



Gordon IT Knowledge Base

Office 365 Installation for Personal Windows 10 Devices

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





Office 365 Installation Guide – Windows 10

Help Guide

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:
 - o 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.

Student Portal	The Studio
Student Services	Library
Agent Agreements	Skills and Jobs Centre

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

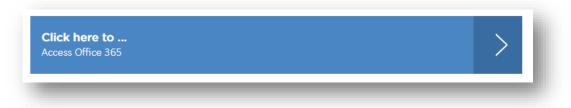


3) Select the Office 365 tile.





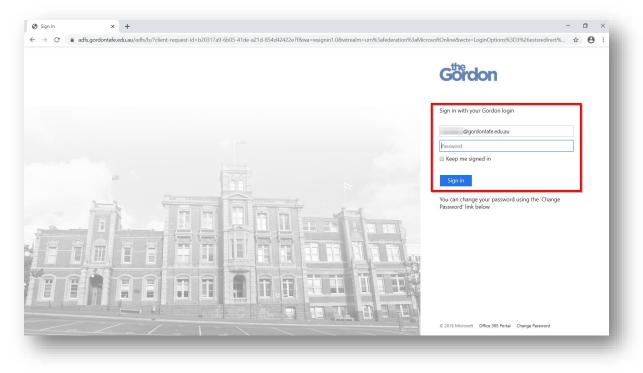
4) Select Click here to Access Office 365.



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

Sign in	
@gordontafe.edu.au	
No account? Create one!	
Can't access your account?	
Sign-in options	
	Next

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.

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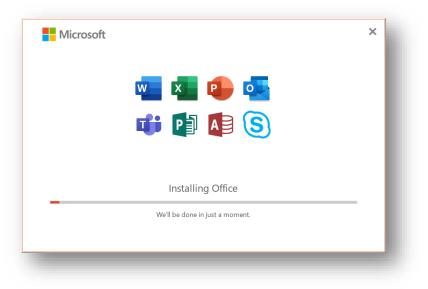
9) Run the downloaded **Setup.Def.en-us** executable.

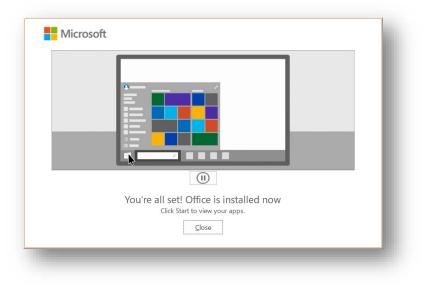
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]	https://o2rsetup.officeapps.live.com/c2r/download.aspx?productReleaseID=0365Pr	
	Show in folder	
_		



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

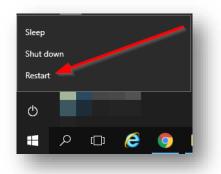




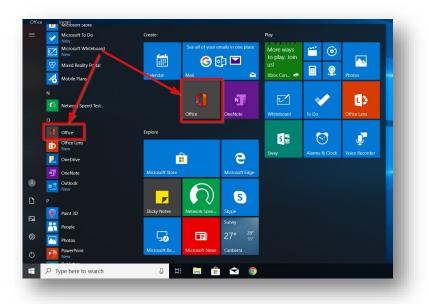




11) **Restart** your PC to finalise the installation.



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**.

Your account is n	nissing some key info	
Before you can continue, y	ou need to provide it. We respect your privacy and wil nce with our privacy policy.	l use
Name		
First	Last	
	Nex	t

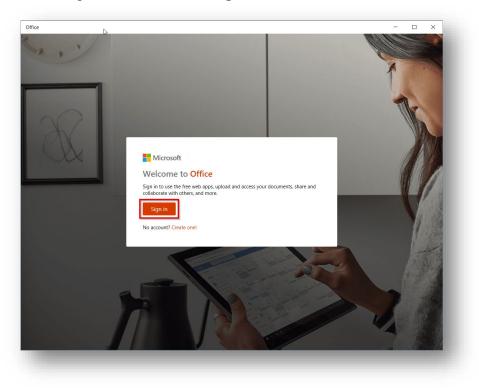


14) Once you've opened Office 365, you may notice that Office 365 defaults to using your personal Microsoft Account by default.

Office <u>نې</u> ? Ω My account Good afternoon Buy Office 365 @gmail.con +• x /ly profile My account Start new Outlook OneDrive Word Excel · witch accoun but RR 2 N S OneNote Calendar PowerPoint Skype People \rightarrow All apps Recent Pinned Shared with me $\overline{\uparrow}$ Upload and open.. No recent online Office documents

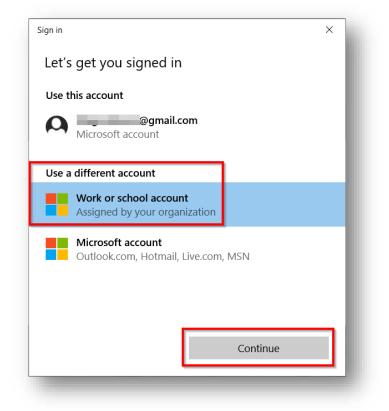
Click Sign out to sign out from your personal account.

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.

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ork or school, or personal Mice @gordontafe.edu.au	osoft account	×
/hich account should I use? gn in with the username and pa rvices from Microsoft.	ssword you use with	Office 365 or other busine
ivacy statement		



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

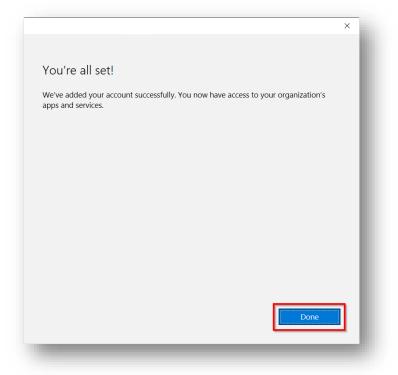
Gördon	×
Sign in with your Gordon login @gordontafe.edu.au Password	
You can change your password using the 'Change Password' link below	
 © 2016 Microsoft Office 365 Portal Change Password	

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.

	×
Use this account everywhere on your device	
Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.	
Allow my organization to manage my device	
This app only	
Yes	
	_



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**.

Sign in	×
Let's	s get you signed in
Use c	one of these accounts
0	@gordontafe.edu.au Work or school account
0	@gmail.com Microsoft account
Use a	a different account
	Work or school account Assigned by your organization
	Microsoft account Outlook.com, Hotmail, Live.com, MSN
	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.

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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.