

Important information for installing Office 365 apps on personal devices

IMPORTANT! Read these before proceeding with the installation!

1 What will I get with this Office 365 apps download?

MacOS, iOS, ChromeOS and Android users will get **Word, PowerPoint and Excel**. Windows 10 users will get the 3 apps as well as **Publisher**.

2 Is this really free for me?

Yes. It is free for **student** with an active student iCON account in Government & Government-Aided Schools and Independent, Specialised & Specialised Independent Schools.

However, **once you complete your studies/leave school**, your account will be terminated. Your Office 365 apps will be downgraded and you can only view and print files. You cannot edit or create new files.

3 Can I install Office 365 apps on multiple devices?

You may download and install Office 365 apps on up to **5 computers, 5 tablets and 5 mobile phones**. One of these licenses may be reserved for future installation on MOE devices.

4 How long will installation take?

On average, it takes approximately 30 minutes, depending on your computer and internet speed.

What do I need to know? (2)

5 I already have Microsoft Office software that I purchased from a retailer installed on my personal devices. Can I still install Office 365 apps on my personal devices?

If you are satisfied with the Microsoft Office you purchased, we recommend that you continue using it as there would be a difference in the functionalities. If you'd still like to proceed with the installation, you need to first:

1. Retrieve your Microsoft Office installation media and original licence key. This is for future reinstallation in the event:

- Your installation of Microsoft Office fails.
- You are no longer an MOE student and would like to restore your original purchased licence.

If you do not have the installation media and original licence key, DO NOT proceed. MOE will not be responsible for the loss of your personal software.

2. Uninstall any current Microsoft Office software

For more information on how to do this, see Microsoft's instructions for uninstalling older versions of Office:

- [How to uninstall Office 2010, Office 2013, Office 2016, etc. \(Windows\)](#)
- [How to uninstall Office \(MacOS\)](#)

What do I need to know? (3)

6 Are there any rules I should follow?

The licence is tied to your student iCON account account.

- You are required to have Parental Consent for MOE Centralised ICT Systems.
- Install it only on personal devices that you use (e.g. no installation for others).
- Do not share your student iCON account (login and password) details with others.
- Do not use it for any improper or illegal purposes.

7 What are the Operating System requirements for Office 365 apps?

As at Sep 2019, Office 365 apps can be installed on:

- PC (**Windows 10** and above);
- Mac (**MacOS** 10.12 Sierra and above);
- Android phone and tablet (**Android** 7.0 Nougat and above)
- iPhone and iPad (**iOS** 11.0 and above) and
- Chromebook (**ChromeOS**) - download the Office 365 apps from the Play Store.

8 Where can I get more information or help regarding Office 365 apps installation on my personal devices?

The school ICT help desk is not able to support you on downloading and installation of Office 365. For Office 365 related assistance, you can go to <https://support.microsoft.com/>