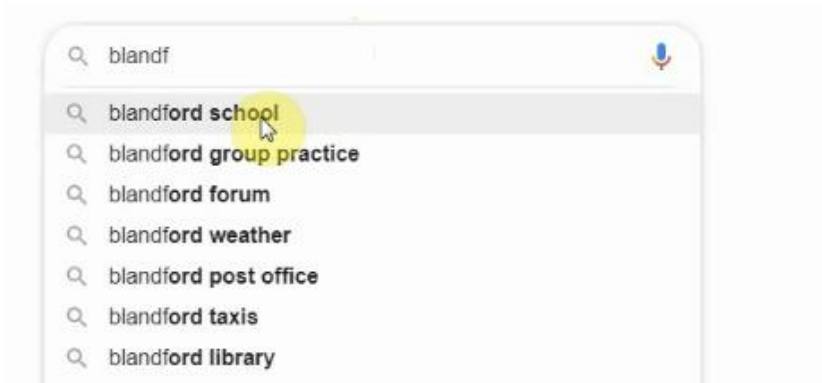
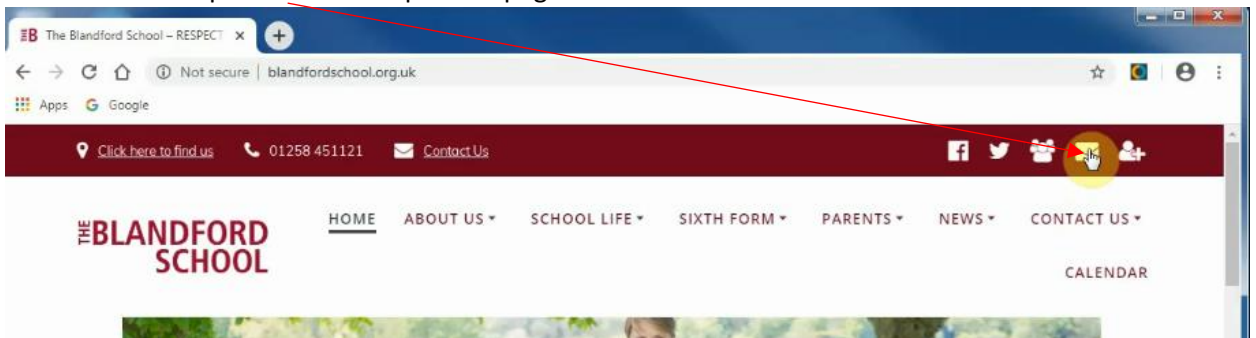


HOW TO LOGIN TO AND INSTALL OFFICE 365

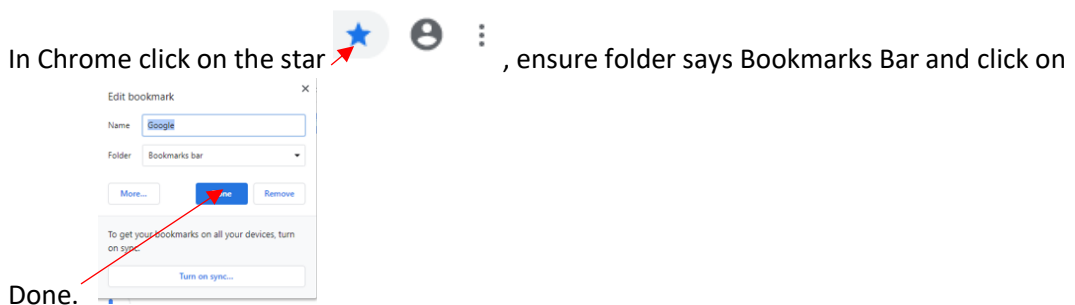
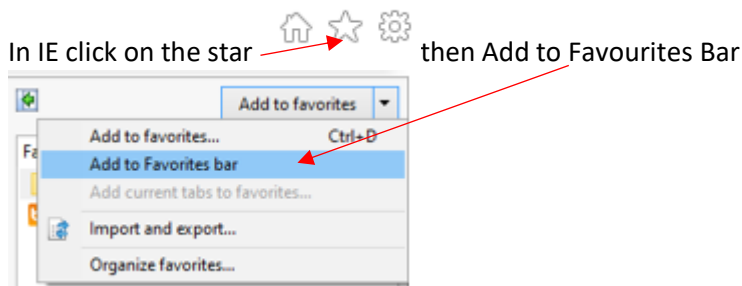
1. Use Google Chrome to browse to the school website.



2. Select the envelope icon at the top of the page

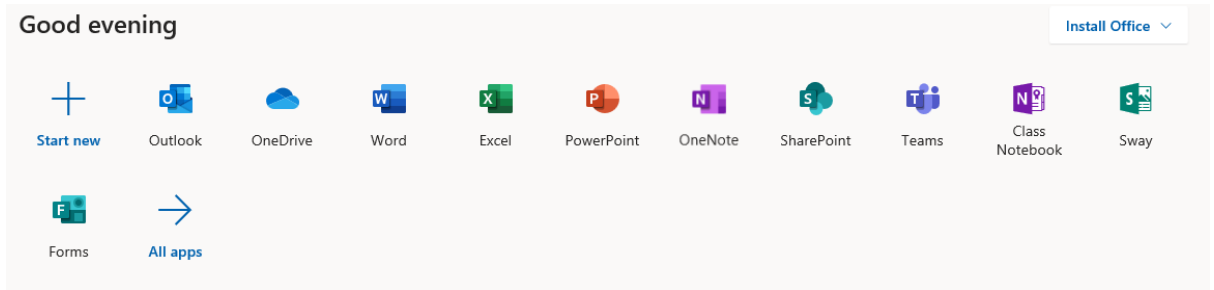


3. Sign into Office by entering your school email address, and selecting NEXT. You may be asked to enter your password. This is the password you use every time you log onto the school systems.
4. Make sure you add this site to your Favourites / Bookmark bar for easy access.

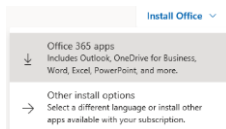


HOW TO LOGIN TO AND INSTALL OFFICE 365

5. This opens the Office 365 Portal.



6. On here you can see all the online applications you can use. This means that if you click on, for example, Word or Powerpoint that application will open within the browser and you can create and edit documents there. These will autosave as you make changes.
7. You are also allowed to install Office 365 on upto 5 personal devices e.g. Window PC / laptop, MAC, tablet or phone. Tablets, phones and some MACs are through the relevant Store i.e. Play Store or App Store.
8. For a Windows and most MAC devices click on the Install Office drop down



and take the option for Office 365 Apps. Follow the prompts which come up to install to your personal device.

NOTE : Laptops provided by the school will already have this installed.

Online versions of certain software e.g. Access & Publisher are not yet available, but will be installed as part of this.

NOTE : installations to personal devices will only remain active whilst you are an employee or student at the school.

9. Once the installation has finished you then have the option to use the installed applications on your personal device or the web based version, as mentioned earlier.