

# Department of Education - Work At Home Software

## Installation Guide for Microsoft Office 365 Pro Plus on a Personally Owned Device

**Please Note:** The ICT Customer Service Centre is not able to provide advice or assistance relating to the installation or support of Work At Home software on personally owned devices. Further assistance can be found on the Microsoft website.

### What you will need

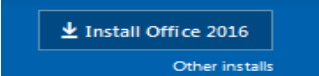
- To be an eligible Department employee
- A valid Department e-mail address (@education.wa.edu.au)
- A valid staff login (e-number and password) for the Department portal
- An internet connection with sufficient download allowance for over 1Gb per installation (this cannot be downloaded on the Department network)

### A. Installation on a Computer (not a tablet or mobile device) :

1. Navigate to: <https://portal.office.com>
2. Enter your Department email address
3. Press TAB button on the keyboard to redirect to the Department login page.
4. Enter your E-Number and password
5. Click the login button

Fig 1: Screen example:




6. Click  to launch the download and installation process

Note: You may want to un-tick the Bing and MSN homepage options before starting

7. Read and acknowledge various warnings and conditions and agree to allow the program to make changes.

**Please Note:** If you encounter an error message or fail to get a message showing the progress of the installation; please refer to [Microsoft Support](#)

- You may need to re-launch the installation if it fails to make the required connections.
- When installed access to Microsoft Office applications is via the Start button 

### B. Installation on a tablet or mobile device

1. Navigate to the appropriate to download the Word, Excel, PowerPoint, or OneNote apps:
  - Android devices: [Google Play Store](#)
  - Apple devices: [Apple App Store](#)
  - Windows Phone or Windows 10 device: [Windows Store](#)

Detailed guides to obtaining and installing the software on phones and tablets can be found on the [Microsoft Support – Set up Office apps and email on a mobile device](#) web page.