



SIR WILLIAM STANIER SCHOOL BULLETIN 9

Monday 4th May 2020

This bulletin provides key updates regarding the unprecedented COVID-19 virus. Please contact KS3@sws.cheshire.sch.uk for any home learning or general queries relating to Year 7, 8 or 9 and KS4@sws.cheshire.sch.uk for any queries relating to Year 10 and 11.

Today's bulletin looks at information regarding the launch off **Office 365 for year 10 students** (other year groups to follow).

- As requested by Parents/Carers and students, we are now delighted to be **launching Office 365** for students. This means that all year 10 students will be able to download the key programs they need to complete work. This includes, Word, Excel, Powerpoint etc.
- [Click Here](#) to watch the short video on your computer about how to get started or follow the key guidance below.

For installing Office on a Computer/Mac

1. Open a web browser
2. Type in **portal.office.com**
3. Type in your new email address that the school has set up for you which, is your normal school log in followed by @sws.cheshire.sch.uk eg, j.fraser.16@sws.cheshire.sch.uk
4. Enter your password that you would use when logging into a computer at school
 - If you have forgotten your password, please email studentpassword@sws.cheshire.sch.uk with your name and user name only.
 - Someone from the school's IT Team will call home with your password within 48 working hours (*This support will go live from 10am Monday 4th May*).
5. Once logged on you will be able to access and download the office suite. Click the 'Install Office' button that can be found on the top right of the webpage and then 'Install Software'.
6. Once downloaded, you will be able to log in using your new school email address and password. For an online video guide, please [Click Here](#).
7. Whilst we roll out Office 365 to all students, you can only email KS4@sws.cheshire.sch.uk from your school email address.

Installing Office on a smartphone or iPad

1. Go to the app store and search for Microsoft Office
 2. You can either download the whole suite of Apps or individual Apps eg, word, powerpoint etc
 3. Once downloaded, you should be able to log on using your new Office 365 email address and password.
- Over the coming weeks, we will be enabling more features within Office 365 to improve the service and functionality.
 - Remember, you can watch the video version of instructions [HERE](#) (computer) or [HERE](#) (smartphone).