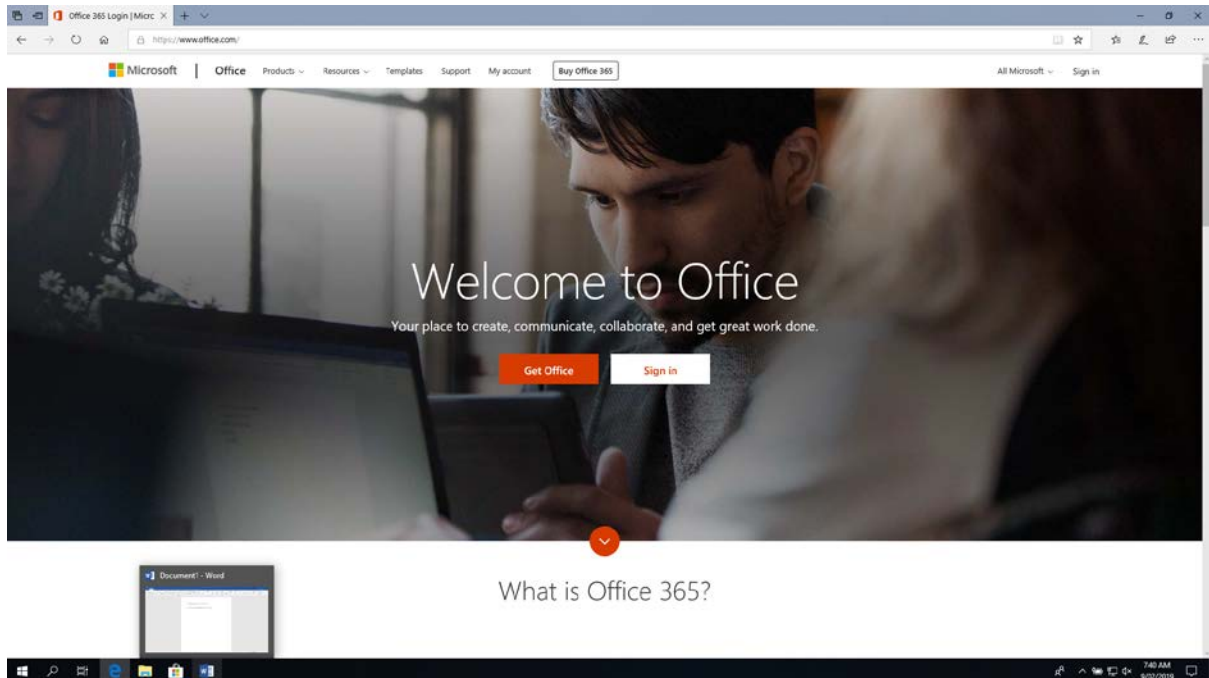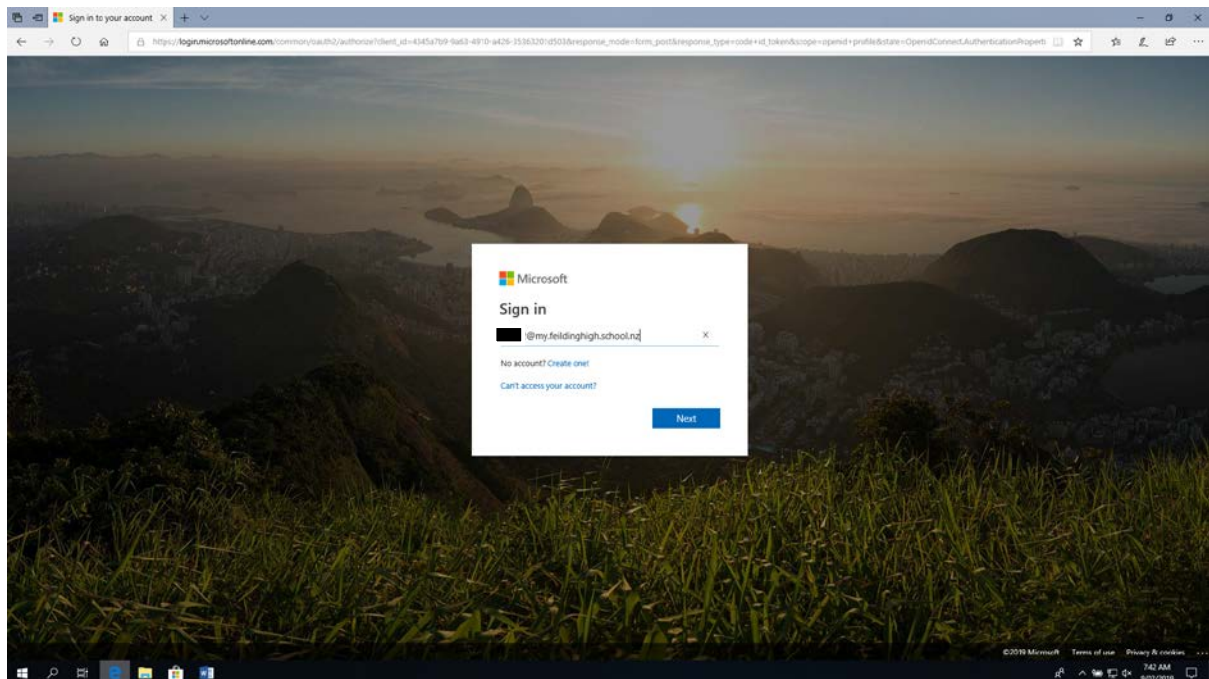# Accessing downloadable versions of Microsoft Office 365

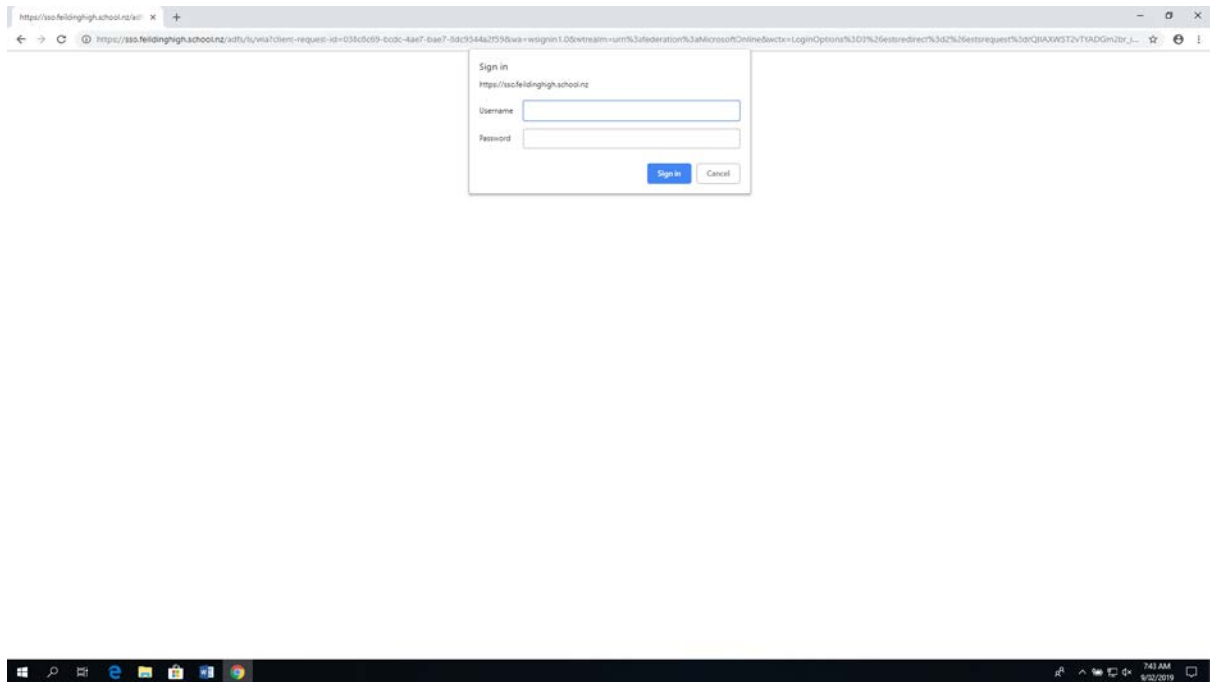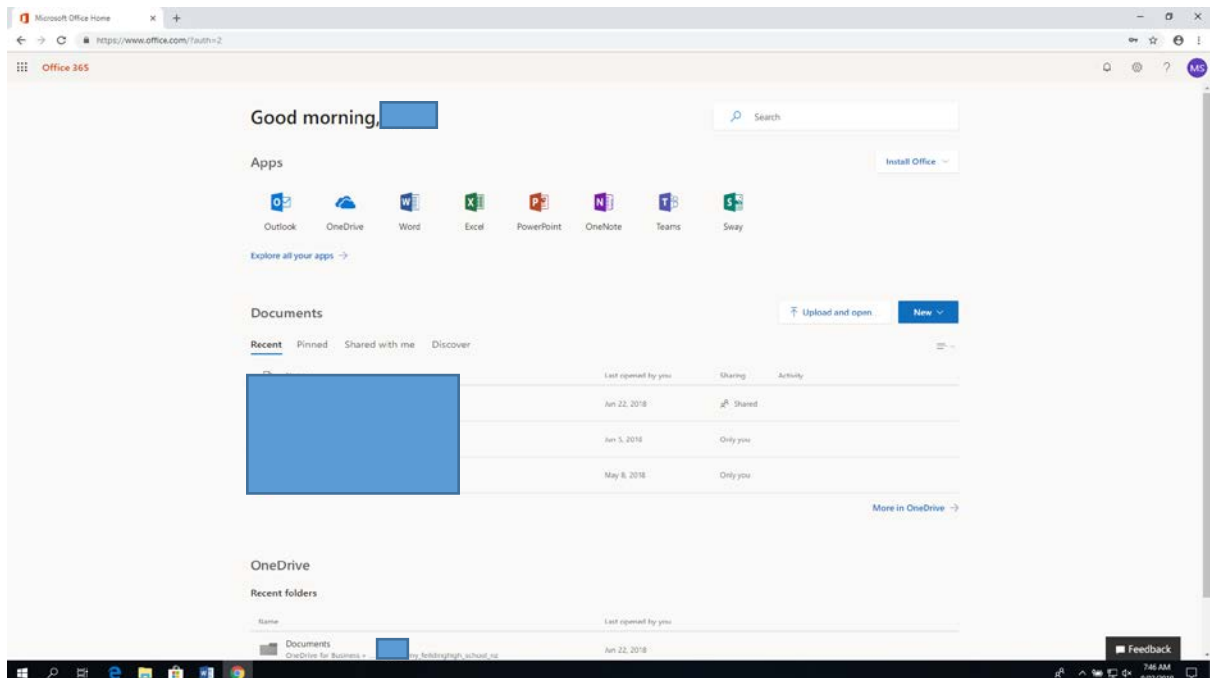Step 1: In a web browser (Mac or PC) go to http://www.office.com

Step 2: Click on the Sign In button on the top right hand side of the page, when the next page loads enter your school email address
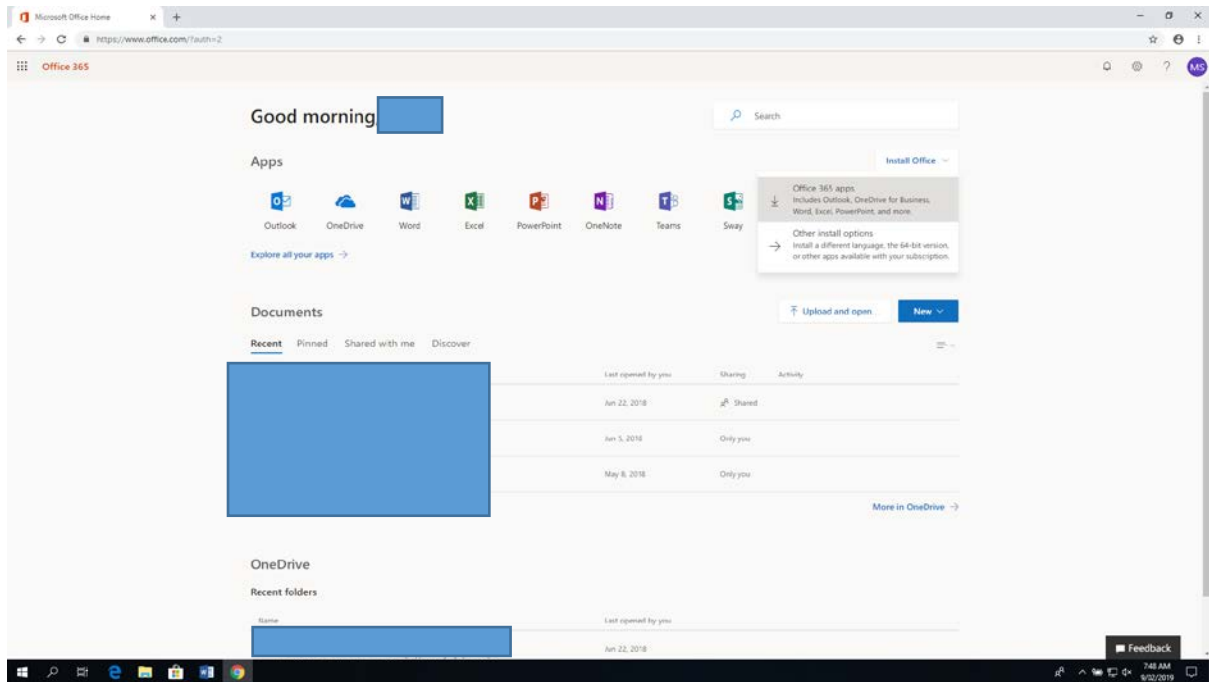
Step 3: You will now be asked to log on to the school's 'Single Sign On' server, for this you again use your school email address and password
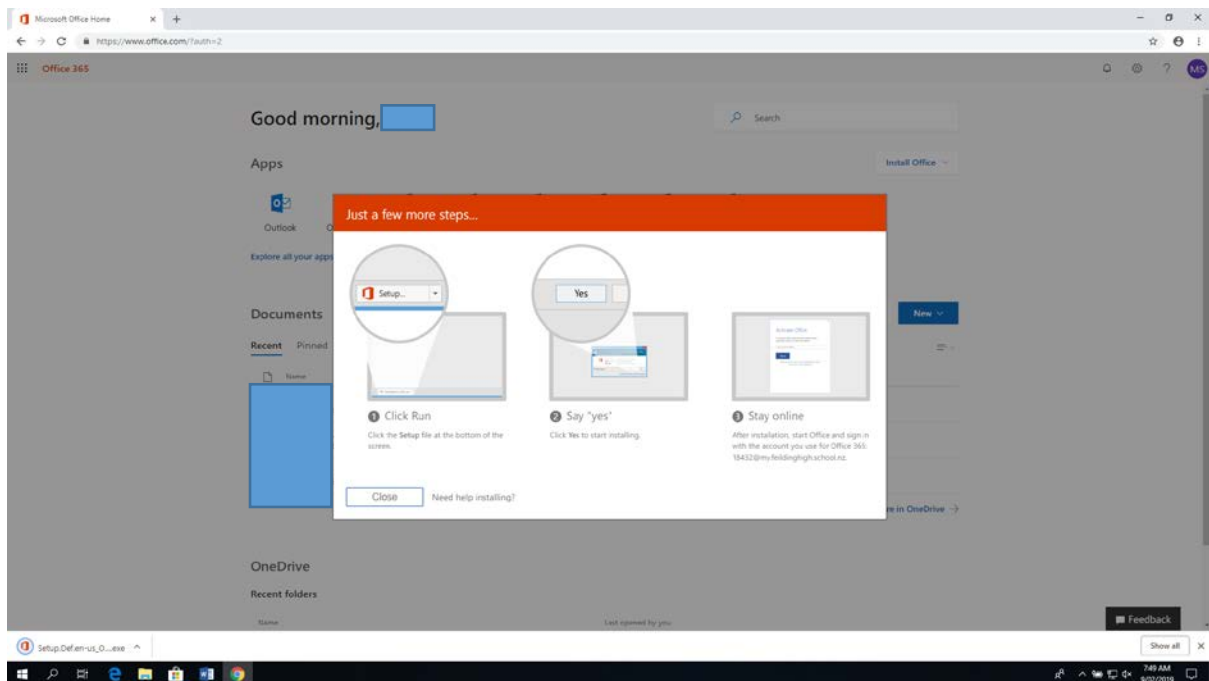

Step 4: You will now be presented with the default log in school of office.com where you can access all of the online versions of Office 365 applications.

Step 5: To access the downloadable versions of Office 365 click on the 'Install Office' button and select 'Office 365 Apps' from the drop down

Step 6: You will be presented with the following screen as the installer downloads

Step 7: Run the installer on your PC or Mac. When you first run any of the applications you will be asked to log on. Log on again with your school email address and password. This process can be repeated on up to 5 desktop machines. The software is also available for iPhones/iPads and Android devices.