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



 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 choses Yes or No on this screen

The Office 365 Screen

Office 365	Jan 🍯 Fotowoo 🤣 Lape	arch	UT Spiral Star Trail F	Pho 🕚 Nadir	Patch.com VR 🧯	signal 📒 Lo	ngdean	Q	Cth
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Recent folders	/								
	olders								

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

These will all work on the Web.

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Install Office on a Home computer



Install

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

