

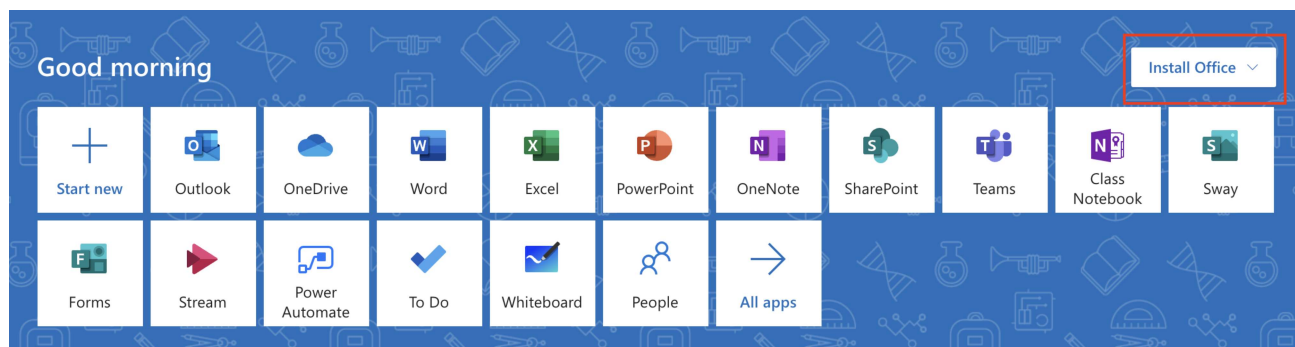
Felpham Community College

Installing Microsoft Office For Use at Home

All of our students are entitled to download the full version of Microsoft Office for Windows PC, Apple Mac or Mobile Devices. While the students can make use of the web version of Office, students may find it easier to use the same applications they have been using at school.

Downloading the Microsoft Office Installer for Windows/Mac

1. Students should goto office.com and click on sign in.
2. Students should then enter their school email address and password when prompted.
3. Once they are at the Office 365 dashboard, towards the top right corner they will see a button labeled '**Install Office**'
4. They should click on '**Office 365 apps**' when the sub menu appears. This will then download the Office 365 installer, which should then be run to install the software.



5. When they load the software for the first time, they will be prompted to log into Office 365, they should just enter their school email address and password. This will then activate the full functions of the software.

Downloading the Microsoft Office Apps for Mobile Devices

1. Students should visit the appropriate app store on their device and search for Microsoft.
2. This will then display the various Microsoft apps including Word, Excel and Powerpoint, they should download each of these apps to their devices.
3. When they launch the apps for the first time, they will be prompted to log into Office 365, they should just enter their school email address and password. This will then activate the full functions of the software.