



# Information Technology

## INSTALLING PROGRAMS

Updated 2019

## **Installing Microsoft Office 365 (Web Only) and 2013 (installation version).**

Office 365 is a web only version of Office, with no install required and can be accessed from any device that has a web browser and internet connection.

When you log onto Office 365 through the DEC portal you will be able to open or create documents like you would if you had clicked on "Start, All Programs, and opened word or excel". The difference is, you are using a web based version, meaning if you create a document in Office 365 and save it to the OneDrive account that's part of 365, (think Microsoft Dropbox) and leave work and on the train you need to check something, you can login to Office 365 through the DEC portal on your phone or tablet and access and even edit the documents.

As Office 365 is web based, it requires an internet connection and also does not have as much features as the installed version. Through Office 365 you are able to install Office on up to 5 personal devices, such as a home computer, notebook, mac or even a phone. The version that installs is not Office 365, but the latest Office 2013 (with the latest patches).

## To install Office 2013 (Non DEC Computers)

1. All you need to do is log onto the DEC portal on the device
2. Click on "my learning tools"
3. Click Office 365
4. Click on Install Office on more devices - On a PC or  
Mac: **Install**
5. Follow the prompts - no license key is required and Office will  
download and install in the background
6. To check or remove the link, click on the cog on the top right,  
then Office 365 Settings
7. Click on Software on the next page

## **Adobe Creative Suite 6 – Free Student Download**

As part of the Department's Enterprise agreement with Adobe, students can download and install Adobe's Creative Suite 6 for free on one personally owned device.

Adobe Creative Suite 6 (CS6) is a set of software applications that empower students to work with digital media such as photos, movies and websites.

The software available to students includes:

- **Presenter**
- **Captivate**
- **Photoshop Elements**
- **Premier Elements**
- **InDesign**

This initiative allows students to access the CS6 on their personal devices to continue school work at home.

Students will be able to download the software at home via a link in the student portal. Download the information sheet below this PDF for instructions on how to access and download Adobe CS6