

# Guide- Office 365- Installing on your own device

## On Phones and Tablets (Apple IOS and Android)

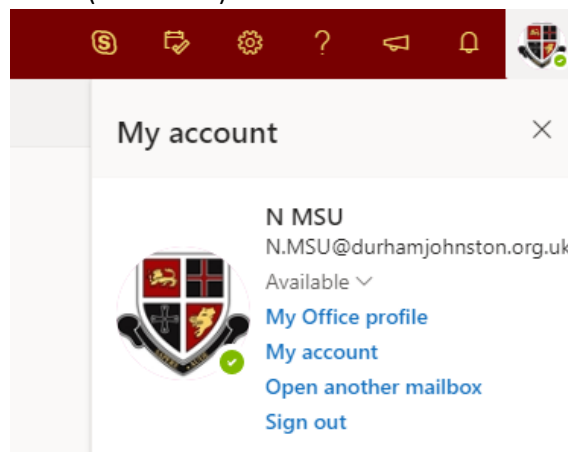
- If using an iPhone or iPad open the App Store, if using Android open Google Play.
- Search for “Microsoft Office” (look for the icon below)



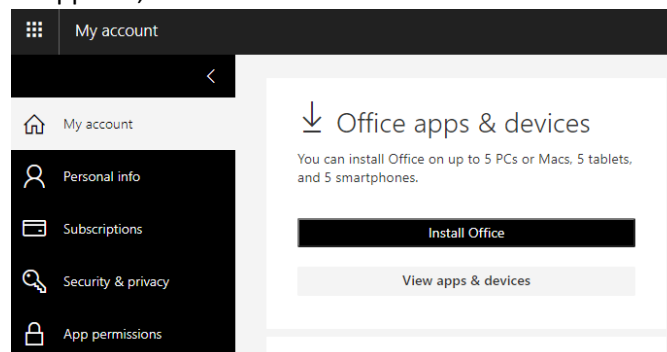
- Download the free app to your device
- Open the app and enter your school email address
- You will then be taken to the SIMS.ID login page, please re-enter your school email address and password.

## On Windows 10 or MacOS

- Open your school email via web browser
- Click on the icon in the top right (It will either be your initials or a custom picture)
- In the dropdown Click “My Account” (See below)

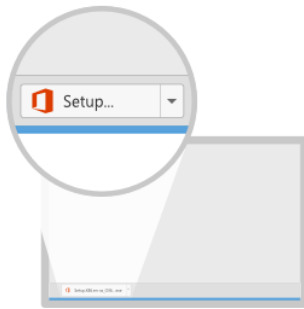


- In the My Account page that appears, Select “Install Office”



- An Office install file will then download to your computer and further instructions will appear on screen to guide you through the installation (See below)

Just a few more steps...



1 Click Open

Click the **Setup** file at the bottom of the screen.



2 Say "yes"

Click **Yes** to start installing.



3 Stay online

Downloading all of Office might take a while.

Close

[Need help installing?](#)

Please note, this may take a while depending on your computer and internet connection.

- Either at the end of installation or the first time you use it you will be prompted to sign-in with your school email and password to activate it.