

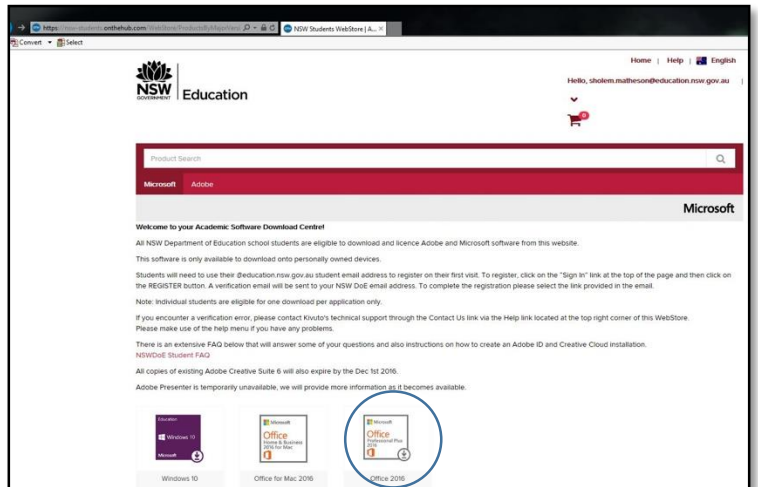
# Installing Office for Windows (get the product key)

## Step (1)

Go to the student webstore at:  
[www.nsw-students.onthehub.com](http://www.nsw-students.onthehub.com)

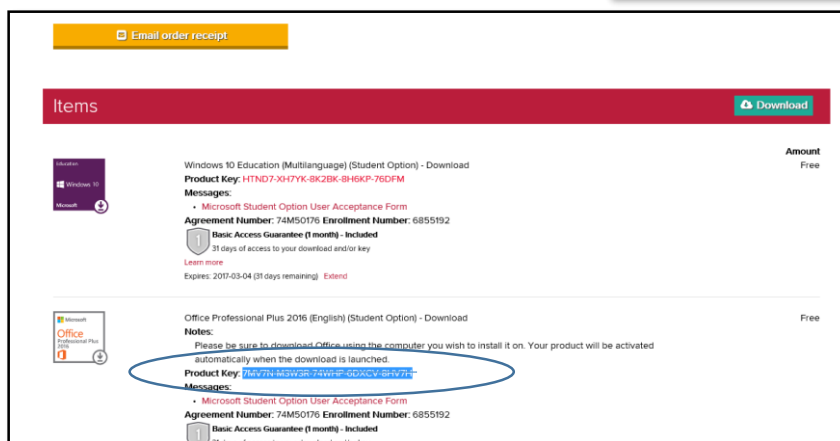
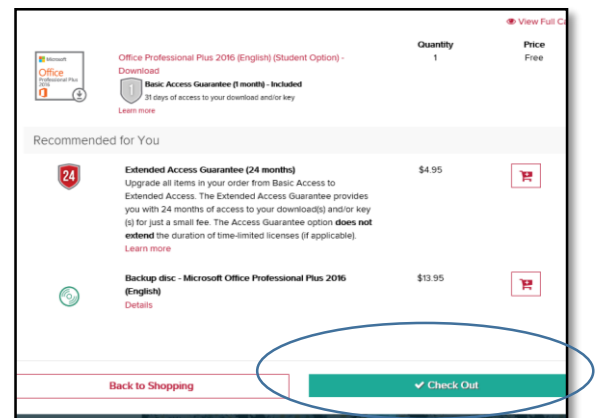
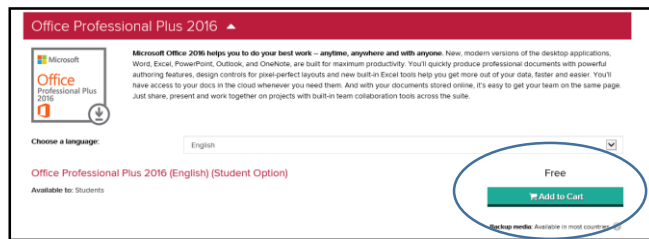
Sign in using your student email address  
(@education.nsw.gov.au) and your password

If you have forgotten your password use the forgot password button to reset it then continue with these instructions.



## Step (2)

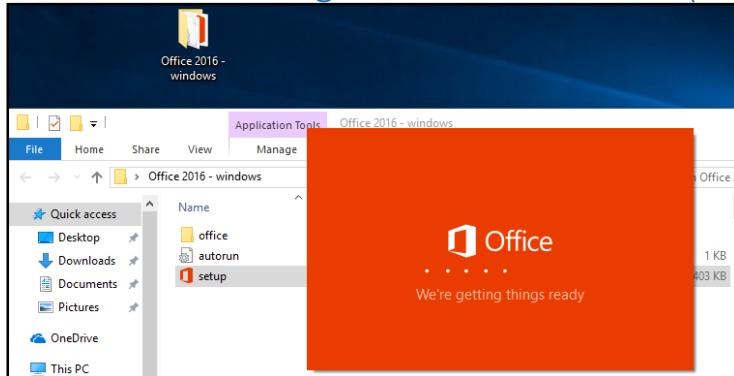
Click on office 2016, then add it to your cart  
Check it out and follow the steps through until you get to the order receipt.



## Step (3)

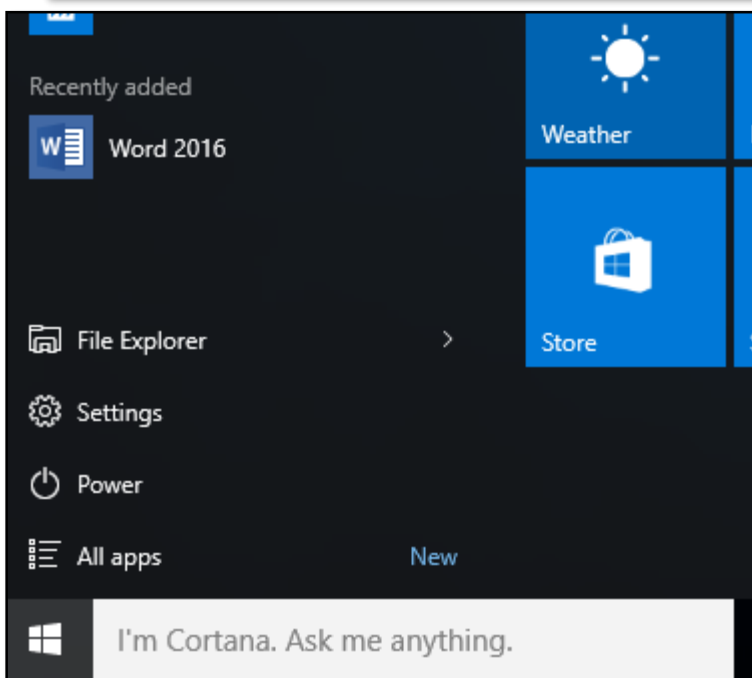
Copy this product key down (you will need it after you install office) and email it to yourself for future reference.

## Installing Office for Windows (install the software)



### Step 1)

- Insert the USB
- Drag the “office 2016 – windows” folder to your desktop
- run the setup file and wait for it to install



### Step (2)

Once it has installed open word 2016

(it will appear in your task bar as recently added)

### Step (3)

Office will ask to activate, click “enter a product key instead” underneath the next button, Then enter the product key that you copied from the previous step and click install. Office is now activated!

