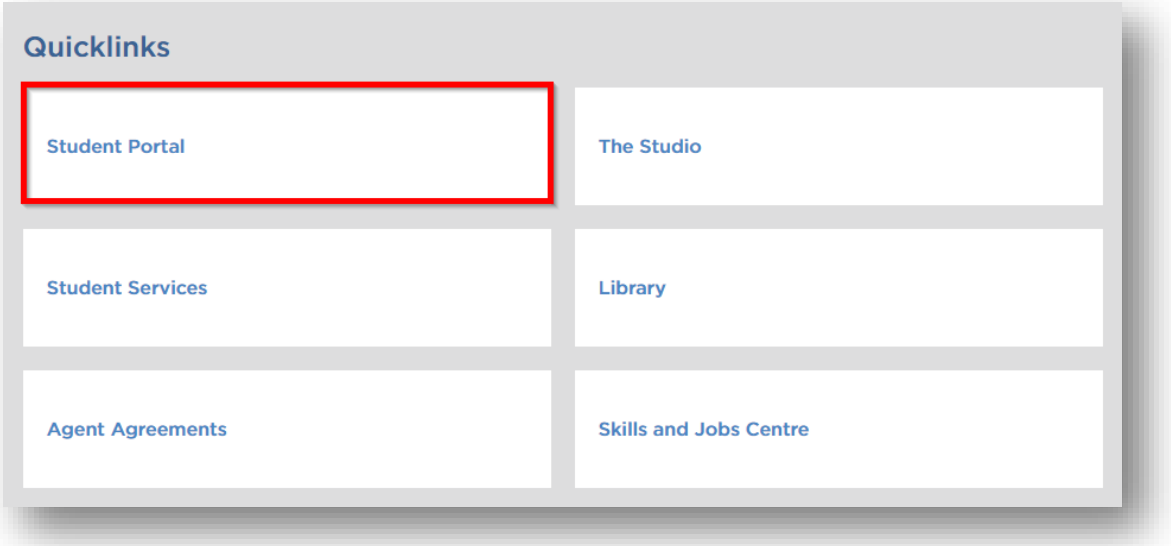
Document ID:	64	**Category:**	**CIS**
Collection:	Customer Knowledge	**Subcategory:**	Desktop Applications
		Last reviewed:	31/03/2021

Check list

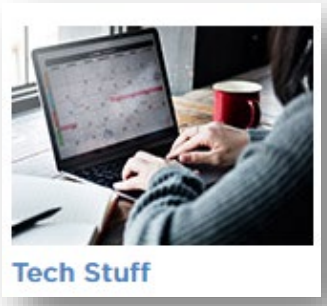
- ✓ You will require administrator rights on the PC in order to install Office 365.
- ✓ All other applications and windows on your device are closed.
- ✓ You can login to Gordon computers using your username and password.
- ✓ You have sufficient space to install Office 365 – the downloaded executable 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.

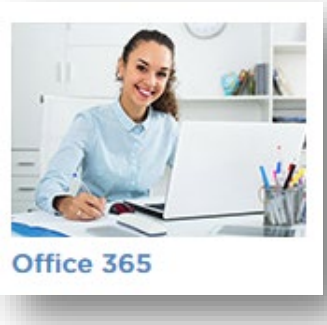
1) To access **Office 365**, select **Student Portal** from **Quick Links** at **thegordon.edu.au.**



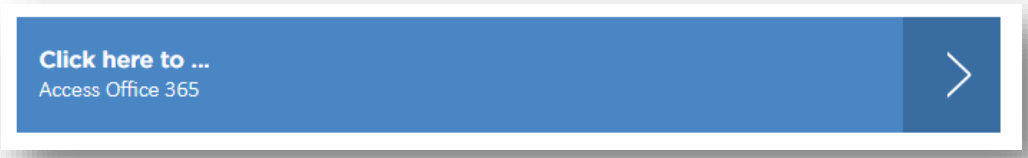
2) From the **Student Portal**, select the **Tech Stuff** tile.



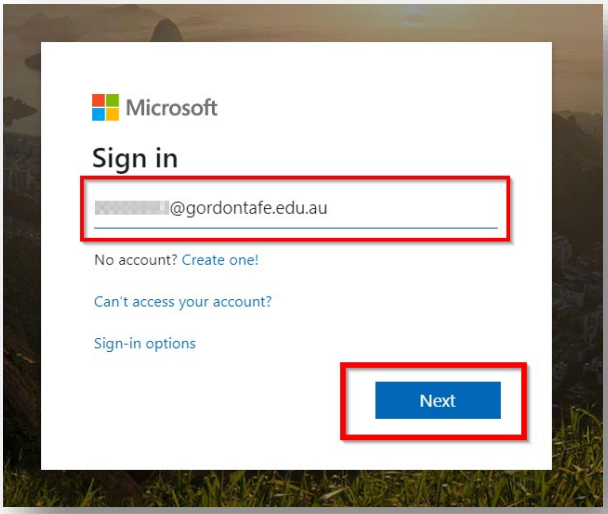
3) Select the **Office 365** tile.



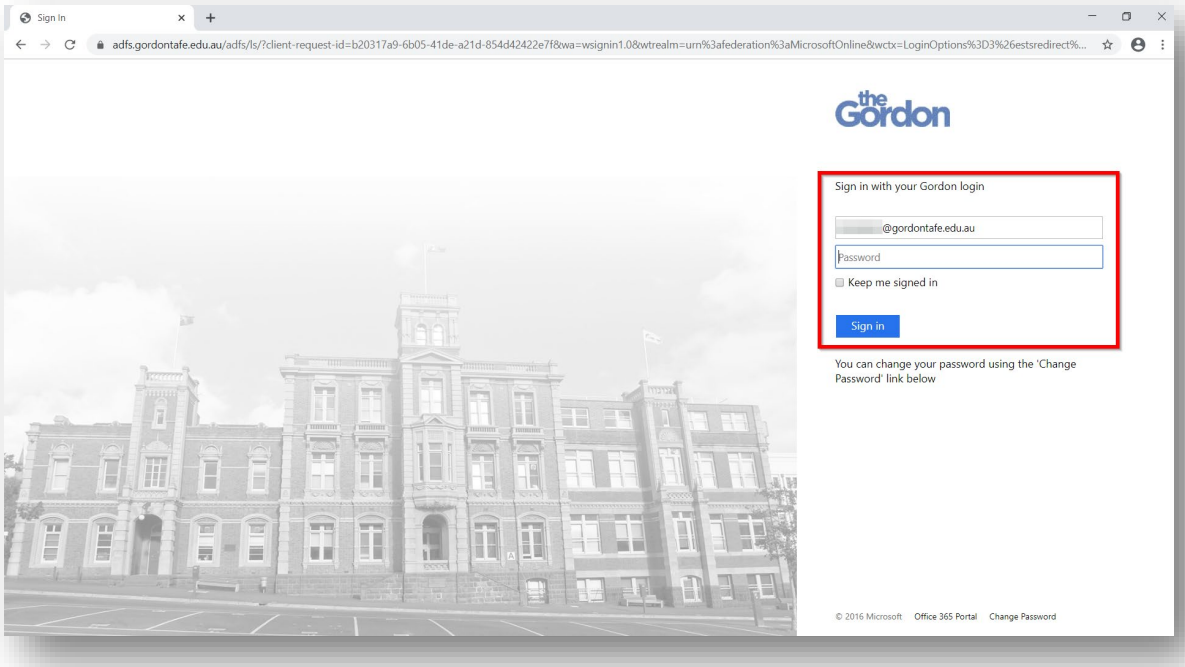
4) Select **Click here to Access Office 365.**



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

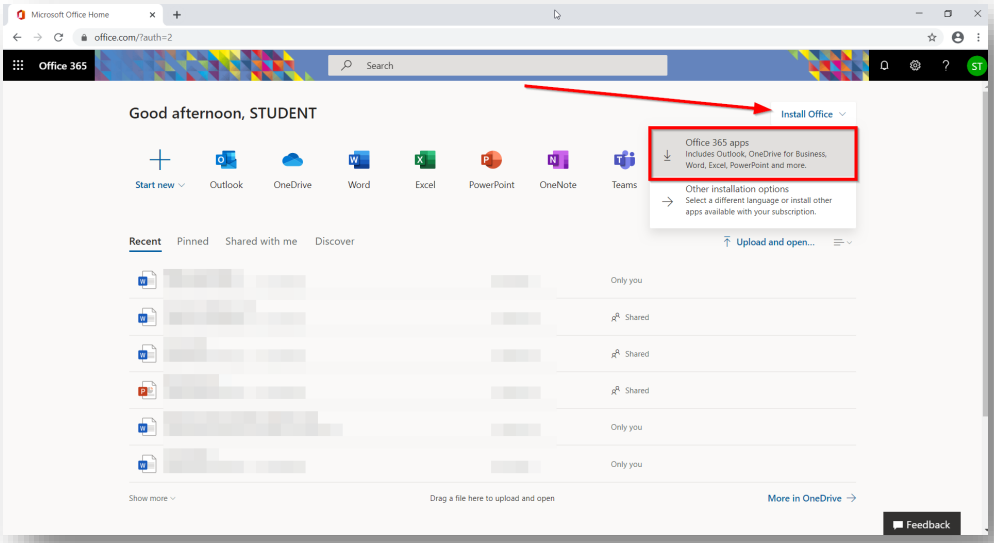


6) Use your Gordon email to **Sign in** on the Gordon login page.

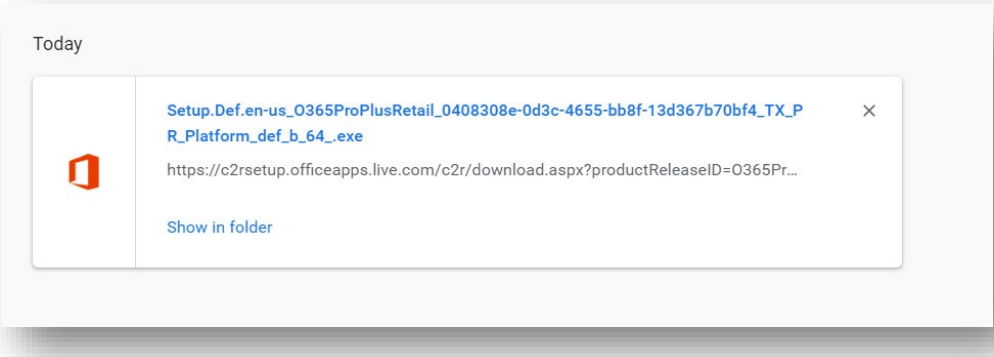


7) You may be prompted to **Stay Signed in?** For convenience, tick **Don't show this again** and select **Yes**.

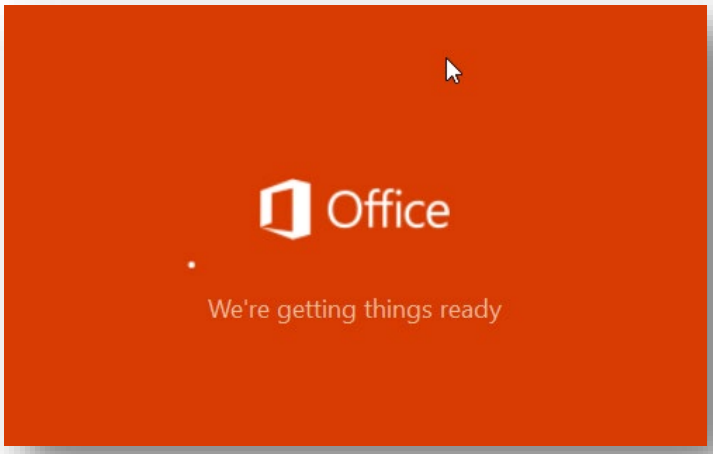
8) Select **Install Office** then **Office 365** apps.

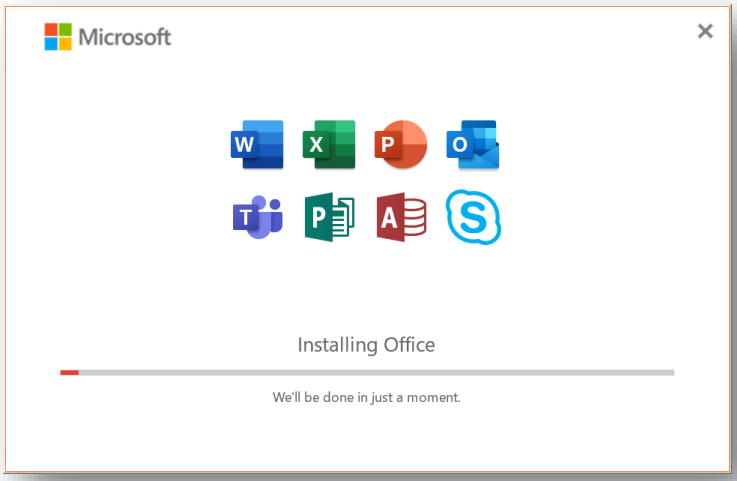


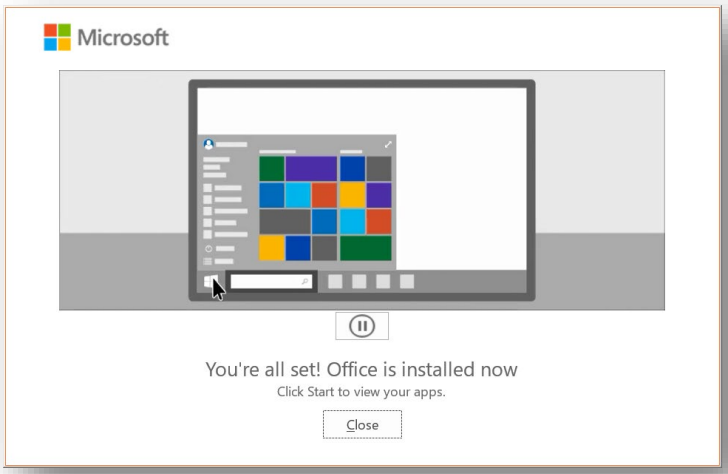
9) Run the downloaded **Setup.Def.en-us** executable.



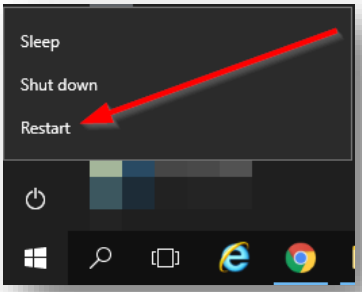
10) Office 365 will begin to install. Click **Close** once you see the **You're all set! Office is installed now** message.



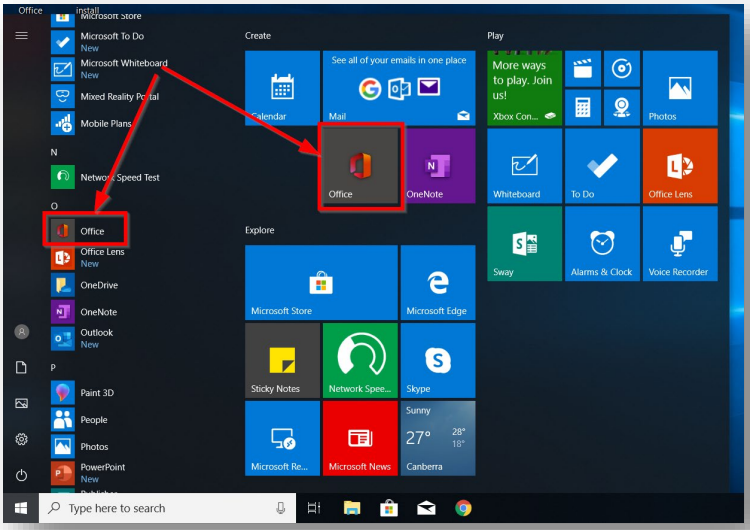




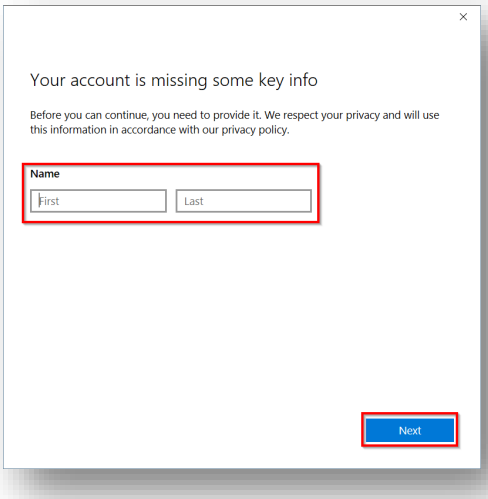
11) **Restart** your PC to finalise the installation.



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

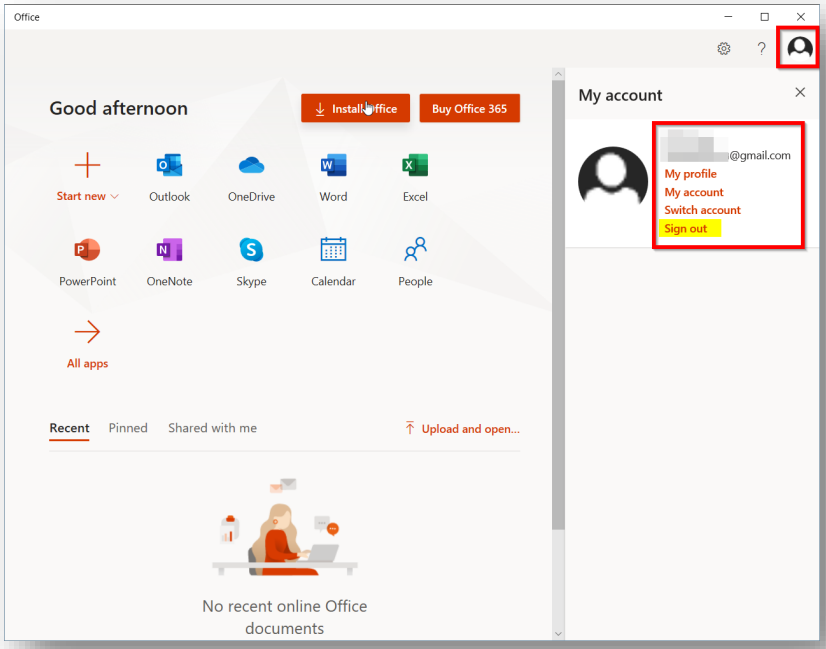


13) During your PC setup, you may have setup a Microsoft Account using a personal email address. Depending on the details you provided during setup, you may see the below screen in Office. Enter your details and select **Next**.

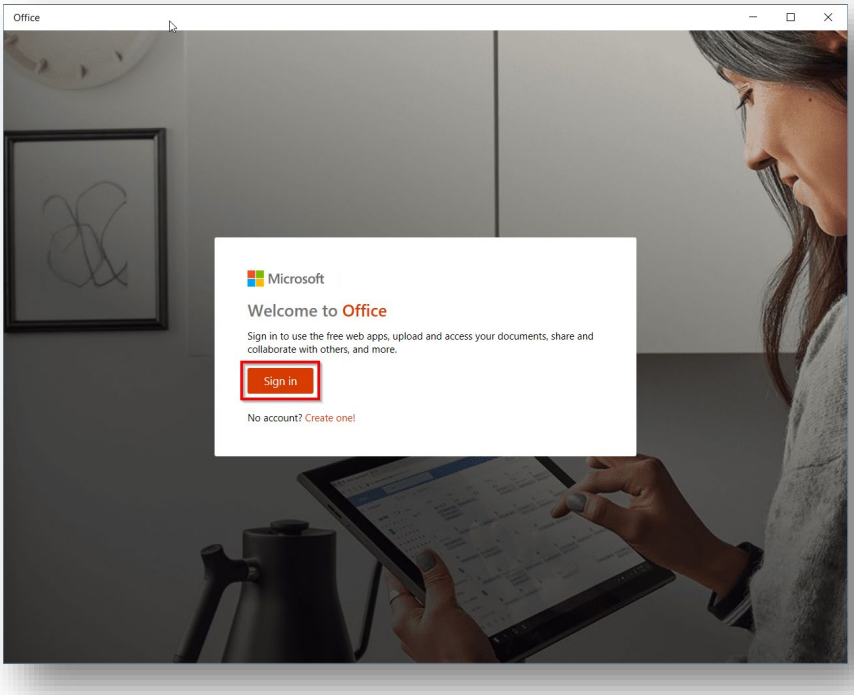


14) Once you've opened Office 365, you may notice that Office 365 defaults to using your personal Microsoft Account by default.

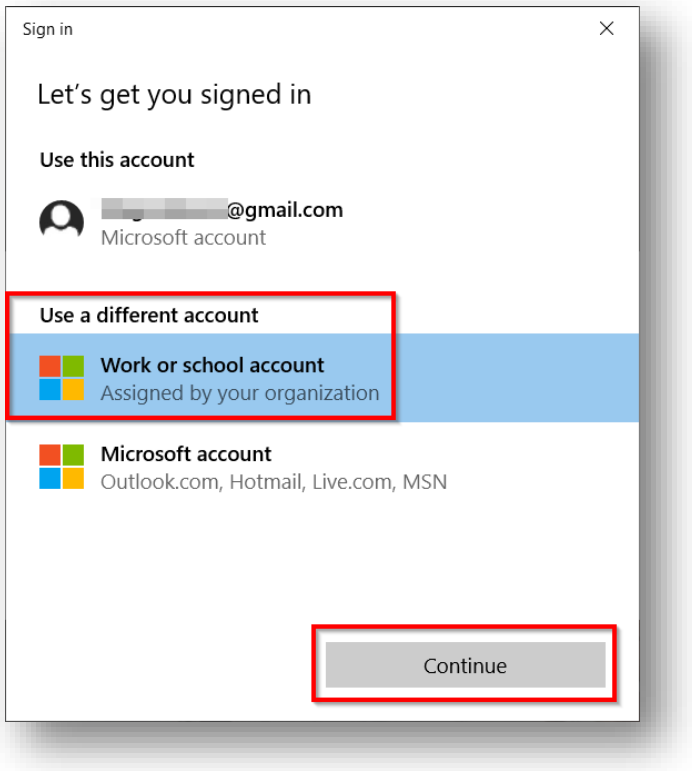
Click **Sign out** to sign out from your personal account.



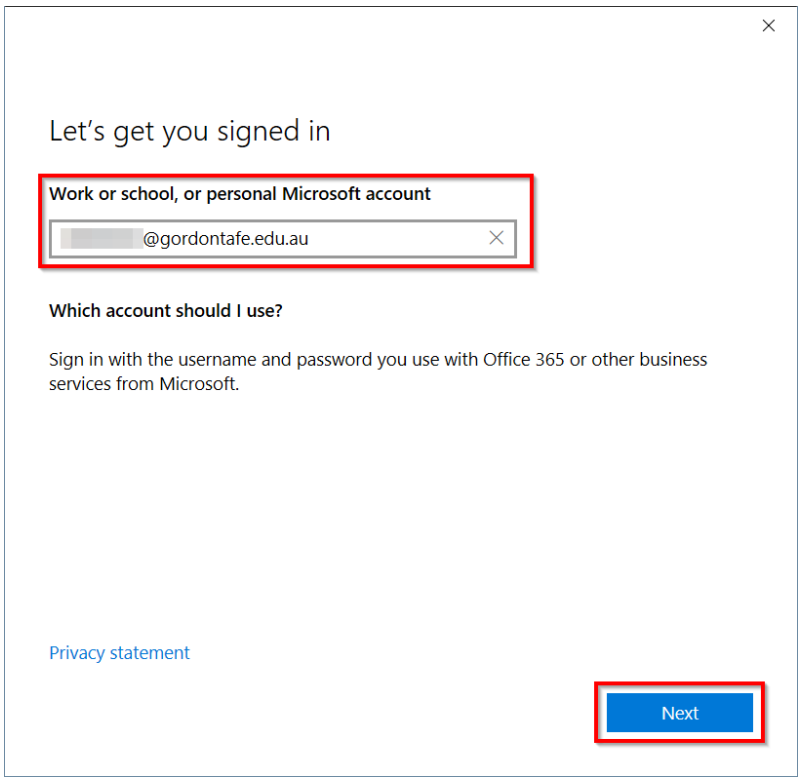
15) You will be signed out. Click on **Sign in**.



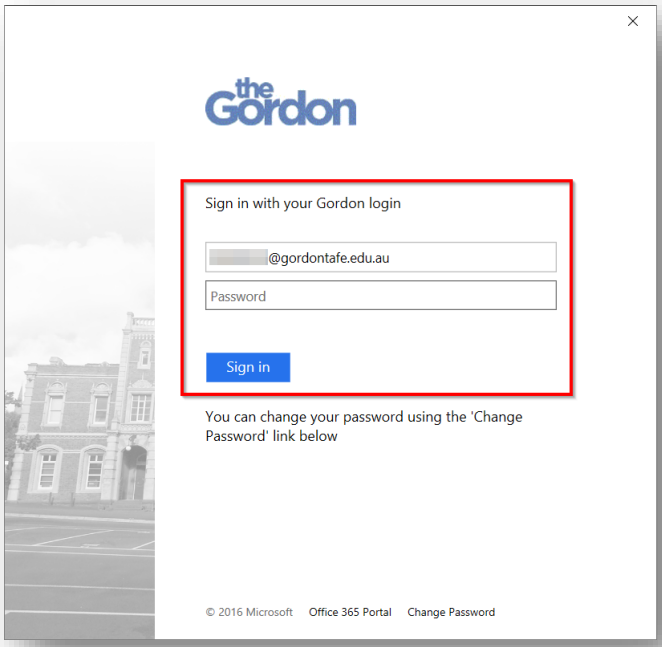
16) You will see a Sign in page. You will notice underneath **Use this account** it will be defaulting to your personal Microsoft account. Underneath **Use a different account** click on **Work or school account**.



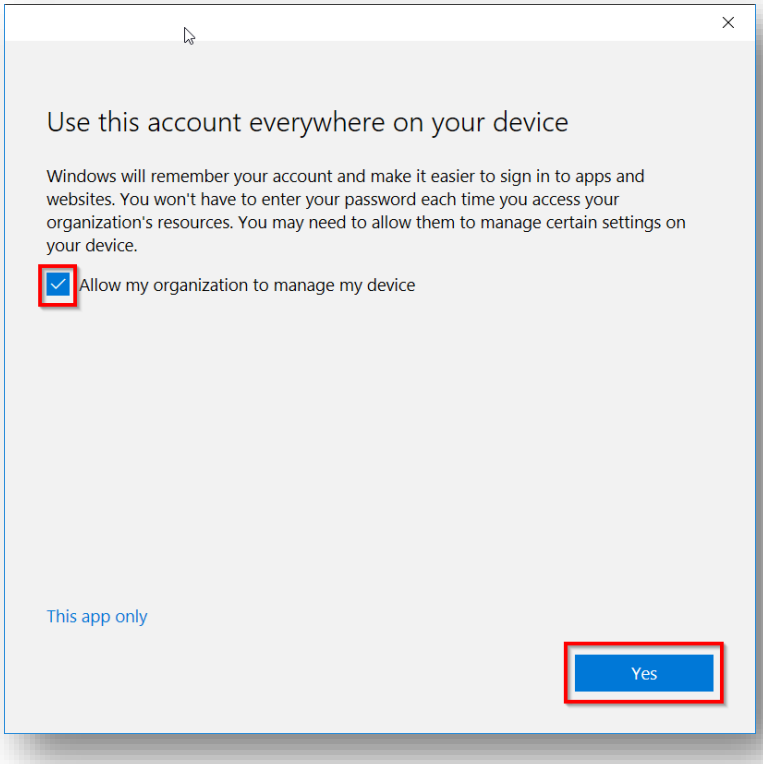
17) Enter your Gordon TAFE email address and select **Next.**



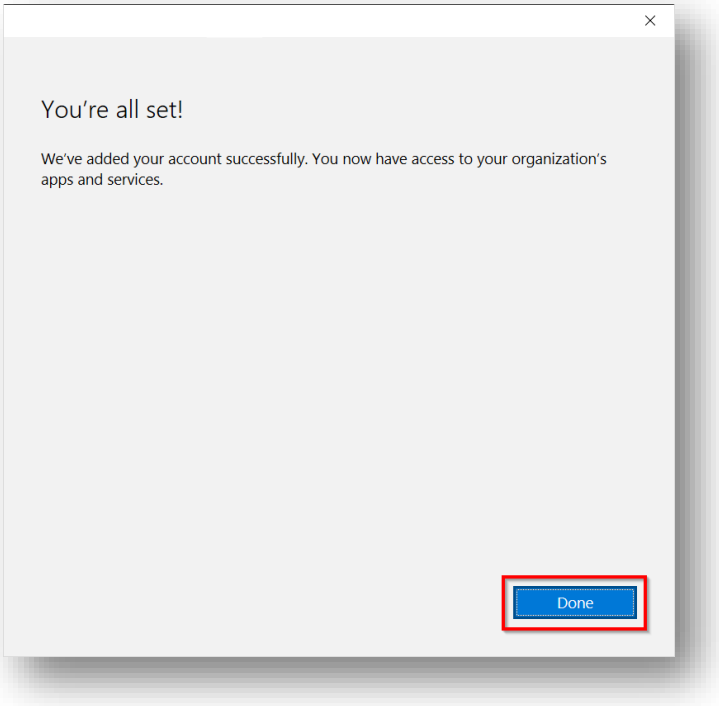
18) You will be redirected to a **Gordon Sign in** page. Use your Gordon credentials to **Sign in**.



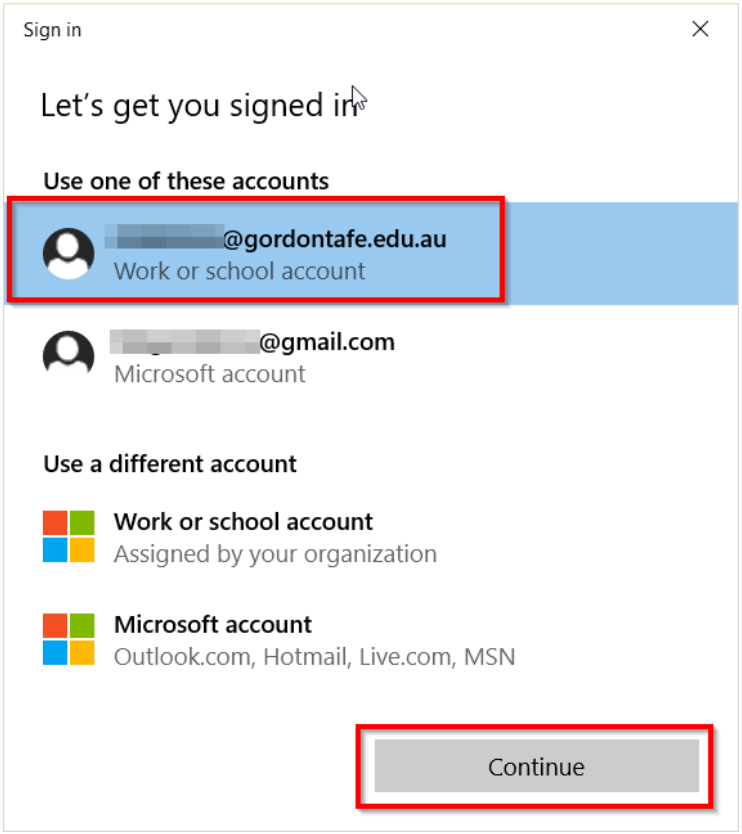
19) On the **Use this account everywhere on your device** page, tick the box to **Allow my organization to manage my device** then click **Yes**. If not selected, you may need to sign out from our personal account and back in with your Gordon account every time you access Office.



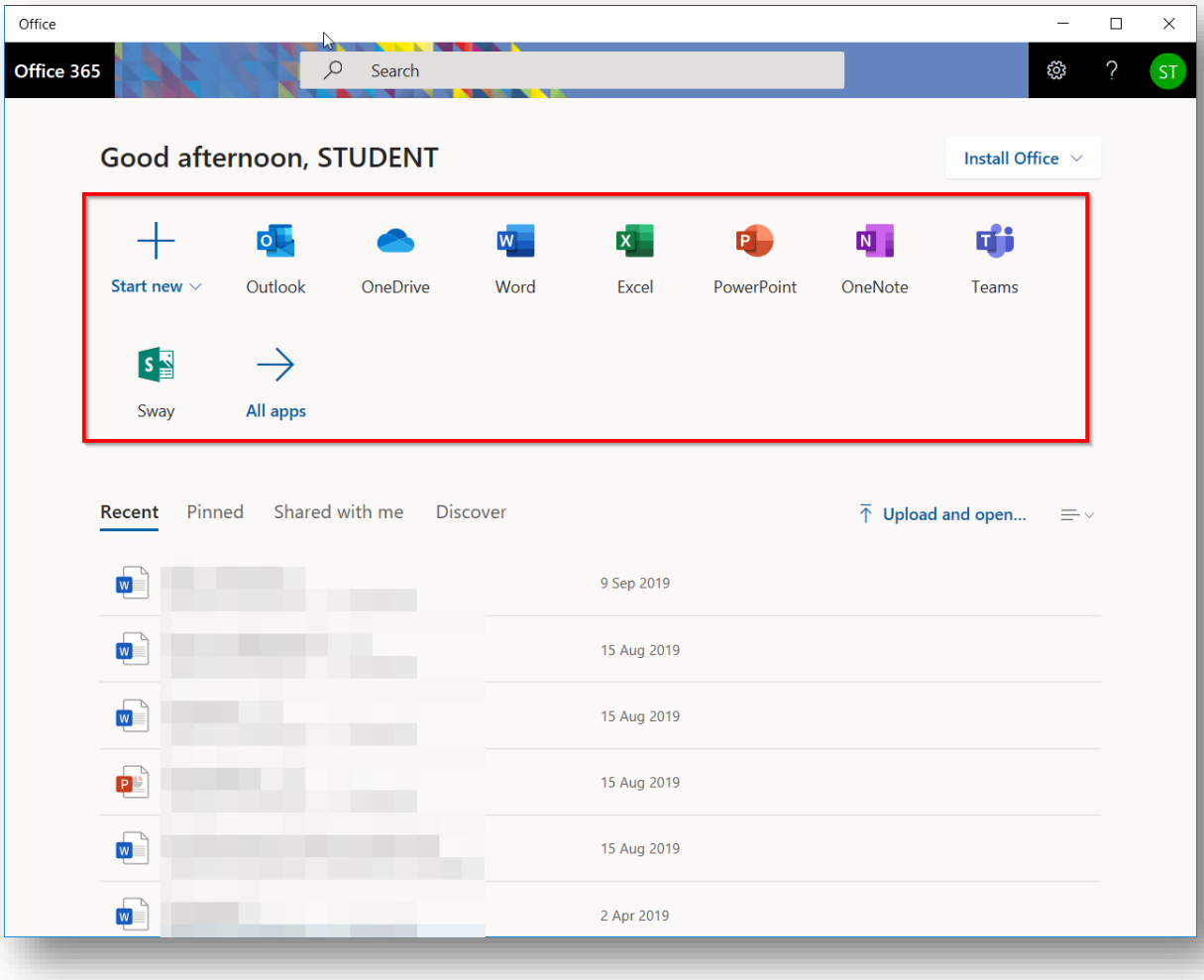
20) Once completed, you will see a **You're all set!** message. Select **Done**



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.