To install Microsoft Office 2013 from Office 365 navigate to:
http://portal.office.com/OLS/MySoftware.aspx

Once the page loads, please have the student enter their username and password. This will be the same as the username and password used to log in to a school workstation.
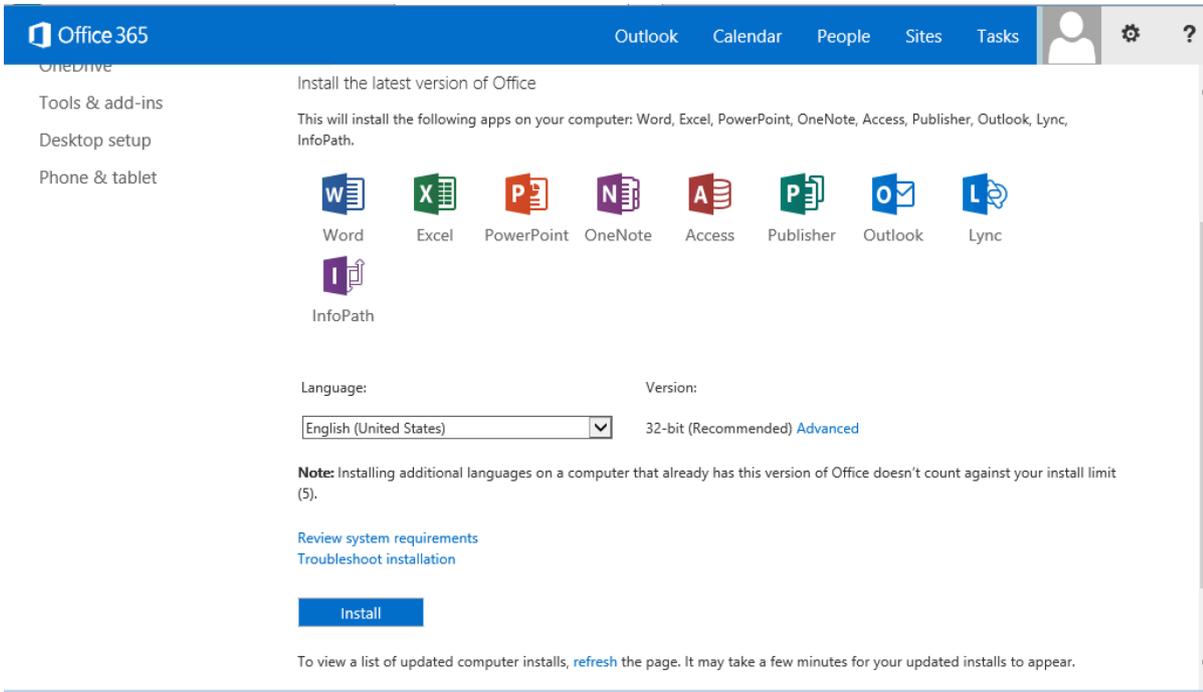

If presented with the below page, the same username and password used to log in to a school workstation should be used.

A new page will then load. A list of options on the left of the screen with Office highlighted.

Select the version of OS being used for Office (32bit or 64bit by clicking advanced and selecting in the drop down box)
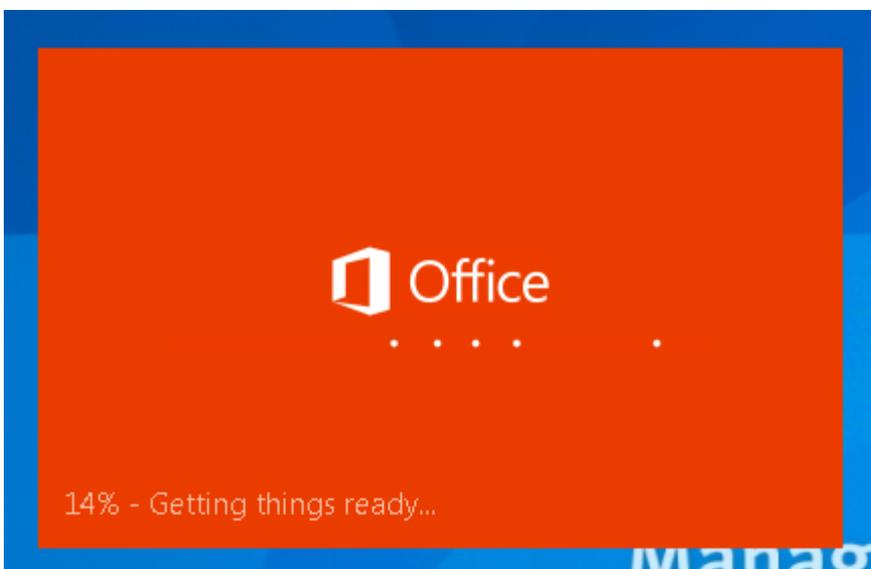

Click install at the bottom of the page

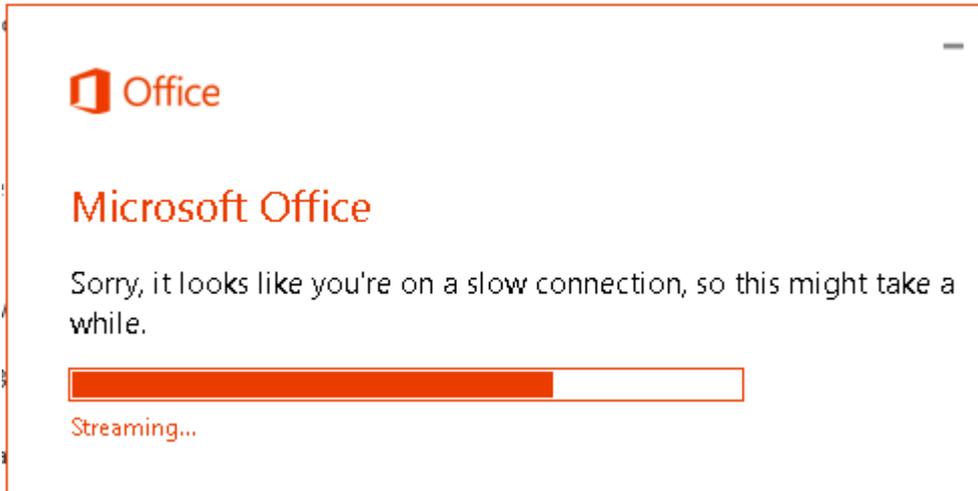A pop up may appear asking to save or run the installation file - click Save

Then click run once completed

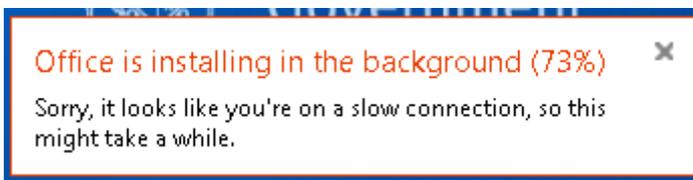Wait for the office install to appear - this may take some time depending on the device.

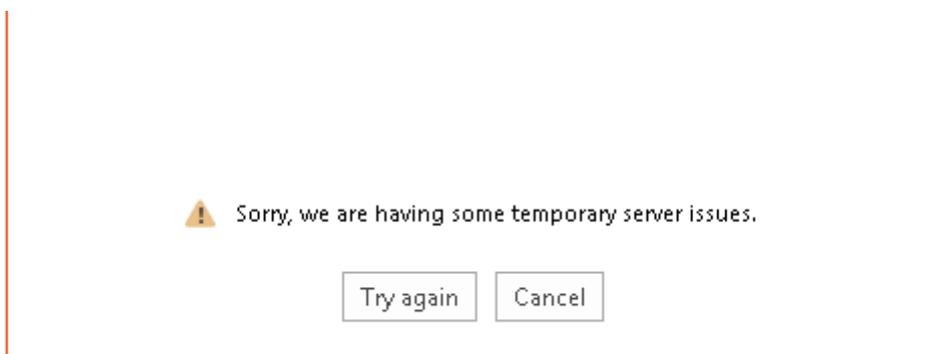Minimize any windows in case it becomes hidden.

Depending on the schools connection they may receive a popup advising the install may take time as the connection is slow.

While office is installing, a notification will also appear advising the current install progress to the end user.

Once the installation has reach close to or at 90%, an error will appear advising an error occurred.
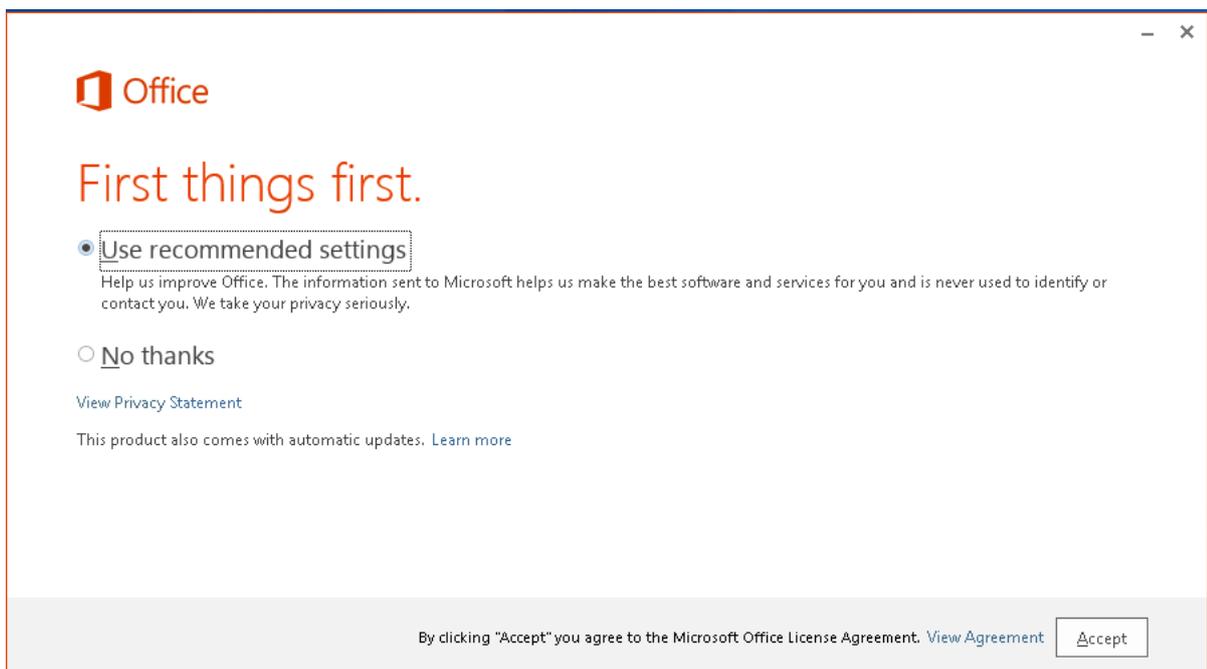

Click cancel as this part of the install is for the registration of the device.
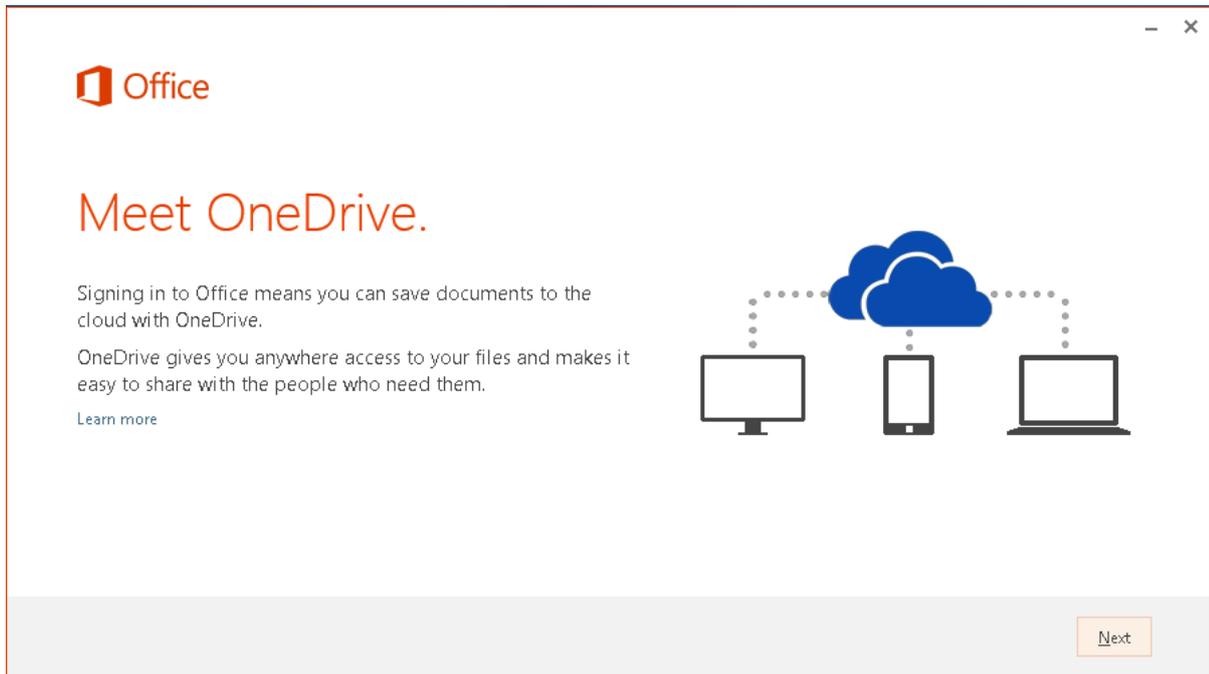
Please wait while the installation continues and finalises.

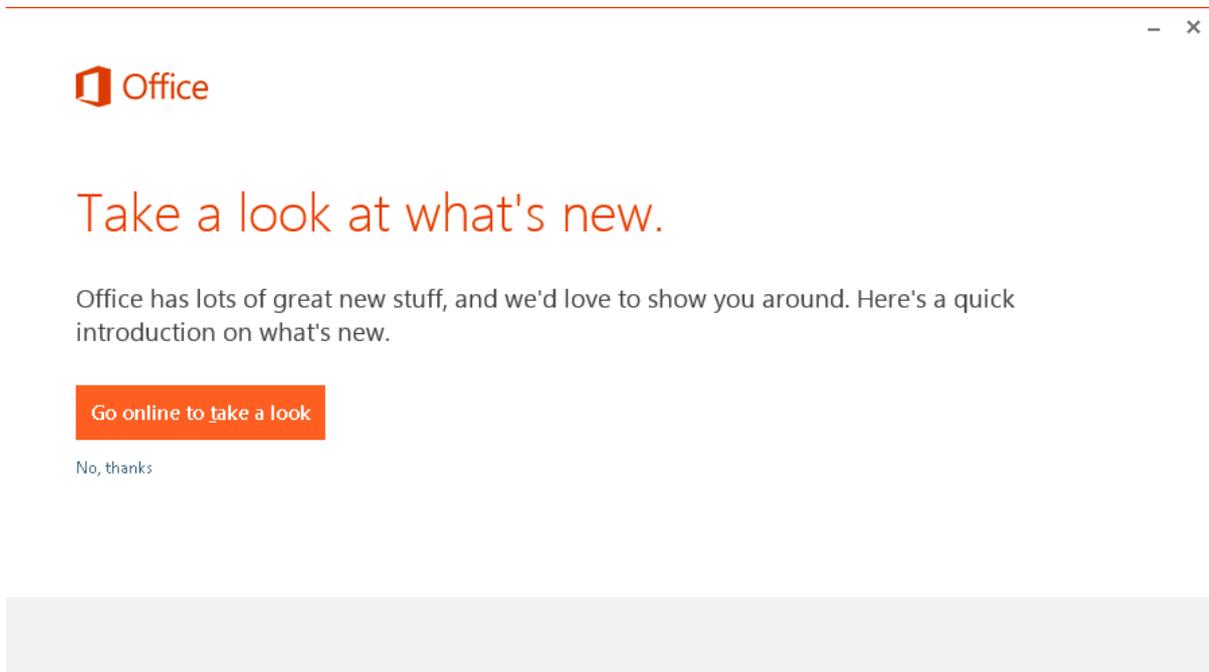Once the installation is ready, the next button will become prominent and you can click to continue.

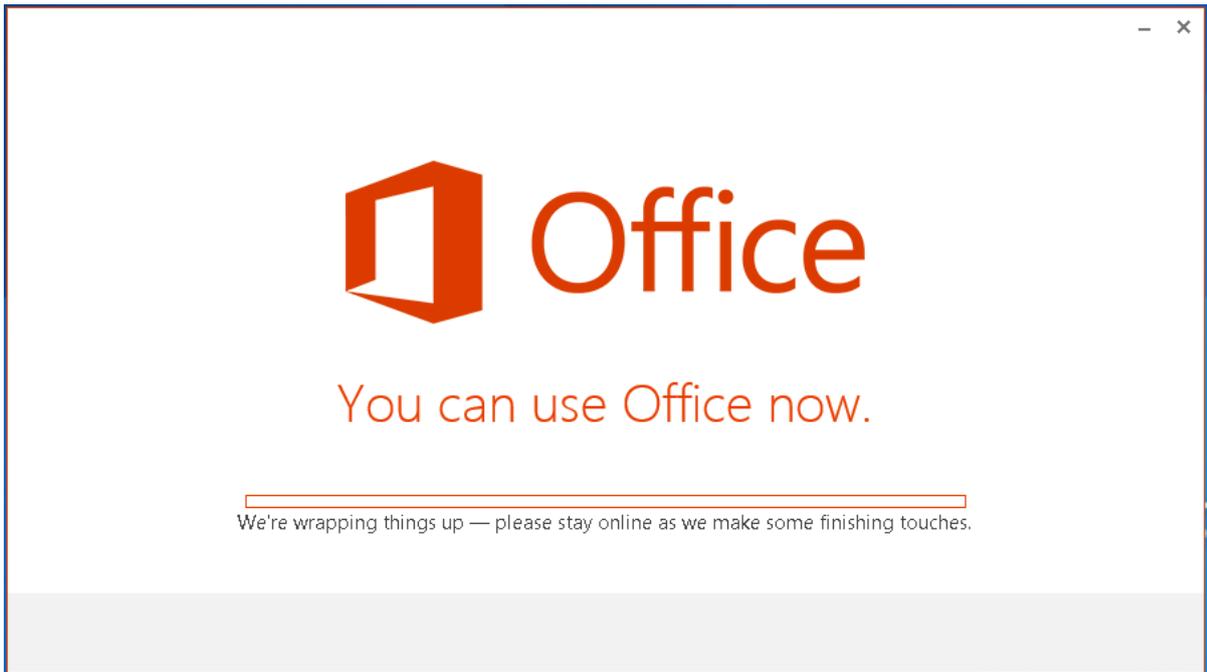Select the settings preferred settings and click accept.

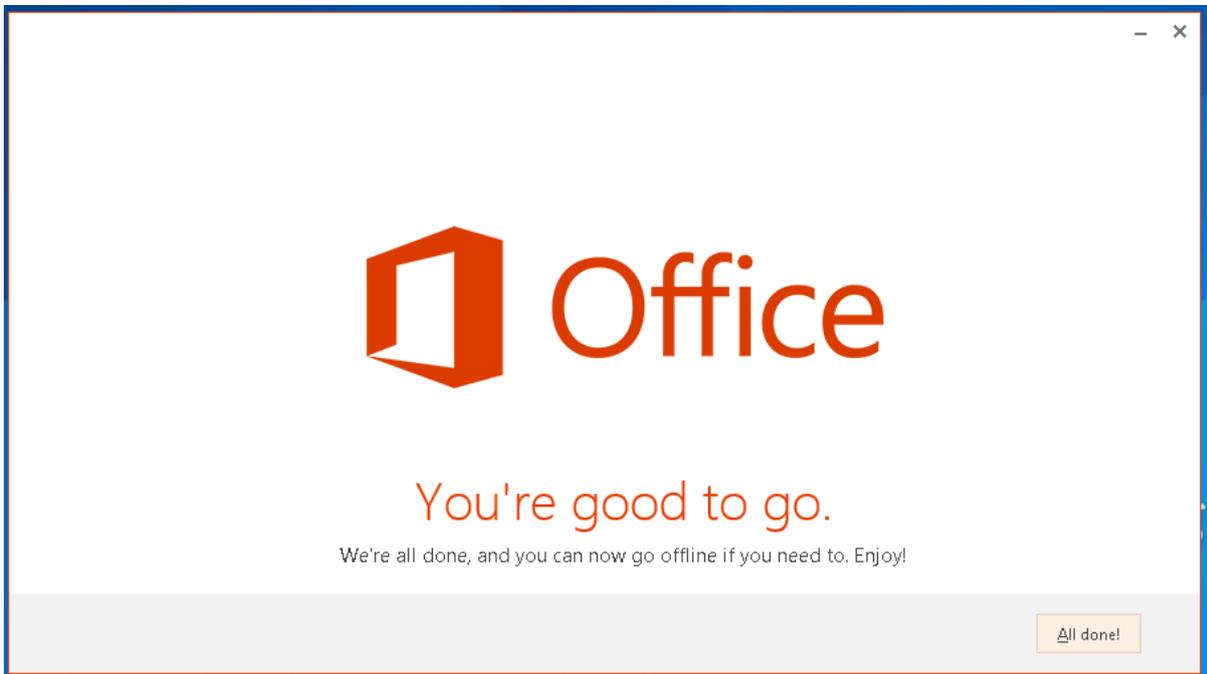A OneDrive info page will appear next, click continue.

Next is an options to view the new features in Office 365 – Click No Thanks and continue.

Office will now finalise the installation if required. This step may not appear depending on the connection speed.

Once the installation is completed you will see the following screen

To verify the installation being successful, navigate to the Office 2013 location in the start menu and open one of the applications.