Office 365 Login and Install

Login to Office 365 Portal
• Open a web browser and visit office.com
• Click Sign In button
• Enter your full LearnLink email address (e.g. 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 manager 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
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

Troubleshooting

Don’t know your login or login doesn’t work

- Send an email to 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