



Accessing Office 365 for NSW DEC Schools

Student Instructions

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Creating a Microsoft Account for your device

Windows devices require a Microsoft Account to use all features.

A Microsoft Account can be created using a new Microsoft email address or your own existing personal email address.

1. To create your Microsoft Account go to the Microsoft sign-in page <https://login.live.com/>.
2. Click the link 'sign up now' to create your Microsoft Account.
3. If you are creating a Microsoft Account using an existing email fill in the details and use your own email in the username field.
4. To create an account using a new Microsoft email click the link 'Or get a new email address'.

Sign in

Can't access your account?

Sign in with a single-use code

Don't have a Microsoft **account? Sign up now**

Create an account

You can use any email address as the user name for your new Microsoft already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.cc

Name
First Last

User name
someone@example.com

[Or get a new email address](#)

Create an account

You can use any email address as the user name for your new Microsoft already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.cc

Name
First Last

User name
someone@example.com

[Or get a new email address](#)

5. Then create an email name and choose one of the Microsoft provided emails.

Name
First Last

User name
 @ outlook.com

[Or use your favorite email](#)

6. Create a password and fill in the rest of your details. Make sure you fill in all the fields correctly with the region, country and time zone; as prompted.

Create password

8-character minimum; case sensitive

Reenter password

Country/region
Australia

Postal Code

Birthdate
Month Day Year

Gender
Select...

7. Once you have filled in your details scroll down to the 'Help us protect your info' section. Your new account will require some form of external identification. This can either be through a mobile phone or a private email address. Microsoft will send verification codes to your external ID (via text to your mobile or an email to your private email).

Help us protect your info
Your phone number helps us keep your account secure.


Country code
Australia (+61)

Phone number

Alternate email address

8. We recommend utilizing your mobile as its easier and always with you.

We want to make sure that a real person is creating an account.
Enter the characters you see
[New](#) | [Audio](#)



9. Your Microsoft Account will now be created and you can start using the email and password on Microsoft devices.

Hi, Microsoft
Here's where you manage your account
dreamstartedu04@outlook.com

Logging into Office 365 and installing your free Office software

1. Log in to the student portal at <http://student.det.nsw.edu.au> (you will need to get your NSW DET user name and password from your school to do this).



Log In

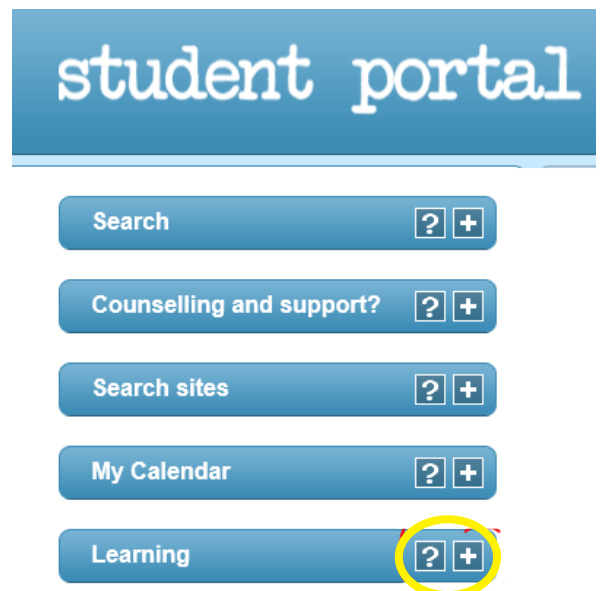
DEC User ID (e.g. jane.citizen)

firstname.lastname

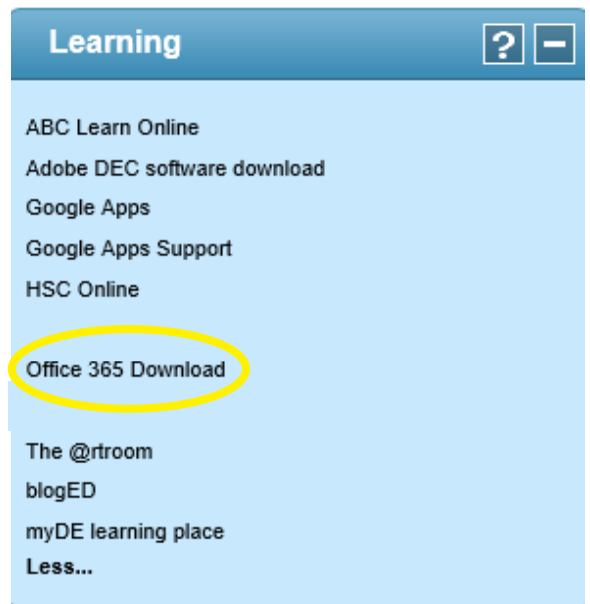
Password

Log In

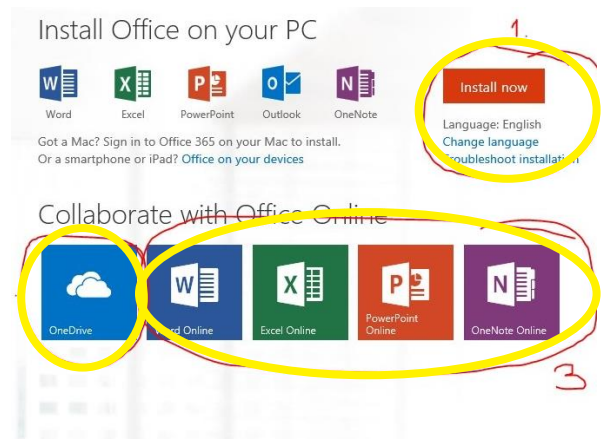
2. Once you are in the portal click the '+' next to 'Learning' to get the drop-down menu.



3. Click on the 'Office 365 download' link. This will open Office 365 in a new browser window and you are already logged in.



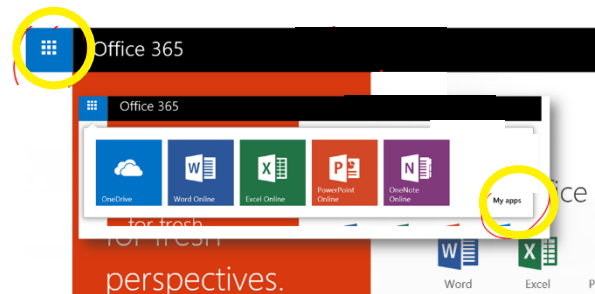
4. From here you can:
- Install Office software for your PC, Mac or other device
 - Go into your OneDrive
 - Start creating and working with Office documents straight away in the web browser



Accessing the OneNote Class Notebook Creator

Here are the basic steps to accessing the OneNote Class Notebook Creator

1. Login to Office 365. When you are at the welcome screen, click the Apps button in the top left corner and click "My Apps".



2. In the "My Apps" screen, click on the OneNote Class Notebook Creator App. Here you can create notebooks, add users and see all your existing notebooks.

