



Microsoft 365 for Staff and Students

Using Online, Installing the Software on your PC, Mobile Apps

Introduction:

Cockermouth School's software licencing agreement with Microsoft entitles current staff and pupils free access to Microsoft 365 on their own PC's, tablets or mobile phones.

All students are eligible. For staff to be eligible, they must work at least 200 hours per school year, and require the use of a computer for their job.

What is Microsoft 365?

Microsoft 365 consists of the following Microsoft applications: Word, Excel, Access, PowerPoint and Outlook and Teams. These apps can be used within a web browser, downloaded as free apps onto mobile devices or even installed onto a laptop, PC or Mac of your choice at home. The service also includes 1Tb of online storage space per student called One Drive, to store revision materials and school work, which is then accessible from anywhere, on any device.

Conditions of use:

The software is available to use while staff are current employees and pupils are on roll. Once a staff member or student leaves the school, Microsoft 365 will continue to function in a read-only fashion; editing will not be permitted. Any documents stored in the Cloud through OneDrive also will no longer be available.

Using the Software:

Some parts of Office 365 can be used online, requiring no installation onto your PC. Those usable online are:

- Word
- Excel
- PowerPoint
- OneNote
- OneDrive
- Sway
- Forms
- Teams

The rest of what Office 365 offers would need to be installed onto your computer. These are:

- Access
- Publisher
- Skype for Business

All documents produced using Office 365 are stored by default in the Cloud by the use of OneDrive. You can also save documents directly to your computer.

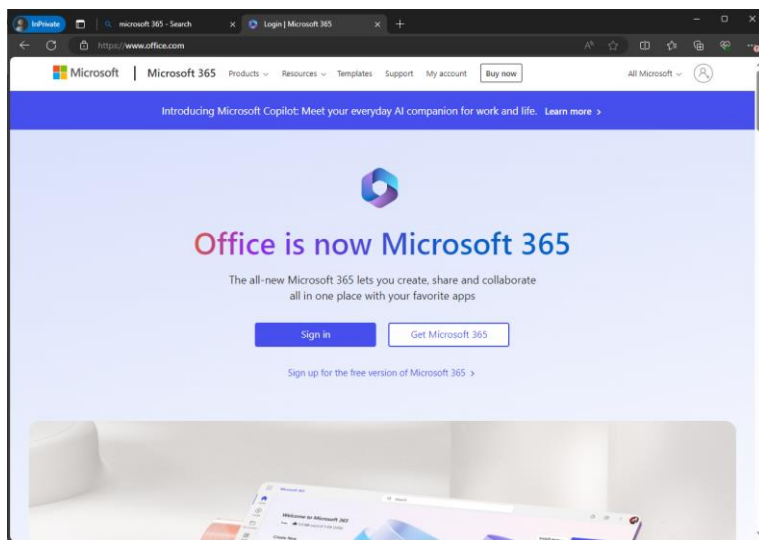
Before Starting

Before attempting to install Office 365 you **must** ensure that any previous versions of Office 365 – *including trial versions* – are removed from your computer.

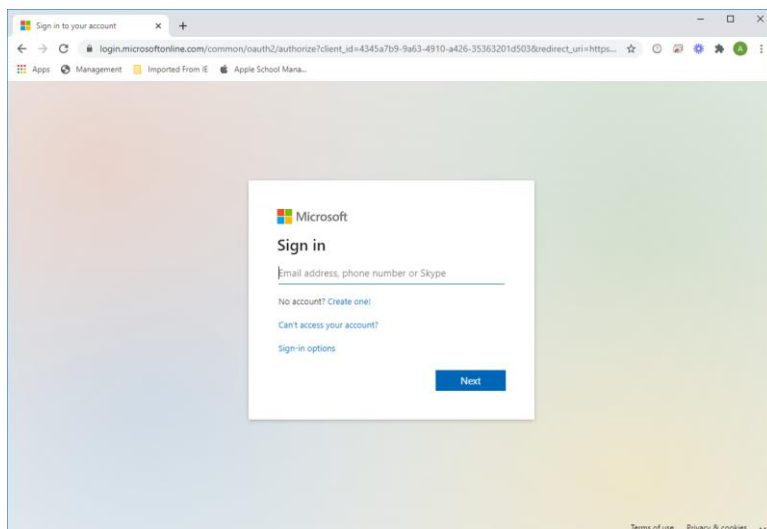
How Office 365 is accessed on your PC/Laptop:

Whether you intend to use Office 365 online, or install the software to your PC, you will need to log into Office 365.

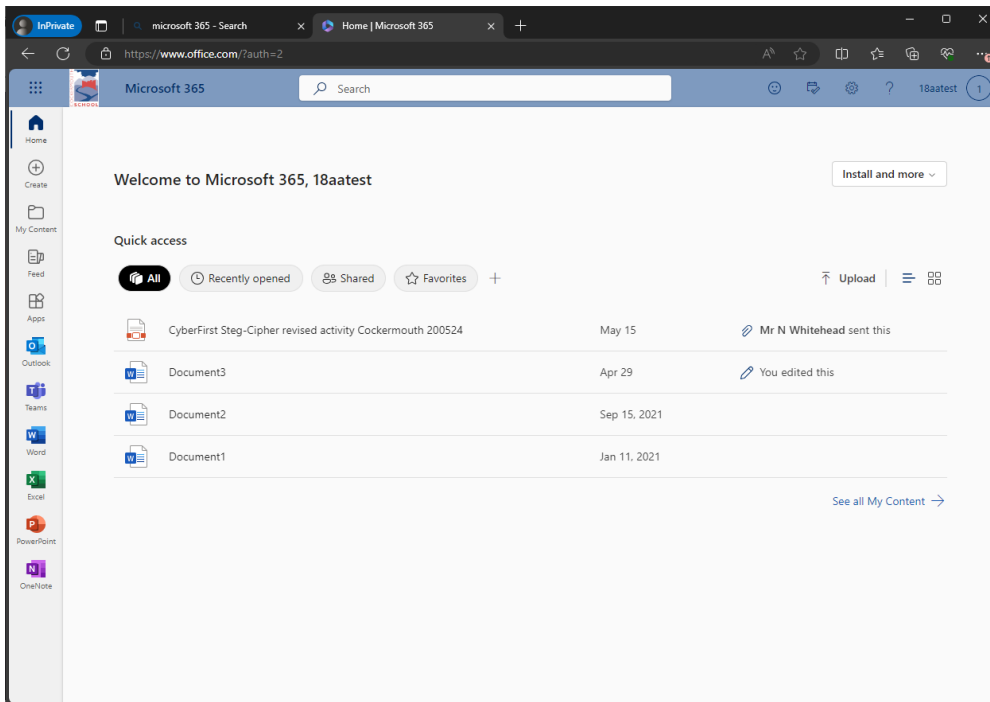
Go to the following to log in: <https://www.office.com/>



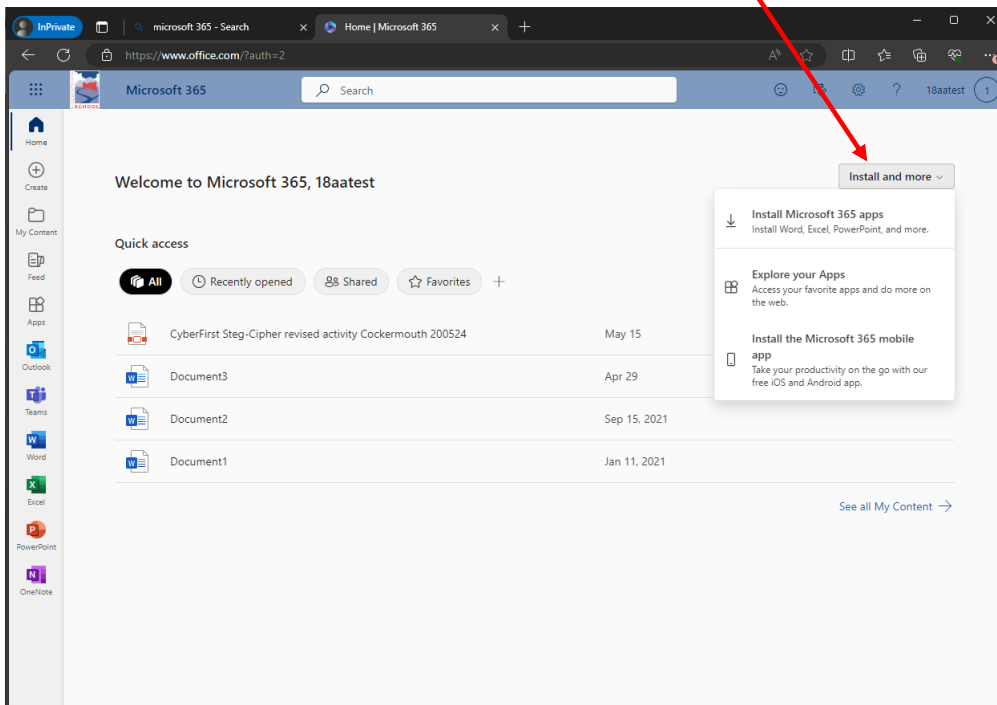
Click on the **Sign in** button...



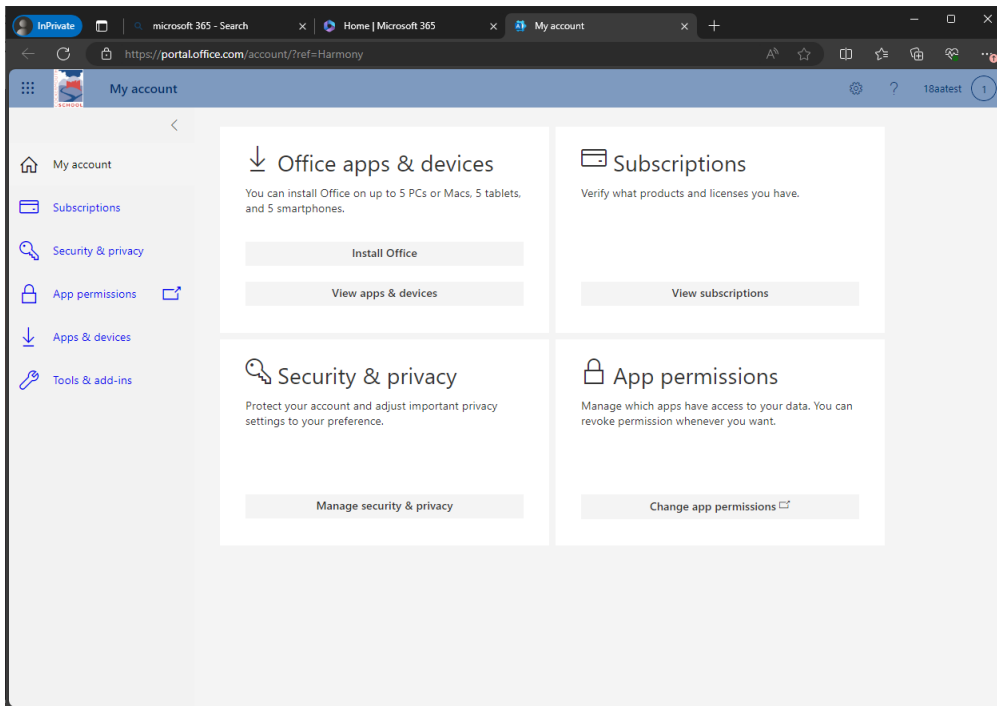
Your username is your **school email address** and your password is the **SAME** as that which you use to access the school network. Once you have logged in the following screen will show:



The Office 365 apps shown can be used directly online using the icons on the left-hand side of the screen, but to install them to your PC, click on the **'Install and more'** option. This will present further options in a small drop-down menu.

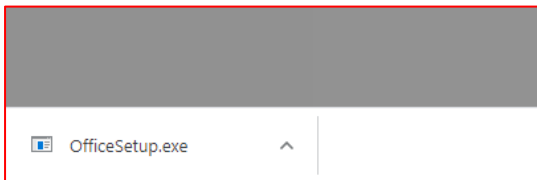


Select **Install Microsoft 365 apps**. The following screen will show:



In the Office app & devices panel, select **Install Office**.

This will download the office installer which should show in the top right-hand corner of your browser:



Follow the instructions which will appear in the browser window to install Office 365.

Using Office 365 on Mobile Devices

The Office 365 apps, Word, Excel, PowerPoint and OneNote are all available to download from Google Play or the Apple App Store for Android and IOS devices respectively.

For Android users, if you cannot see the apps in Google Play it is likely that your particular device is not compatible with Office 365.

Once you have installed the apps, swipe through the introduction and log into the app with your **school email address** and **network password**. As with the online version, all documents are saved to OneDrive in the Cloud.