

# SPECIAL OFFER FROM MICROSOFT

## TAFE Students can get MICROSOFT OFFICE 365 Education for FREE!!

### Includes:

- Office 2016\*:
  - Word
  - Excel
  - PowerPoint
  - Outlook
  - OneNote
- 1TB of OneDrive storage,
- Access to Yammer and SharePoint sites

Available for up to 5 installs on any PC, MAC and/or mobile device.  
(\*Office 2013 is also available to install if preferred)

### Go to

<http://www.Office.com/GetOffice365>

### for full details

All currently enrolled Hunter TAFE students can obtain access.  
You will need to enter your TAFE NSW Student email address  
to verify your enrolment –

[username@tafensw.net.au](mailto:username@tafensw.net.au) eg. [john.smith1@tafensw.net.au](mailto:john.smith1@tafensw.net.au)

- If eligible, you will receive an email containing a link to verify your enrolment status.
- Login to the Student Portal (<https://my.tafensw.edu.au>) to access your TAFE email.
- Click on the link in the email to open the account creation screen.
- You will be asked to create a **Microsoft 365 account** to download and install Office 365. The password required is 9 characters long and must include a capital letter and numbers.

**NOTE:** You will have to login to your Microsoft 365 account every time you access Office 365 so please keep a record of your login details. Library Staff cannot assist with the retrieval of forgotten Microsoft account passwords.

**Not sure what your email address is.....  
Ask Library Staff for assistance**

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***Hunter TAFE Library staff cannot provide any support for these offers,  
and we do not take responsibility for any issues arising from the purchase, download or  
installation of these products.***

***All requests for assistance should be directed to the associated vendors.***

# Frequently asked questions

## ➤ What is Office 365 Education?

Office 365 Education is a collection of services that allows you to collaborate and share your schoolwork. It's available for free to students who are currently attending an academic institution. Office 365 Education includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Yammer, and SharePoint sites. Some schools allow students to install the full Office applications on up to 5 PCs or Macs for free. If your school provides this additional benefit, you'll see the Install Office button on your Office 365 home page (<https://login.microsoftonline.com/>) after you complete sign-up.

## ➤ What are the eligibility requirements for Office 365 Education?

You must be a full-time or part-time student at an academic institution and:

- Have a school-specific email address provided by the school (for example, contoso.edu) that can receive external email.
- Be of legal age to sign up for an online offer individually.
- Have Internet access.

## ➤ How long can I use this plan for?

You can use the plan until you graduate or are no longer enrolled at a school. Your student eligibility may be re-verified at any time. When your Office 365 Education plan expires:

- If you are using the full, installed Office applications, the Office applications will enter a reduced-functionality mode, which means that you can view documents, but you cannot edit or create new documents.
- Online services associated with the school email address—for example, Office Online and OneDrive—will no longer work.

## ➤ Can I share the plan with others?

Office 365 Education is licensed for use only by the individual student.

## ➤ What are the minimum system requirements for Office 365 Education?

To install Office 365 Education, your PC or Mac must meet the minimum system requirements. View the system requirements at: <https://products.office.com/en-au/office-system-requirements>

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