

# Information

As part of the school's software licensing agreement with Microsoft, we are able to offer each student a free copy of the latest version of Microsoft Office 365 for the duration of their time at Marple Hall. It is linked your school Network Account so will expire once you leave.

It can be installed on up to:

- 5 PC's or Mac computers (see below for PC instructions).
- 5 tablets and 5 phones (see here for instructions).

In order for this to function we need to collect a small amount of data about the devices you install it on (device name, IP Address etc.).

#### Please note:

- This is only for use of devices that you (or your family) own.
- If you have any another version of Microsoft Office installed you will need to remove this prior to installation. Please consider carefully the implications of doing this.
- Due to the large amount of potential configurations of devices, unfortunately we are not able to offer any support for this product. We will however maintain a FAQ page on our website that contain common issues.

## Instructions

1. Open Safari and browse to <a href="https://www.office.com">https://www.office.com</a>



 Enter your full email address into the Sign in box (e.g. username@marplehall.stockport.sch.uk)



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Enter your network password into the		
Enter password box and Click Sign in	Microsoft	
	$\leftarrow$ ts@marplehall.stockport.sch.uk	
	Enter password	
	Password	
	Forgotten my password	
••• • < >	Sign in	
SSL login page		
iii Office 365		
Apps	Install Office $$	
💁 🛗 x <sup>Q</sup>	Office 365 apps Unicludes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.	
Outlook Calendar People Tasks Explore all your apps →	Other install options install a different language, the 64-bit version, or other apps available with your subscription.	
Calendar	New Event	
Calendar Wednesday, February 6, 2019	New Event	

- 4. Click the Install Office button
- 5. Then click Office 365 Apps from the drop down menu

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SSL login page		Microsoft Office Home		+
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Explore all your ap				
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Download	Install	Sign in		
Office 2016 will now start downloading.	Open the Office .pkg file in your	To activate Office, sign in with the		
	Downloads folder and follow the steps to install Office.	account you use for Office 365: ts.TestStaff@marplehall.stockport.sch.uk.		
Close Need help installin	ıg?			
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		455.5 MB of	1.81 GB (4 MB/	sec)



6. Once the installer is downloaded, open the **Downloads folder** in the **Finder** and double click the **Microsoft Office installer** 





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#### 9. Click **Install** button on the next screen



- 10. When it has finished installing click Close
- 11. You will be asked if you want to move the installer to trash. We recommend you click **Move** to Trash
- 12. You should now be able to find the Office Apps in your **Applications** folder.





# Running Office Applications for the First time

The first time you run an Office app you will need to log in as below.

### Instructions

 For example if you open Word – You will see the What's New in Word, click Get started > button



2. The click the Sign in button

window and click Next button

• • •	Word
	Microsoft
	Sign in
	Email, phone, or Skype
	No account? Create one!
	Next

3. Enter your full school email address (e.g. <u>username@marplehall.stockport.sch.uk</u>) in the Sign in

Word
Microsoft
ts.teststaff@marplehall.stockport.sch.uk
Enter password
Password
Forgotten my password
Sign in with another account
Sign in

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Word	
<section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header>	4. We recommend you click <b>Not Now</b> button in this window.
Privacy statement	
Not Now Turn on	Word
5. Click Start using Word	You're All Set You're now ready to use all of the benefits included with your Office 365
	subscription. Start Using Word
<ol> <li>We recommend you click <b>Don't Allow</b> button on this window.</li> </ol>	**Microsoft Word" would like to access your contacts.         Microsoft Word uses your contacts to make it easier to collaborate with others.         ?       Don't Allow