

How to install Office 365

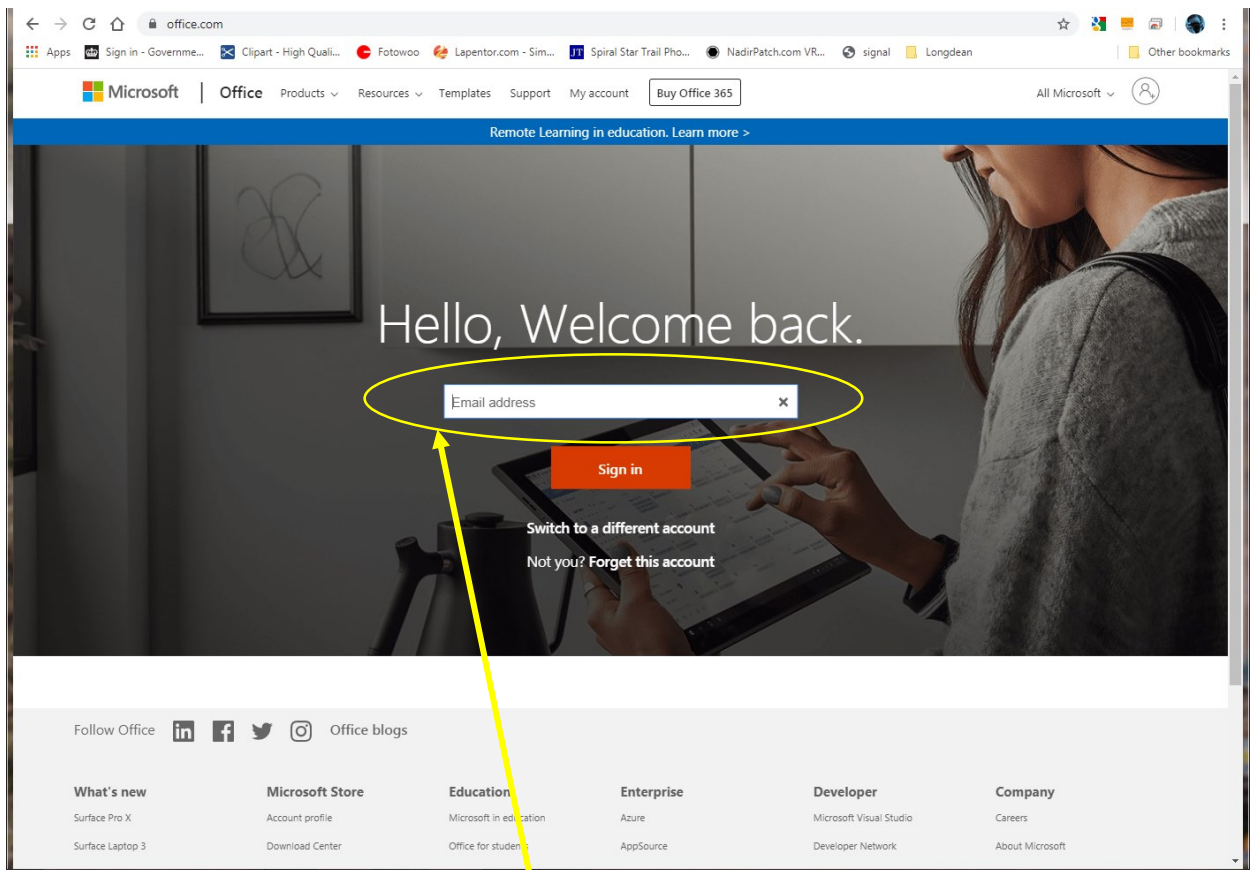


Step by step guide for Longdean students

As a part of the school's Microsoft Licence, students may install Office 365

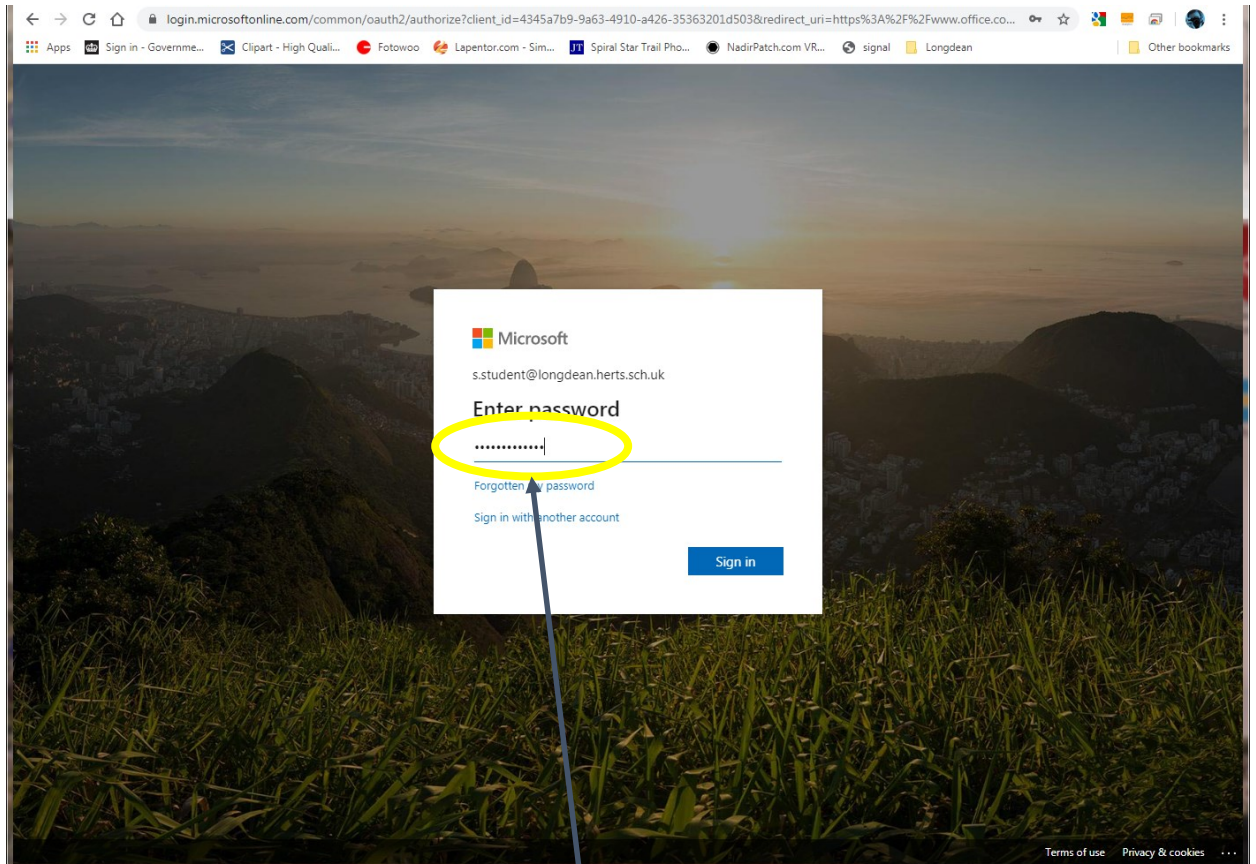
First sign in to Office 365 on the internet

1. Go to www.office.com



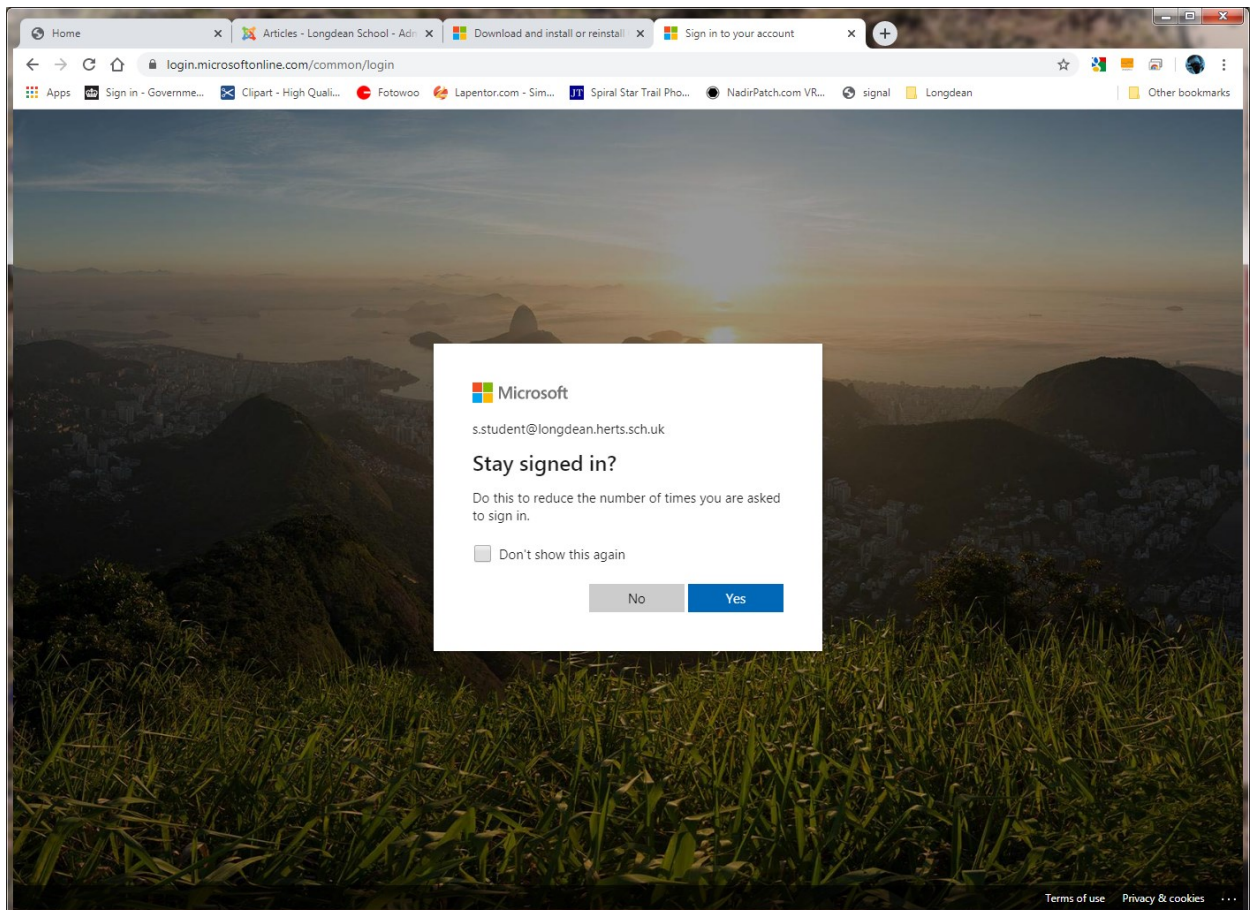
2. Enter your school email address here
Your email address will be school user ID plus
@Longdean.Herts.sch.uk
i.e. 14JohnSmith@Longdean.Herts.sch.uk

Enter your password



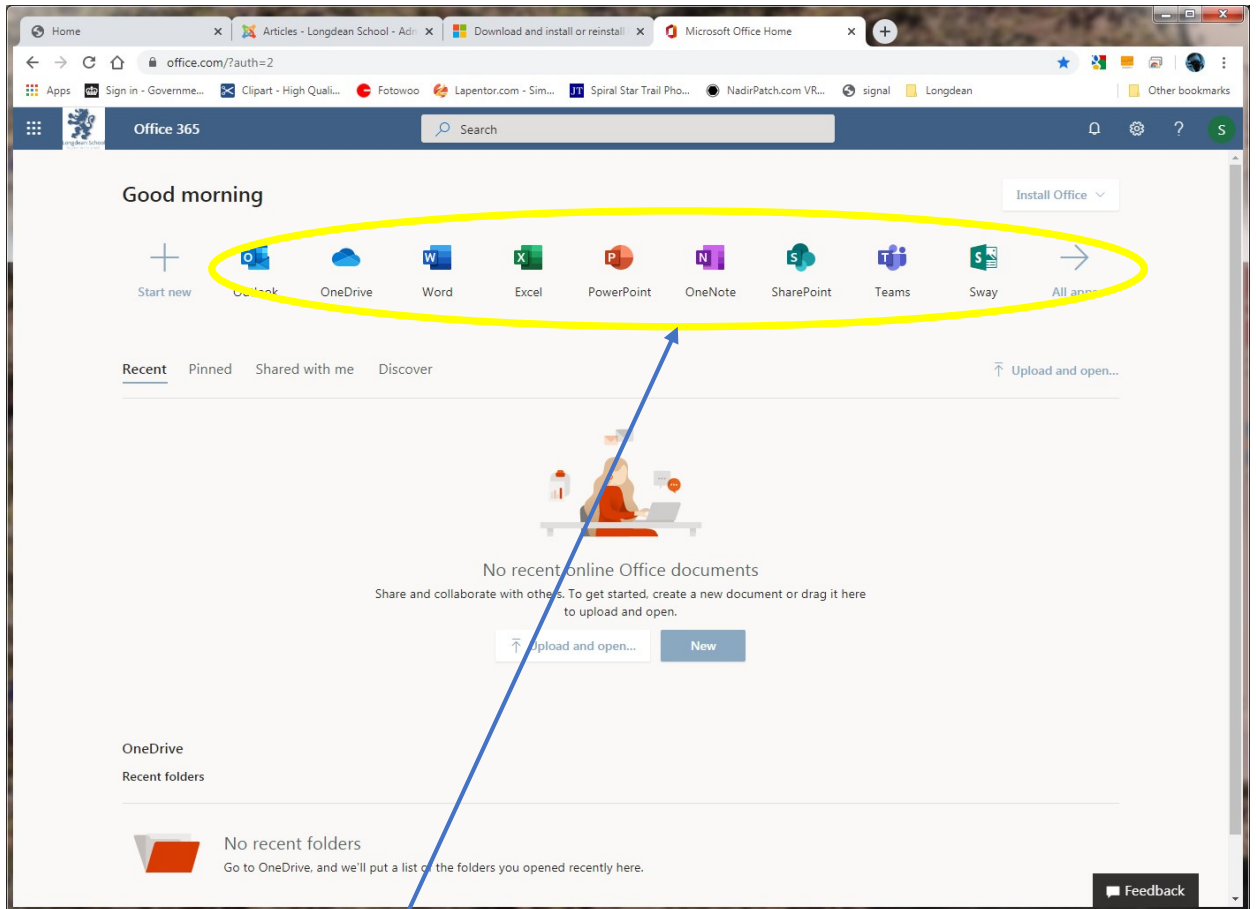
3. Enter the password you use at school. This is synchronised with Office 365
4. Click Sign in or press enter

You are signed in



5. You can choose Yes or No on this screen

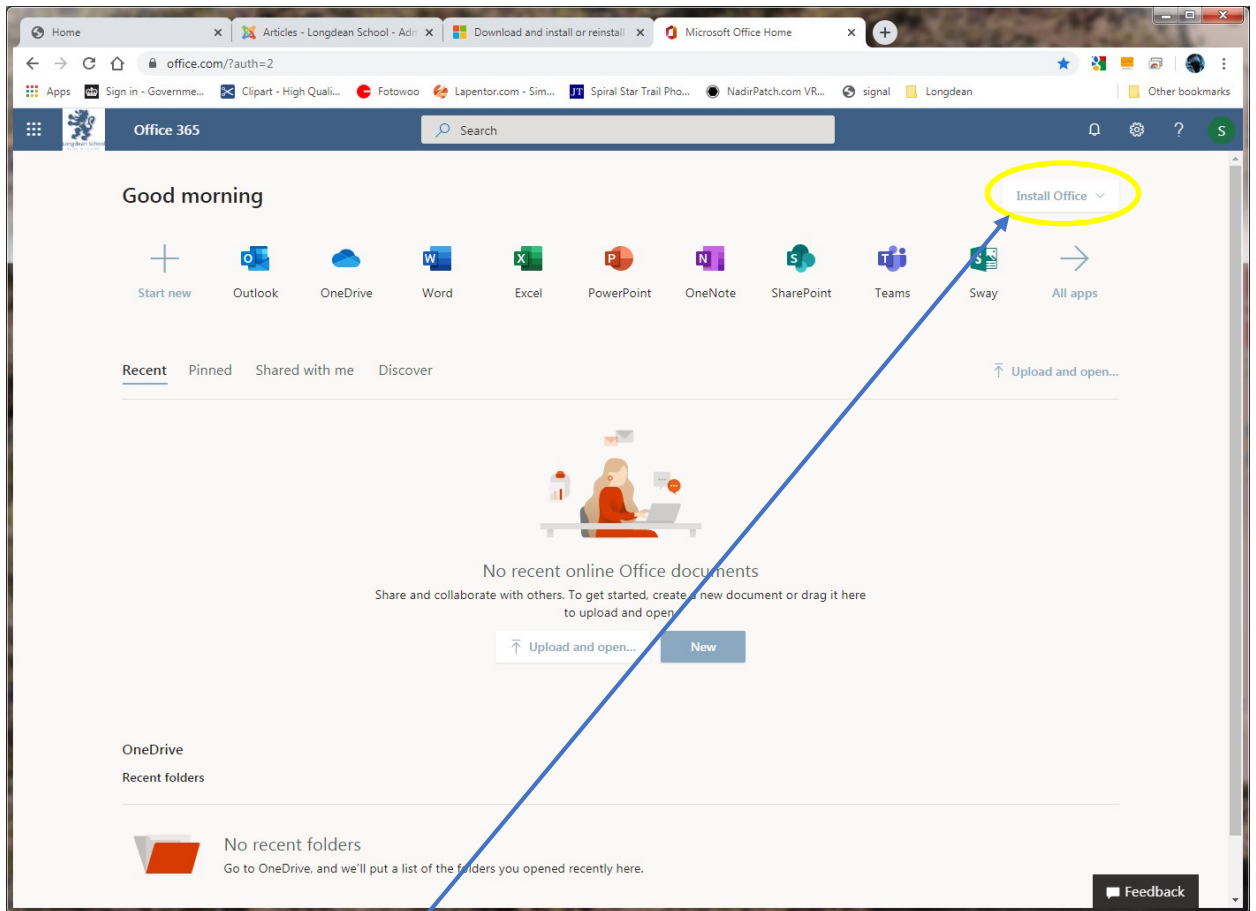
The Office 365 Screen



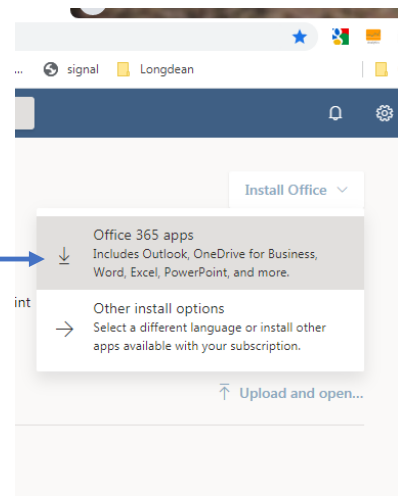
Outlook for email
OneDrive to store files
Word, Excel, PowerPoint

These will all work on the Web.

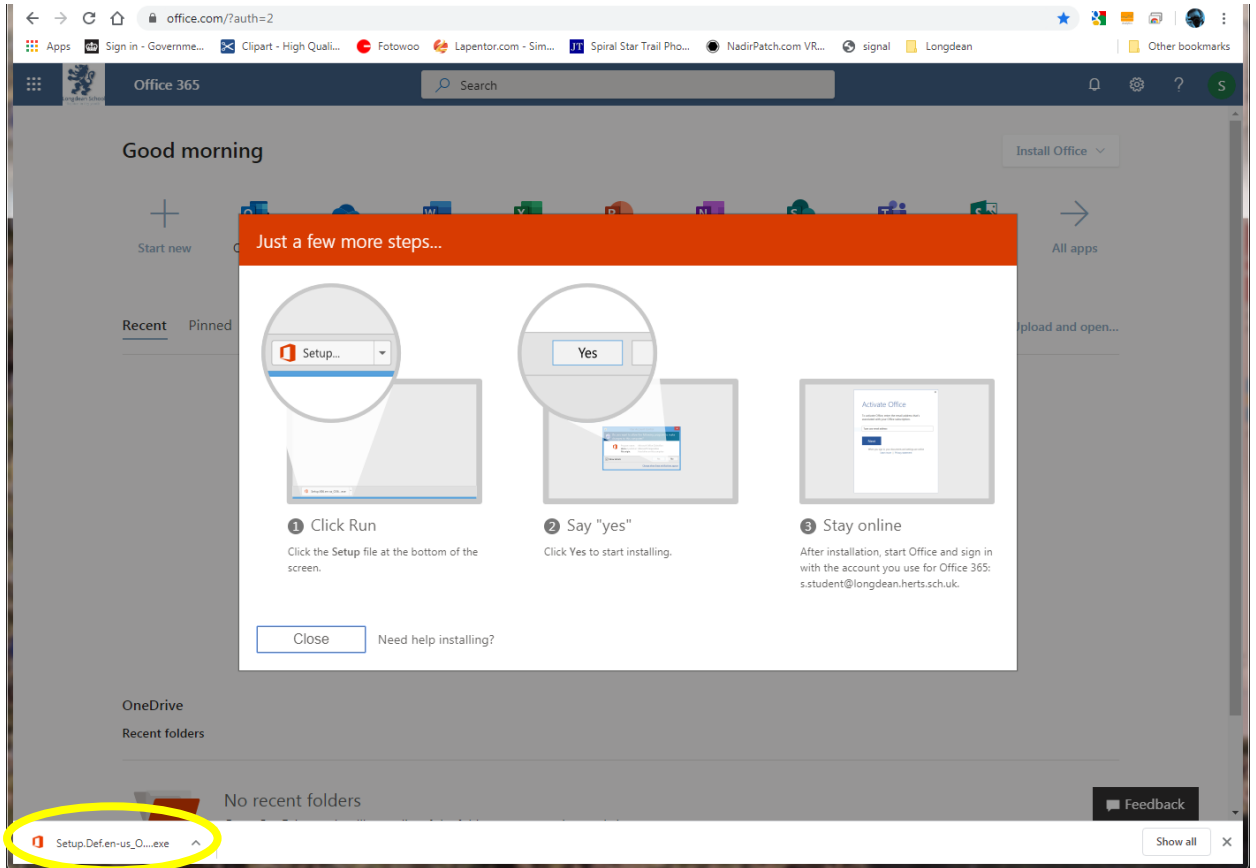
Install Office on a Home computer



6. Install office on your home computer, click here
7. The following will appear.
Click the download option



Install



8. The Setup file will be downloaded automatically
9. Double click the Setup file
10. Click Run here
11. Follow the on screen instructions

