

Microsoft Office - Install O365 apps for enterprise desktop applications on a personal computer

Overview

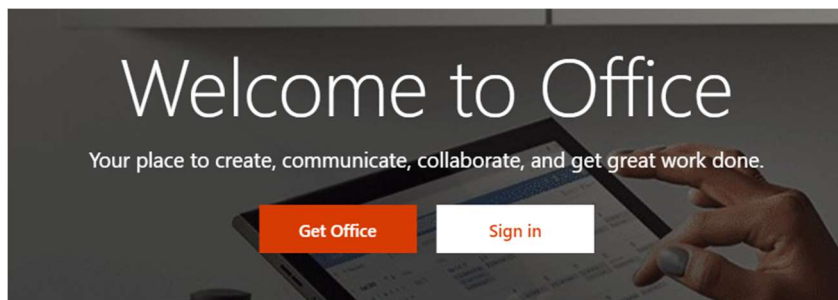
All department employees (excluding contractors and temporary relief teachers) and students can install Microsoft 365 Apps (M365) for enterprise (formerly Office 365) desktop applications on up to 5 devices. This page explains how to download and install Office 365, plus manage your devices and licenses.

Before you start

Users will need to know their @schools email address.

Download and install Office 365 desktop applications

1. Open a web browser on your personal computer and go to [Office.com](https://office.com).
2. Click **Sign in**.



3. Enter your @schools email address, then click **Next**.

4. You'll be redirected to the EdPass login page. Complete the following fields, then click **Sign in**:

- **Username** - enter your **@schools** email address
- **Password** - enter your **@schools** password.



Sign in

firstname.lastname123@schools.sa.edu.au

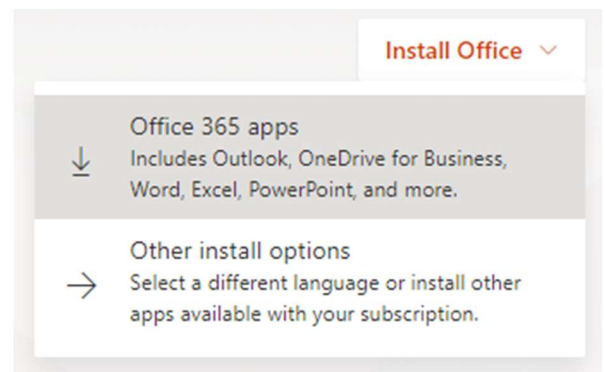
No account? [Create one!](#)

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

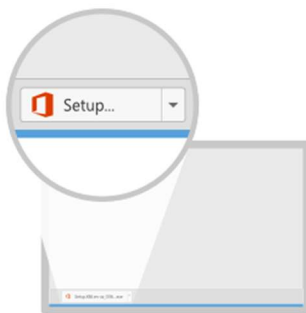
[Sign-in options](#)

Next

5. Click **Install Office** in the top right, then select **Office 365 apps** from the drop-down menu.
6. The installer will download. Follow the usual install process for your operating system.

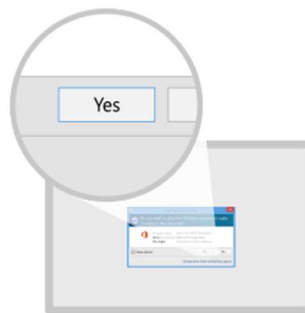


Just a few more steps...



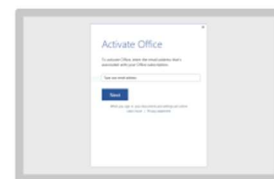
1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: Andrew.Corrigan427@schools.sa.edu.au.

Close

Need help installing?

Manage your licenses and uninstall Microsoft 365 Apps for enterprise

You can have Microsoft Apps for enterprise installed on 5 personal devices across Windows, Apple Mac and mobiles.

If you install Microsoft 365 Apps for enterprise on more devices, M365 will sign you out of older devices to keep you under your licensing limit. This will not uninstall the software from your devices.

To check what devices are using licenses, go to the [Office portal](#), sign-in with your @schools account, then click **View apps & devices**.

↓ Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

View apps & devices

You can uninstall Microsoft 365 Apps for enterprise by following your operating system's usual uninstall process:

- [Uninstall or remove apps and programs in Windows 10](#)
- [Install and uninstall apps from the internet or a disc on Mac](#)