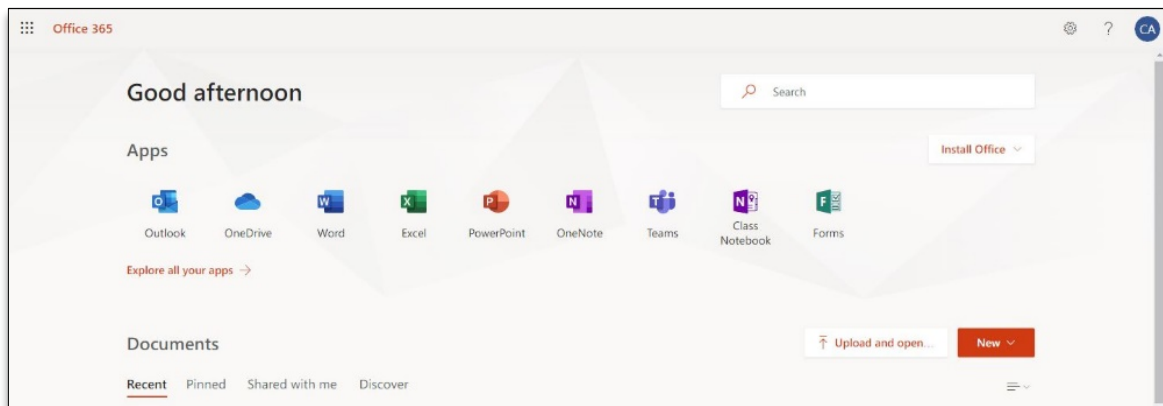


# Office 365 Login and Install

## Login to Office 365 Portal

- Open a web browser and visit [office.com](https://office.com)
- Click **Sign In** button
- Enter your full LearnLink email address (e.g. [John.Smith123@schools.sa.edu.au](mailto:John.Smith123@schools.sa.edu.au)) and click **Next** to login to the Office 365 portal  
(If you don't know your login or it doesn't work refer to Troubleshooting section on page 2)
- If you have not already been authenticated, you will be redirected to the LearnLink Login Page
- Enter your LearnLink email address and password then click **Sign In**
- Once authenticated, you will be logged into the Office 365 Portal

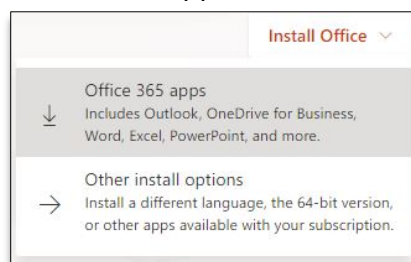


Note: Available online app icons will vary depending on the licence available for the user

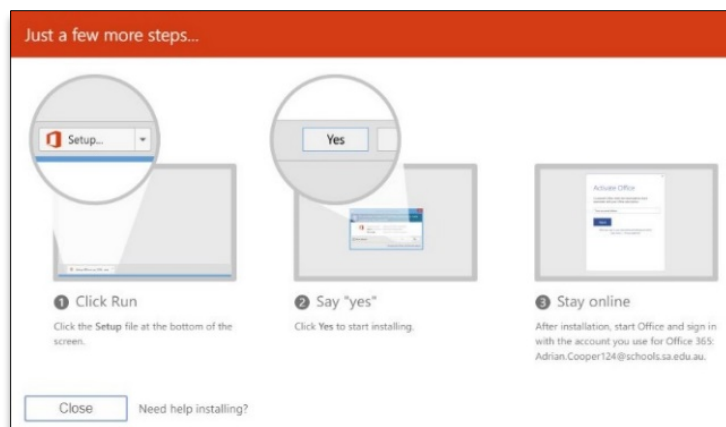
## Install Office 365 Pro Plus on Windows or MacOS

This software can be installed on up to 5 personal devices (Windows or MacOS) and should not be installed on school computers. To manage your device activations follow the instructions in the Manage Windows and MacOS Installs section below.

- Login to Office 365 Portal
- Click **Install Office** and select Office 365 apps



- Follow the steps provided to install Office 365 Pro Plus



- When the install finishes Office should be activated and ready to use

# Office 365 Login and Install

## Manage Windows and MacOS Installs

- Login to Office 365 Portal
- Click the coloured circle at the top right of the page and select **My Account**
- Click **Manage installs** to see what devices are activated using your account
- If you no longer require the software on a device click **Deactivate**

Note: After you deactivate an install, you won't be able to use many of its features. Deactivating an install does not remove the latest version of Office from your computer

## Office Help and Training

- Further information, help and training visit [support.office.com](https://support.office.com)



## Troubleshooting

### Don't know your login or login doesn't work

- Send an email to [helpdesk@msc.sa.edu.au](mailto:helpdesk@msc.sa.edu.au) with the following details  
**Subject:** LearnLink Login  
**Body:** Firstname Surname  
Student ID (eg. 190123 from your Time Table or Student ID card)  
Description of the problem
- We will reply to the email with your current LearnLink **username** and **password**
- Try to **Login to Office 365 Portal** again and let us know if it still doesn't work

### Your password has expired

- Click the **Change your password** link
- Enter your current **username** and **password** then click **OK** button
- Enter your **new password** and **confirm new password**
- Click **Change Password** button
- Click **OK** button
- Try the **Login to Office 365 Portal** steps again