

Office 365 Installation Guide

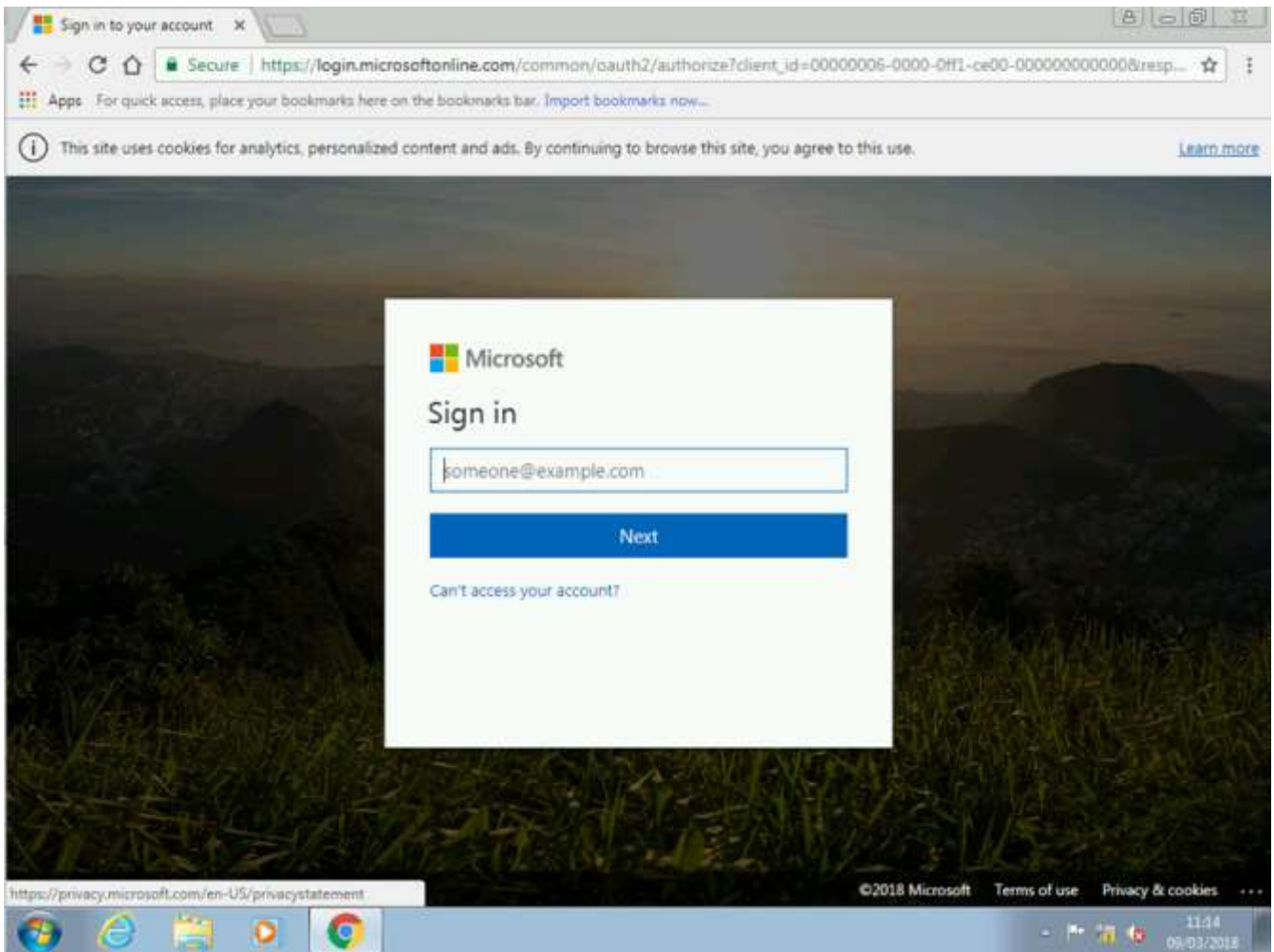
Please find inside this booklet instructions to help you install Microsoft Office 365 on your PC, Apple Mac, Laptop or Tablet.

Free access to Microsoft Office will continue as long as you are a student at Plymstock School.

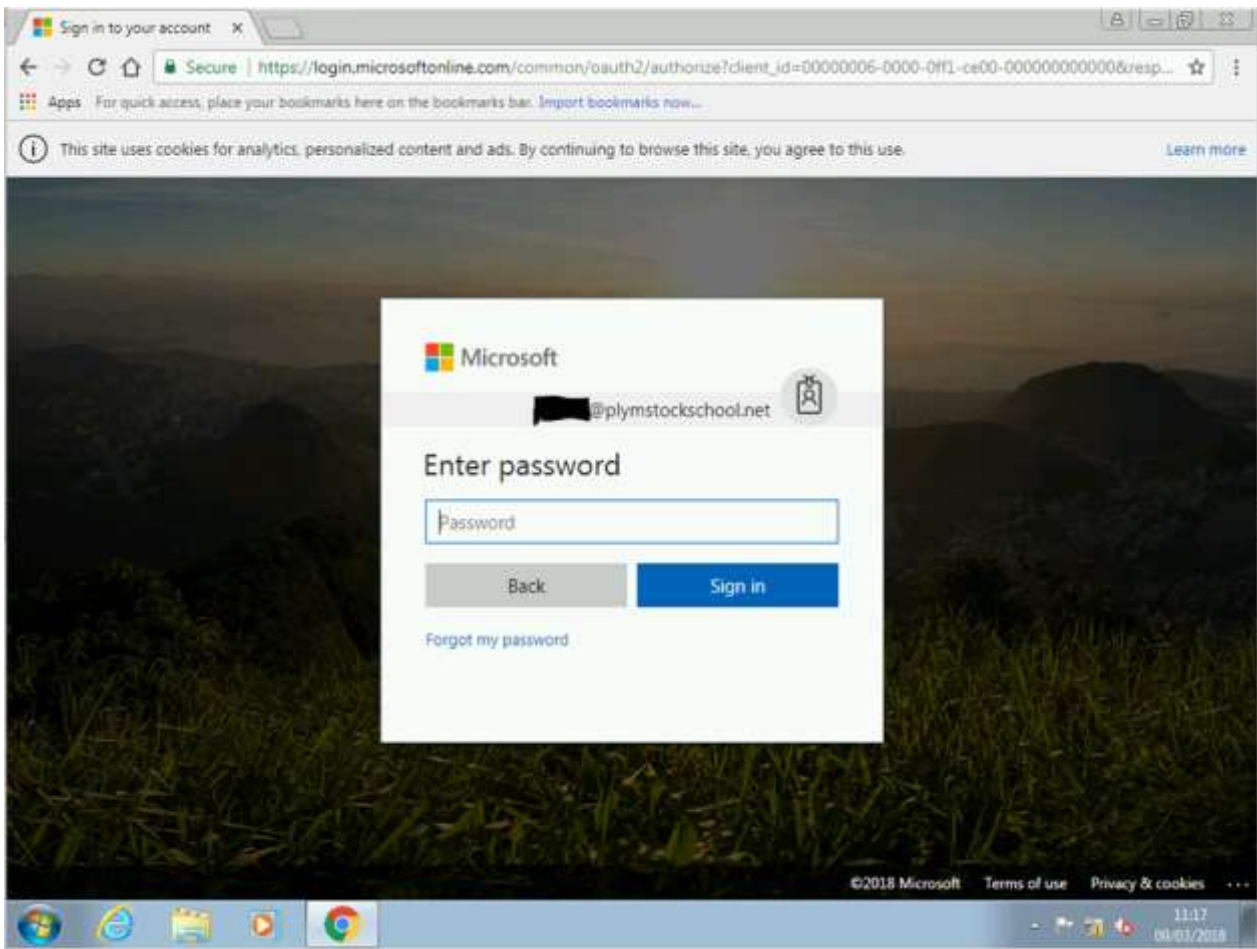
Any problems or queries should be reported to the IT Support team in the Network Support office next to TE11

If you have any problems during the installation, please try to write them down or take screenshots to help us with troubleshooting.

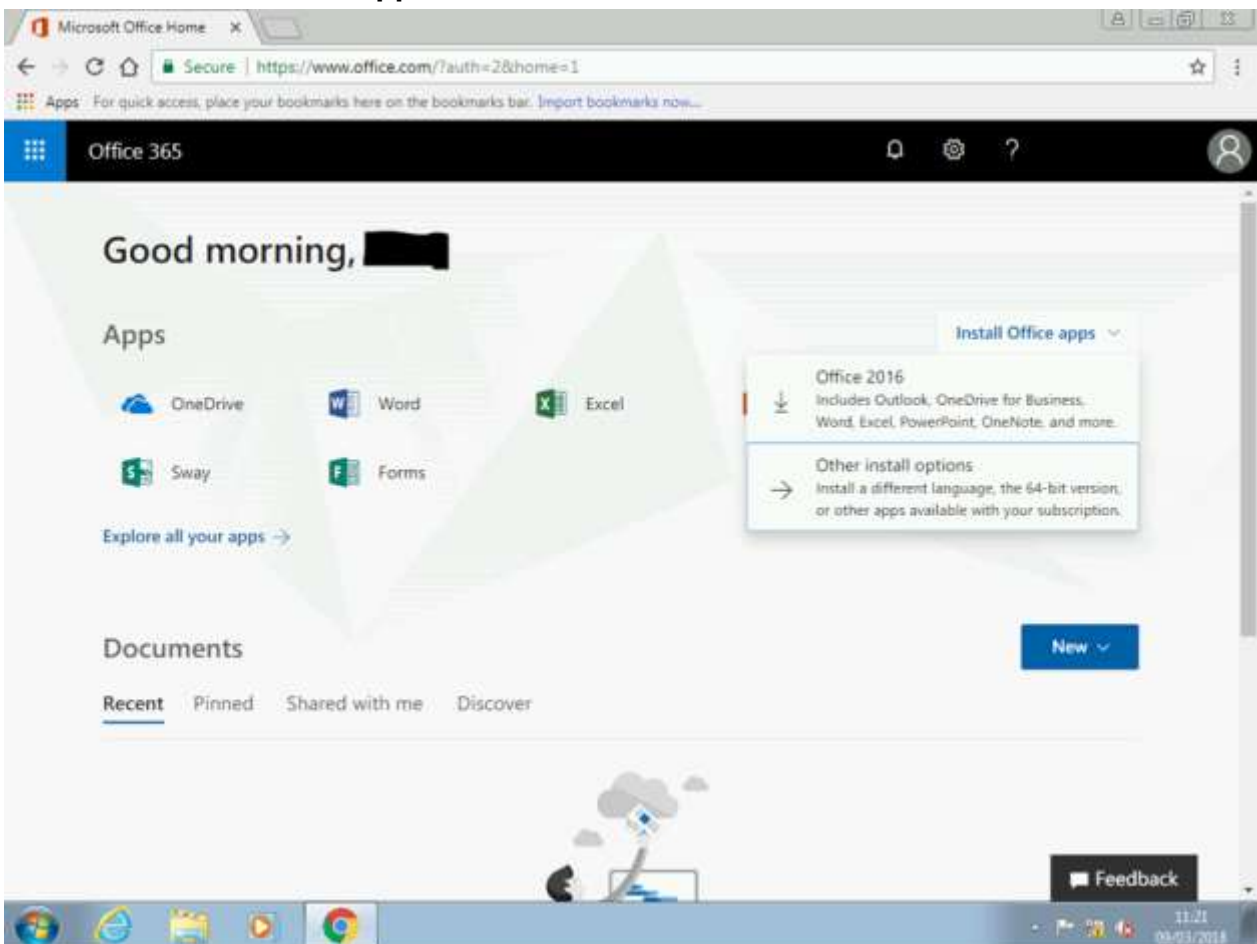
1. Go to the following web page: <https://login.microsoftonline.com>
2. Enter your school network username followed by **@plymstockschool.net** (E.g ASmith@plymstockschool.net). Then click next



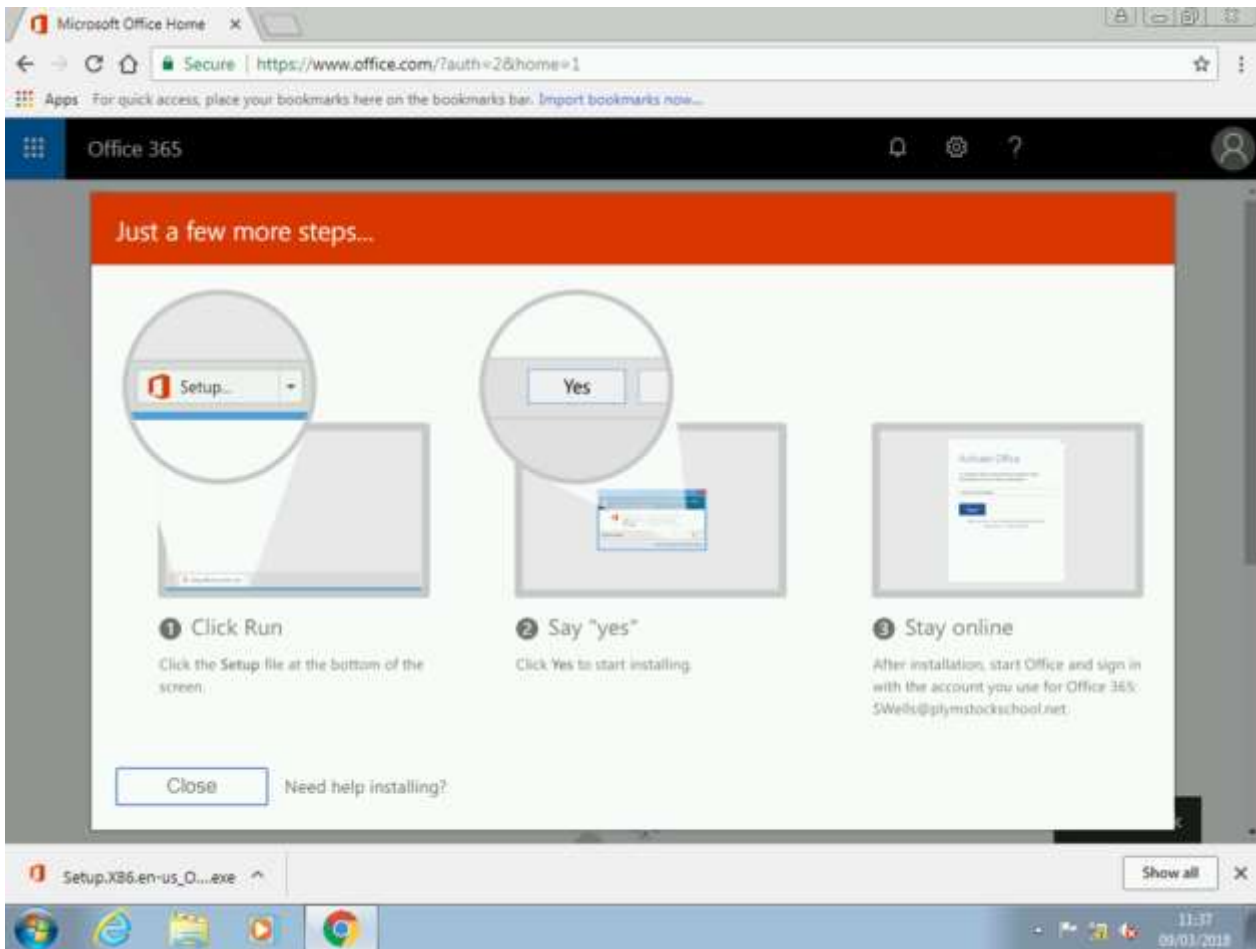
3. Type in your usual password and click on “Sign In”.



4. Click on “Install Office Apps” and Click “Office 2016” and the installer file will download



5. Click on the “**Setup.X86.en-US_O3.exe**” link in the bottom left corner



6. Click on “**Run**” to install Microsoft Office.

