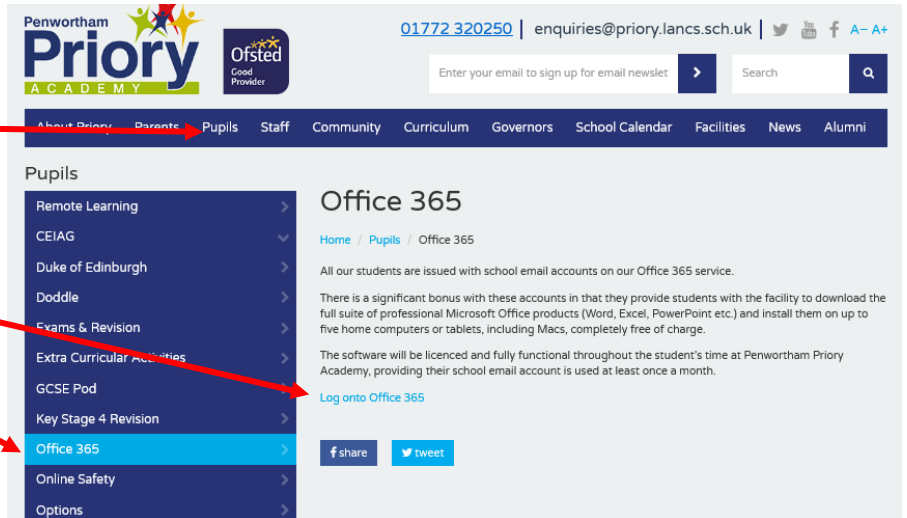


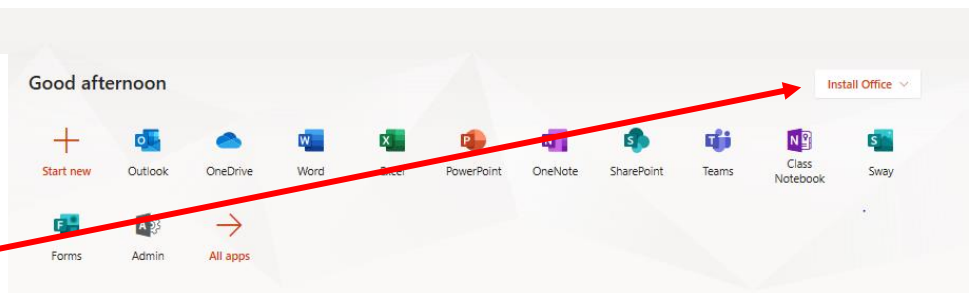
How to Install Microsoft Office through your school email account

To access your school email you can go on the **school website** and click on the **Pupils** tab.

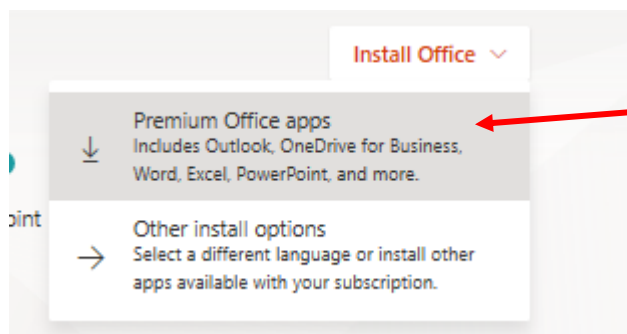


Select **Office 365** from the list on the left hand side and then click on **Log onto Office 365**.

Once you have logged onto your email you will have access to use Microsoft Office apps online and also to **download** and **Install Office** onto your home computer.



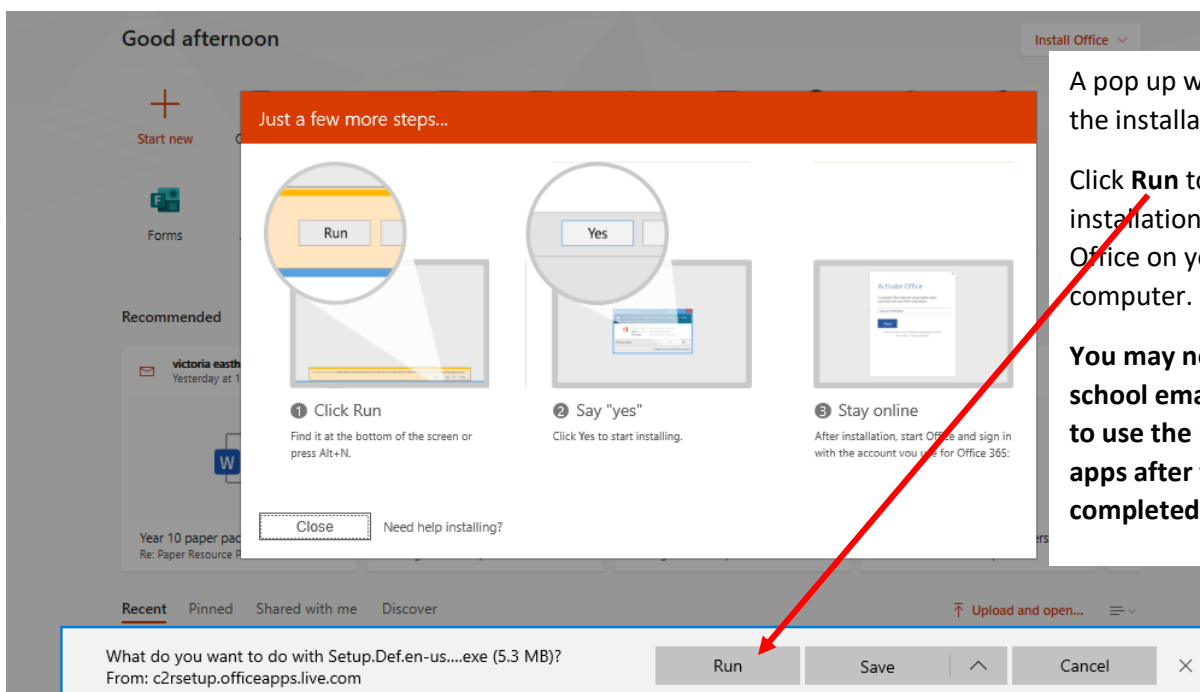
Click on the **Install Office** button on the right hand side of your screen.



A drop down option will appear.

Select the **Premium Office apps** download option.

This will allow Microsoft Word, Excel, PowerPoint, etc to be installed on your home computer.



A pop up will appear to start the installation.

Click **Run** to start the installation of Microsoft Office on your home computer.

You may need to use your school email details to sign in to use the Microsoft office apps after the installation is completed.