

Office 365

A guide to creating an account and installing Office 365

Microsoft.com/en-au/education/products/office

Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address. It's not a trial – so get started today.

Enter your school email address:

Enter email here

GET STARTED

[NOT ELIGIBLE? SEE MORE OPTIONS >](#)

[LEARN HOW TO BUY FOR SCHOOLS >](#)



Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

[I'm a student](#) →

[I'm a teacher](#) →



Select your role

The role can be changed by the IT admin

Enter your name

Create a new password

This password is only for Office 365

Enter the verification code

This code will be sent to your school gmail


Create your account

We sent a verification code to `Your.email@bellfield.nsw.edu.au`. Enter the code to complete signup.

 [resend signup code](#)

I would like to receive information, tips, and offers from Microsoft, and for Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing **Start**, you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and trial organization name will be visible to other people in your organization. [Learn more](#).

Start 

Go to gmail.com

Log in to your Bellfield College gmail account



Sign in

to continue to Gmail

Email or phone

Your.name@bellfield.nsw.edu.au

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next

Find the email that looks like below

Office 365

827022 is your signup code - View this email in your browser. Office 365 Education Here's your verifi...

[View this email in your browser.](#)

Office 365 Education

Here's your verification code

To finish signing up for Office 365 Education, enter the code on the signup page.

Because you're signing up with a school email address, your school may control your Office 365 communications and data. Their policies apply to your use of the service.

827022

Don't want to sign up? Just ignore this email. Thanks.

This is where to find the verification code

The one here is a sample. It is not your verification code

Create your account

We sent a verification code to `Your.email@bellfield.nsw.edu.au` Enter the code to complete signup.

[resend signup code](#)

I would like to receive information, tips, and offers from Microsoft, and for Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

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Start 

Enter the verification code here



Optional: Inviting people

You may send a link to others that have a Bellfield College email account

This is optional. If you do not wish to invite anyone you can click skip near the bottom.

Invite more people

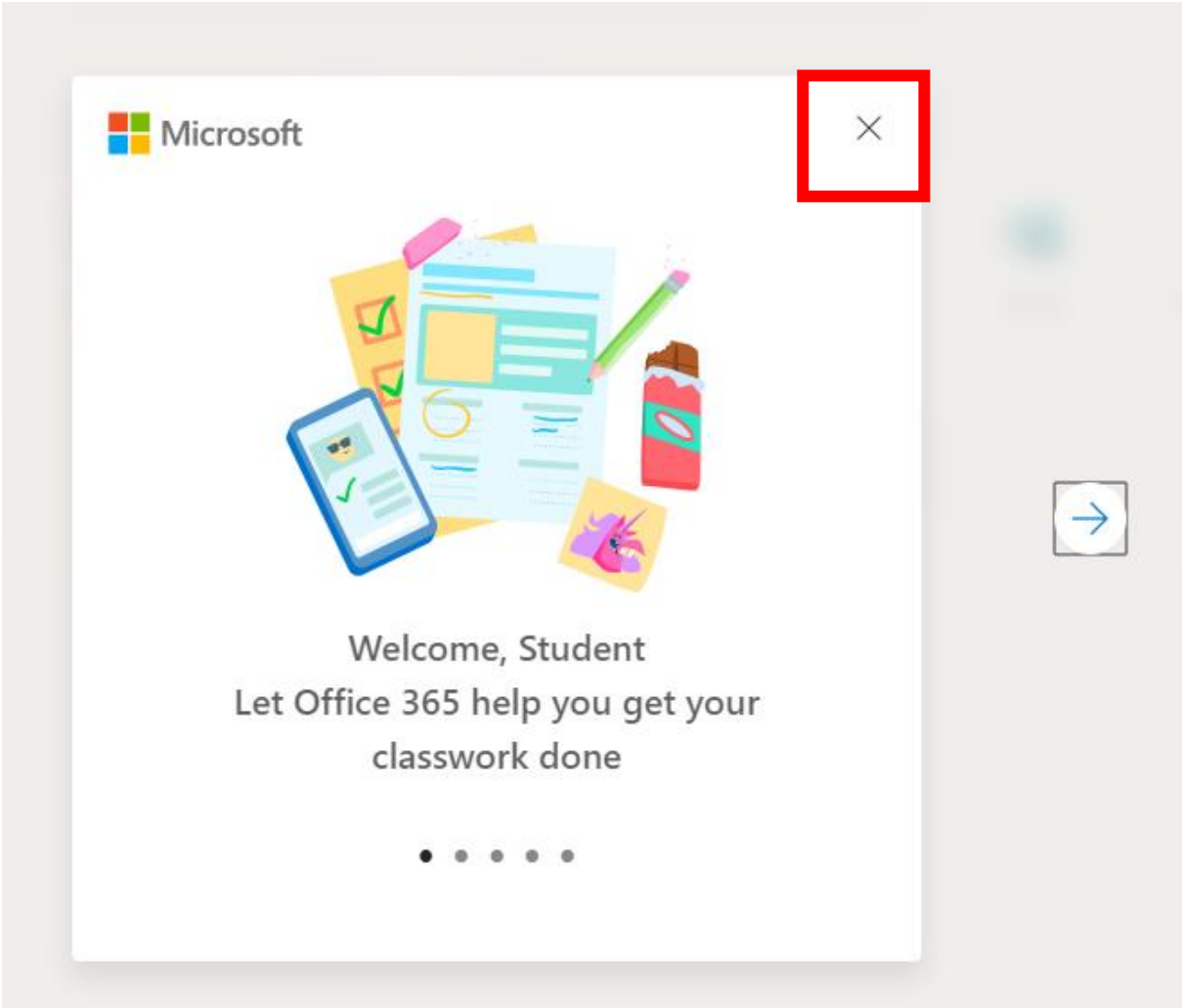
Share the benefits of Office 365 and work together on school projects. It's free.

Who would you like to invite?

<input type="text" value="Username"/>	@bellfield.nsw.edu.au
<input type="text" value="Username"/>	@bellfield.nsw.edu.au
<input type="text" value="Username"/>	@bellfield.nsw.edu.au
<input type="text" value="Username"/>	@bellfield.nsw.edu.au
<input type="text" value="Username"/>	@bellfield.nsw.edu.au

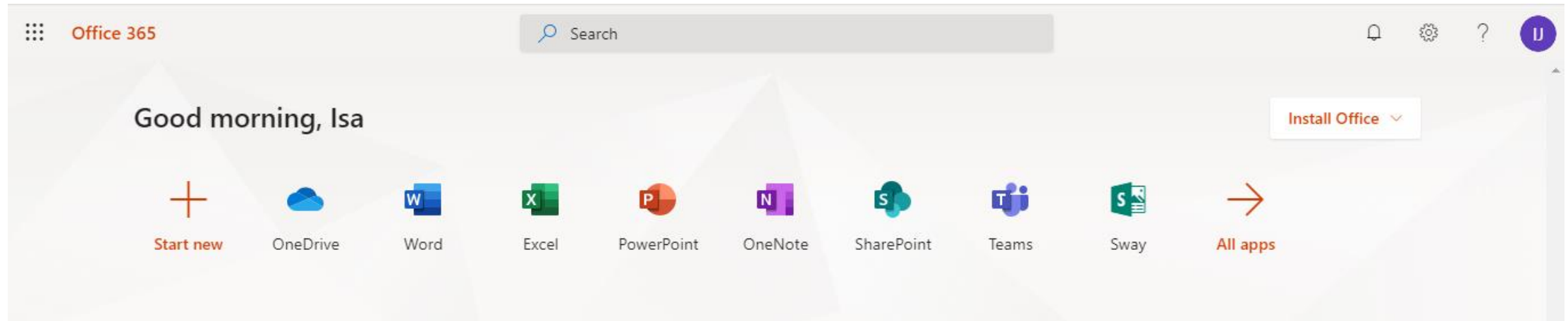
[Send invitations](#) 

[Skip](#)



Click the x on the top right to close the pop-up

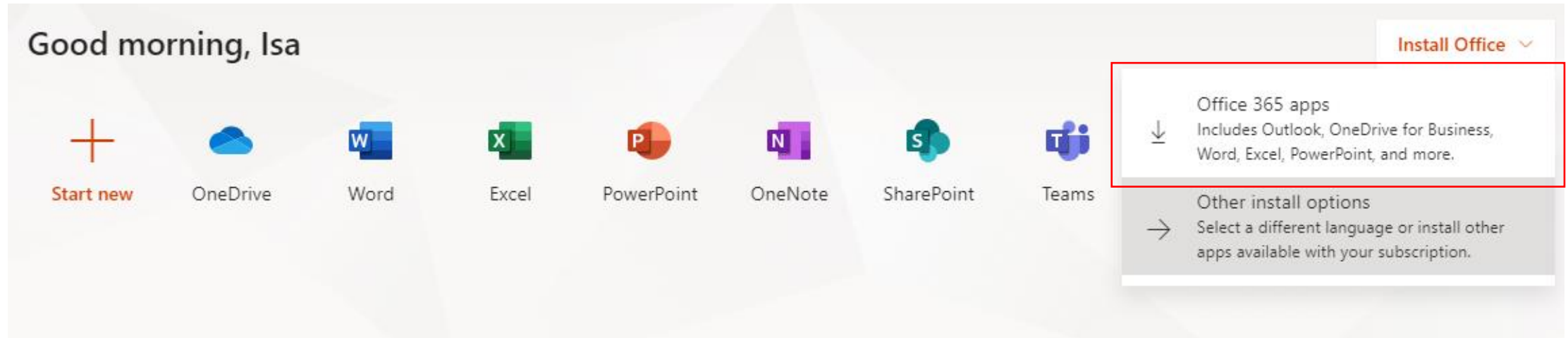
You are now logged in



You are now able to access to online versions of Word, Excel, and other Office apps

To download an offline version continue to the next slide

Installing 365 apps to your computer

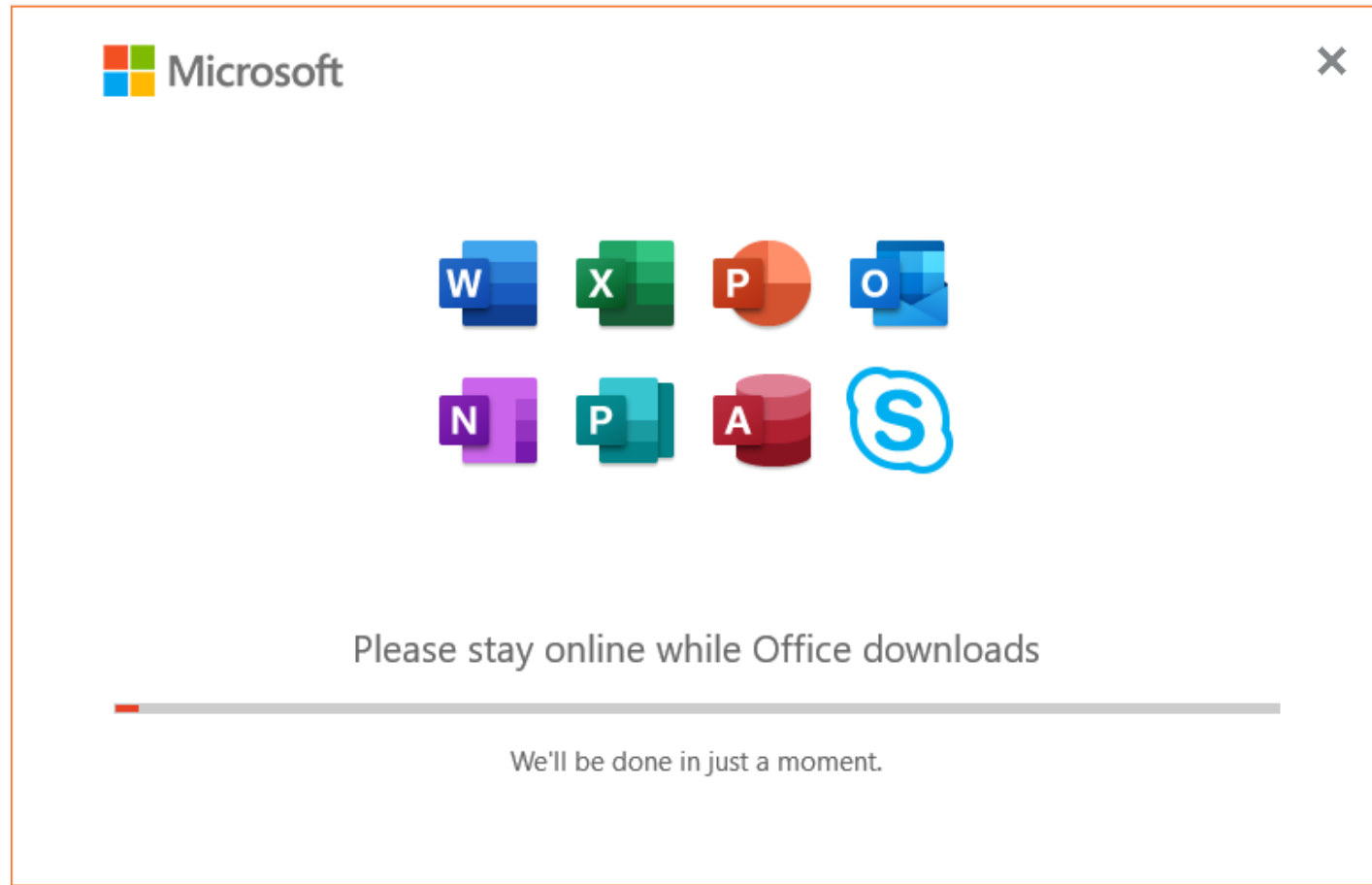


Click Install Office button

Click Office 365 Apps

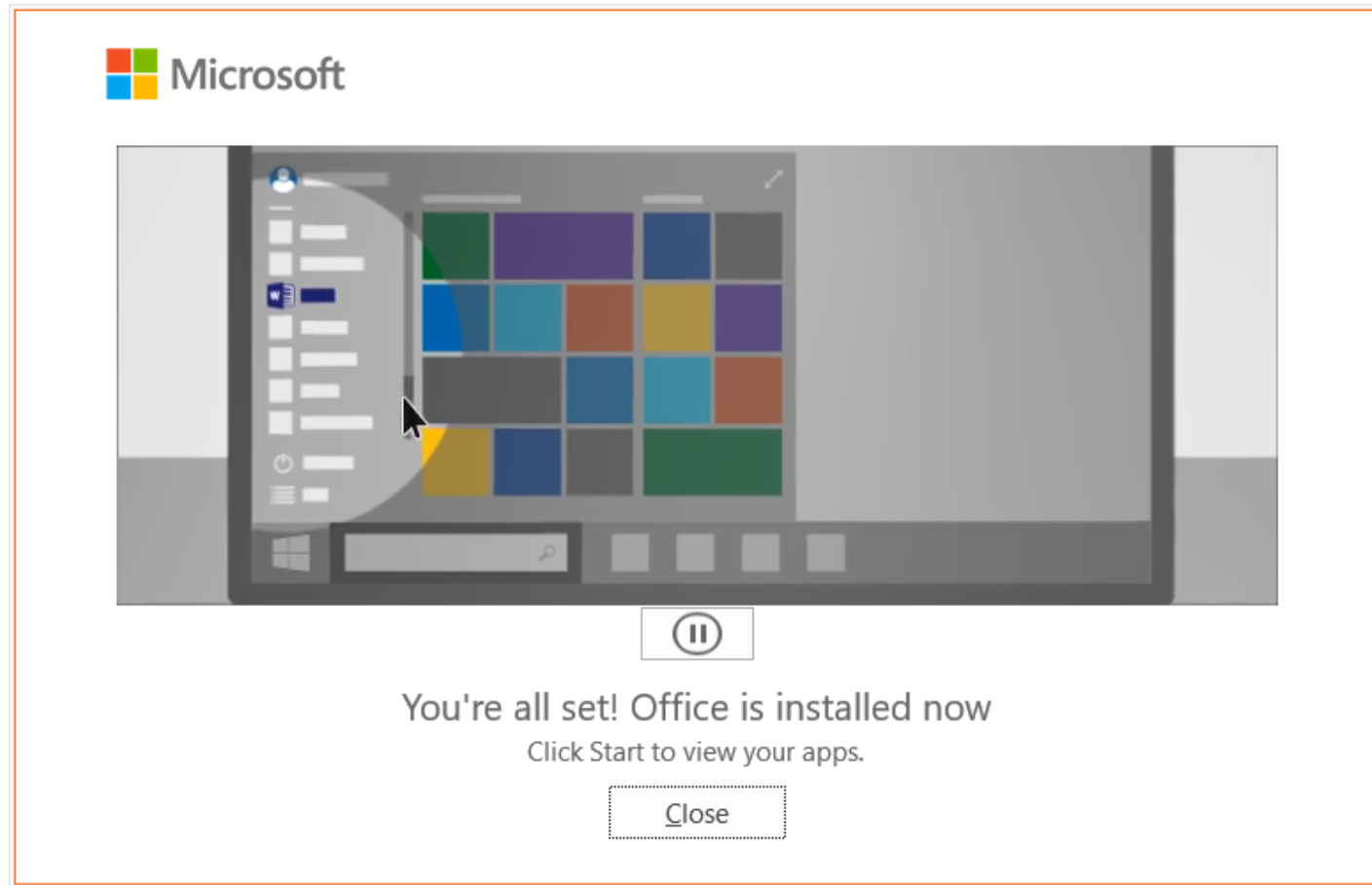
When the download is completed double-click the setup file to start installing

Run the downloaded file to install

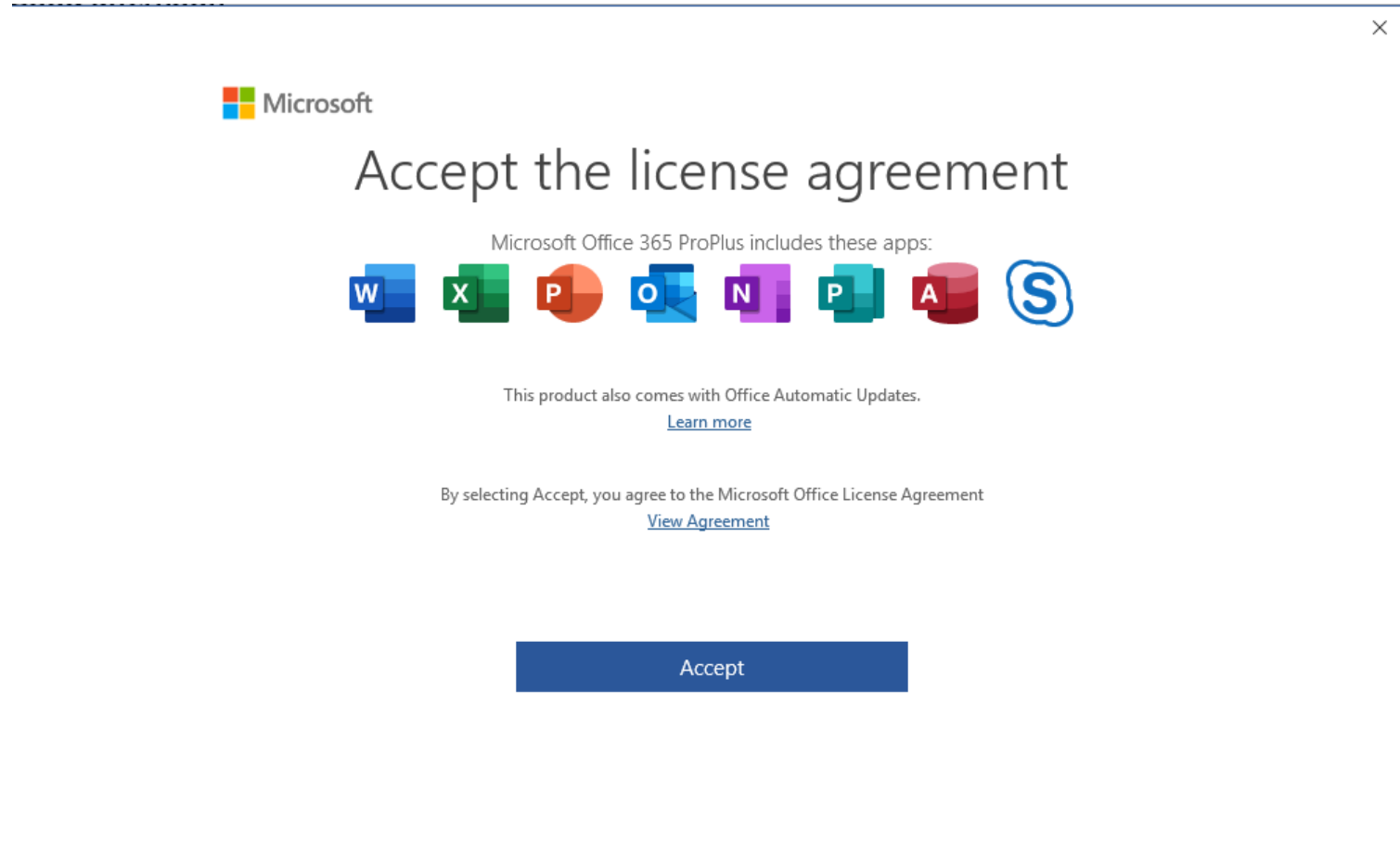


The install will look like this


Office is now installed on your device



Open Word and Accept the license agreement



✕



Sign in

Email, phone, or Skype



No account? [Create one!](#)

Next

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Sign in to Office 365 through your desktop

When opening Word, Excel and other Office programs for the first time, you may be asked to sign in. Use your office 365 account to sign in



erich@bellfield.nsw.edu.au

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

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