

PURCHASING MICROSOFT OFFICE AT STUDENT RATES



After enrolment, you could be eligible for **free** Office 365 Education. Go to <https://products.office.com/en-au/student/> for details.

If you wish to purchase, you can purchase [Office Home & Student 2016](#) or [Office 365 Personal](#) from the Microsoft Store.

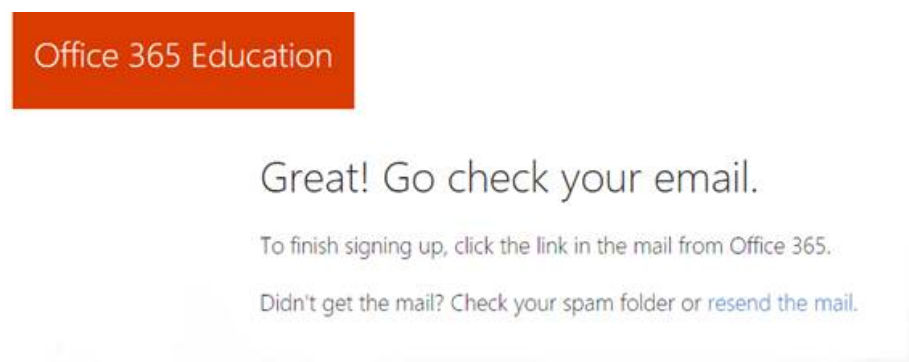
Before purchasing, you should first compare the Office system [requirements](#) with your computer specifications.

How do I download Office 365 Education?

Please take particular note of the login details/password you use to sign up with Microsoft, as we are unable to reset them at this stage.

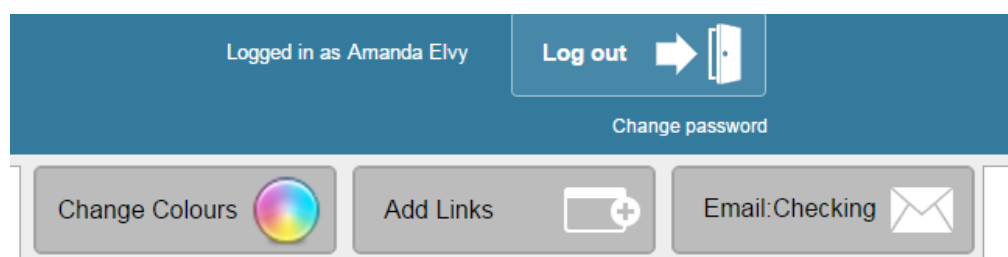
Go to the link <https://products.office.com/en-au/student/>. You will need to provide and access your TAFE student email address (e.g. xxx.xxx@tafensw.net.au).

It should show you this page on the website after you've entered your TAFE email:



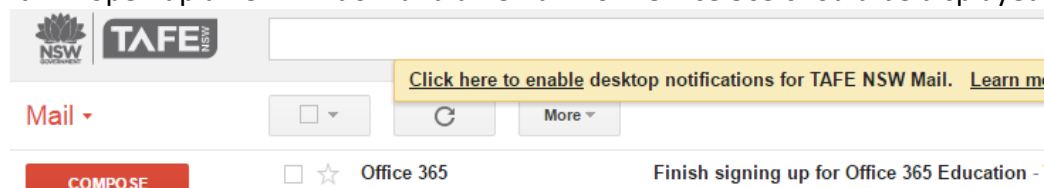
You need to access your TAFE email account from the [Student Portal](#).

Once you've logged into the *Student Portal* select *Email Checking*:



System message:

It will open up a new window and an email from Office 365 should be displayed:



Follow the instructions contained within the email.

If you cannot see the email, try going to the *Spam* folder from the left hand menu of your email view.

Frequently asked questions

What are the eligibility requirements?

You must:

- Have a TAFE email address
- Be of legal age to sign up for an online offer individually (13 years old)
- Have Internet access.

How long can I use Office 365 Education?

You can use the Office 365 Education plan as long as you are enrolled through TAFE.

When your Office 365 Education plan expires:

- The Office applications 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 TAFE email address—for example, Office Online and OneDrive—will no longer work.

What can I do if I'm not eligible?

Office provides a range of options for students, so it's easy to find one to fit your budget. [Learn about ways you can get Office.](#)

A free alternative to Microsoft Office is [Open Office](#). Open Office will allow you to open and edit text documents, spreadsheets and presentation documents.

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.](#)