Cardiff High School

Celebrating Excellence, Opportunities and Success.

BYOD Software Installation

(Bring Your Own Device)

Microsoft Office 365 – Windows & MAC

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1). In a web browser go to the student portal student.det.nsw.edu.au

2). Log in with your school issued *username* and *password*.

3). On the left hand side menu, expand *Learning* by clicking on the *Plus*, then click on *More*

4). Click *on Microsoft Office 365*

5). Click on *Install Office apps*, then click on *Office 2016* and follow any prompts displayed.

6). Once Office 365 is installed you will be prompted to Active Office.

Type in your *student email address*. Eg. jane.smith@education.nsw.gov.au

7). Log in with your school issued *username* and *password*. Office 365 should now be installed and activated.