



De La Salle College

Since 1953 | Catholic School for Boys in the Lasallian tradition

Microsoft Office – Free Student Download (Student Advantage)

Please only use this guide when you are at home to install this software –
Do not attempt to do this at school

Step 1

Using Internet explorer  on your
desktop Go to your Office 365 Portal Login
Page

<http://login.microsoftonline.com>

Step 2

Enter your school network username which is:

firstname.lastname@my.delasalle.school.nz

(you will now be redirected to the schools sign on page, proceed to step 3)



 Office 365

Sign in with your work or school account

Keep me signed in

[Can't access your account?](#)

Step 3

Again, enter your school network username which is:

firstname.lastname@my.delasalle.school.nz

Password is set to your network password – The same one you log into the computers at school with

De La Salle College

Sign in with your organizational account

Example,
Username:
tstudent@my.delasalle.school.nz
Password:
1052000

someone@example.com

Password

Sign in

Step 4

You will now log in to **Office 365**.

On the top right of the screen click the cog next to your name,

then click 'Office 365 settings'

Outlook Calendar People Newsfeed SkyDrive Sites

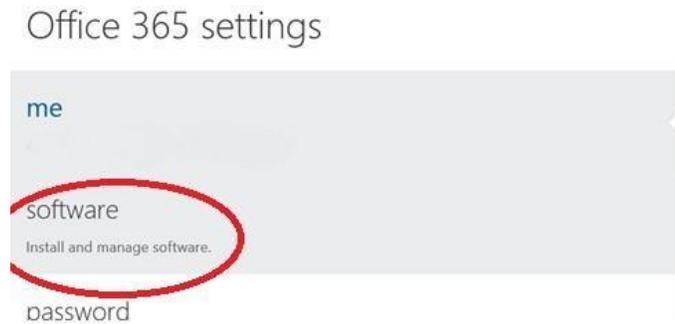
Bob Smith

- Set automatic replies
- Display settings
- Manage apps
- Offline settings
- Change theme
- Options
- Office 365 settings

There are no items to show in this view.

Step 5

Click 'software'



Step 6

Click 'install'

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States)

Version:

32-bit (recommended) advanced

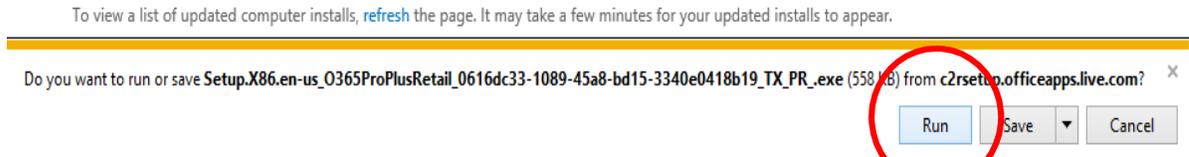
Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

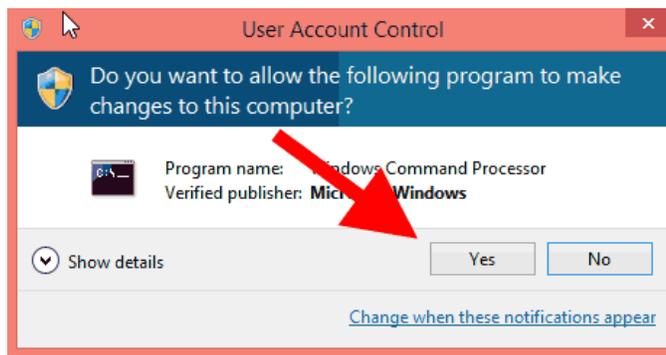
install

Step 7

Click 'run'



If you get a UAC Prompt click yes



Office will download and install in around 30 minutes depending on your internet connection.



Once it is complete shortcuts will be put onto your start screen and you will be able to work on Word, Excel, PowerPoint, OneNote etc

If you have any problems please email us at ictsupport@delasalle.school.nz