# O365: Office for Staff

University staff are eligible for a free version of Microsoft Office 365. Office 365 is compatible with any windows or apple device.

To get your copy visit: www.office.com

1. Click **Sign in**

2. Enter your **staff** email address firstname.lastname@nd.edu.au
3. Click **Next**
4. Enter your staff password
5. Select **Install Office**

6. Select **Office 365 apps** from the list
7. Office starts to download in your browser window
   *The download is quite large and may take a while to complete*. It is recommended to complete the download and install from a networked device or a strong wireless connection.
8. Once the download is complete run through the installation process.

**For any installation issues, please contact your IT Service Desk or Microsoft support.**