

Office 365

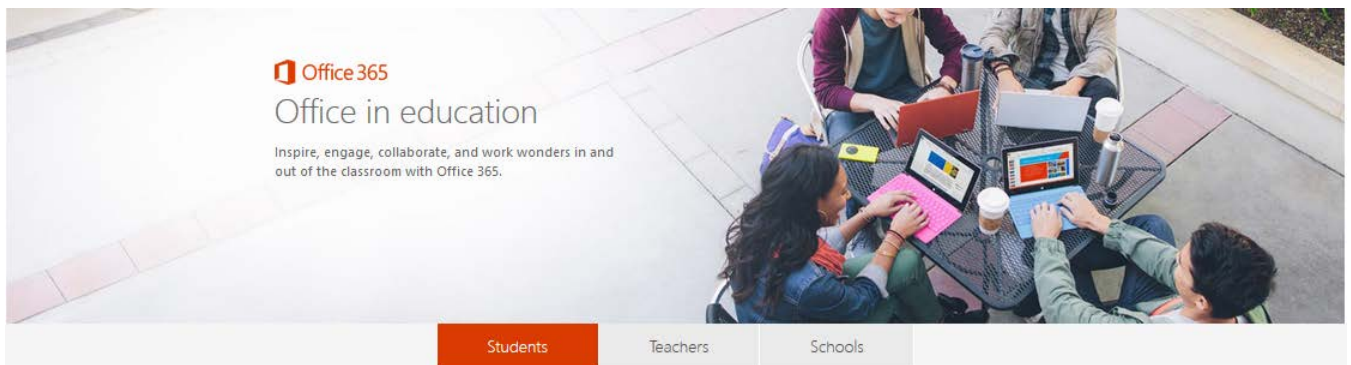
Setup Guide for Students

Office 365 is Microsoft’s online platform and allows students and teachers to use apps such as Word, Excel, PowerPoint and OneNote on any device with files stored in the cloud.

With Office 365 students are able to install Microsoft Office on up to 5 devices. The devices can be any platform and could include systems running Windows, Mac or iPad. Office 365 also gives students and staff up to 1TB of online storage for files.

To get started using Office 365 you need to register online to activate your account. Access relies on your school username and password. Once activated you will also be able to use the Word, Excel, PowerPoint and OneNote iPad apps.

- 1) Visit the following site <http://office.com/getoffice365> and click “Find out if you’re eligible”



Get Office free from your school

Office 365 Education Plus is available for free to students who are enrolled at qualifying schools. Install Office on up to 5 PCs or Macs and on other mobile devices, including Android™, iPad®, and Windows tablets. And access Office 365 services like 1 TB OneDrive online storage and Yammer.



[Find out if you're eligible](#)

If you're eligible, so are your classmates. Have them sign up at www.office.com/getOffice365.

- 2) For students please enter your school username in the form of firstname.lastname.00@education.tas.edu.au it is slightly different to the .gov.au that you normally use for your email. Staff please use your regular email address.

Get started

Enter your school email address

Sign up →

- 3) Click "Continue" if you do not get to this screen, check you have entered your username correctly.

You already have an account

To get your free Office, sign in with your Office 365 user ID and password.

[Continue](#) →

- 4) You will be redirected to a Department Of Education logon screen, make sure you username is correct and also enter your regular school password.

Department of Education

Username must be
username@education.tas.edu.au

ulh.teststudent@education.tas.gov.au

Password

Sign in

Sign-in to this page uses your Education domain credentials. If your account has expired or you need to reset your password visit [here](#).

Almost there

You're signed in as ulh.teststudent@education.tas.gov.au

By choosing **Start**, you agree to our [terms and conditions](#) and understand that your name and email address will be visible to other people in your institution. [Microsoft Privacy Policy](#)

[Start](#) →

- 5) Once signed it you will need to agree to the terms and conditions. It may take a few minutes to setup.
- 6) Once you get to the screen below, your account is activated and ready to go. You will be able to logon to any of the Microsoft apps on iPads.

Office 365 Home

TestStudent, ULH (ULH)

Let's get stuff done.

Install Office on your PC

Language: English [Change](#)

Make Bing your search engine

Make MSN your browser homepage

Applies to Internet Explorer, Firefox, Chrome, and Safari

[Install now](#)

[Troubleshoot installation](#)

Got a Mac? Sign in to Office 365 on your Mac to install.

Smartphone or tablet? [Get Office on your devices](#)

[Learn how to set up email and Office 365 apps on your device](#)

Collaborate with Office Online

Yammer Newsfeed OneDrive Sites Delve Video Word Online

Excel Online PowerPoint Online OneNote Online Sway

Save your files online for easy access

Get schoolwork done across your devices with 1 TB of free online storage.

[Use OneDrive for free](#)

- 7) To setup office on other personal devices or access any of the other Office365 services visit <http://portal.office.com>