

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](#)).

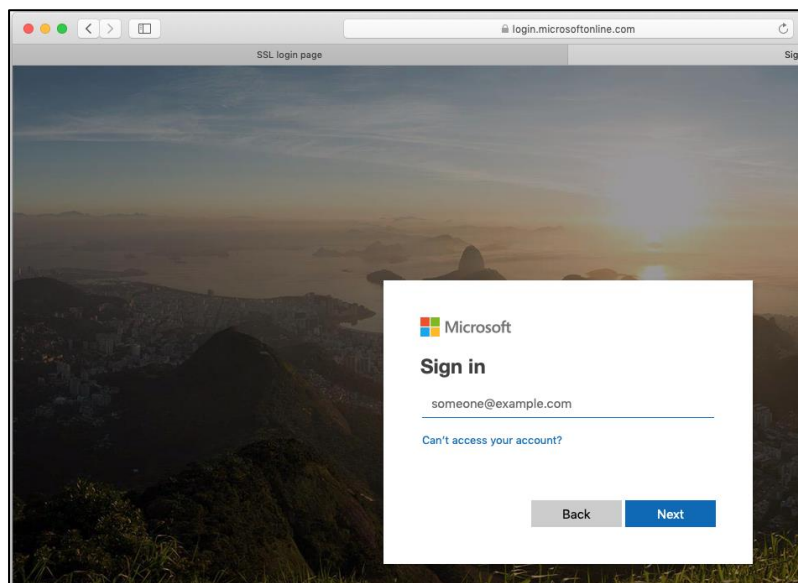
In order for this to function we need to collect a small amount of data about the devices you install it on (device name, IP Address etc.).

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.

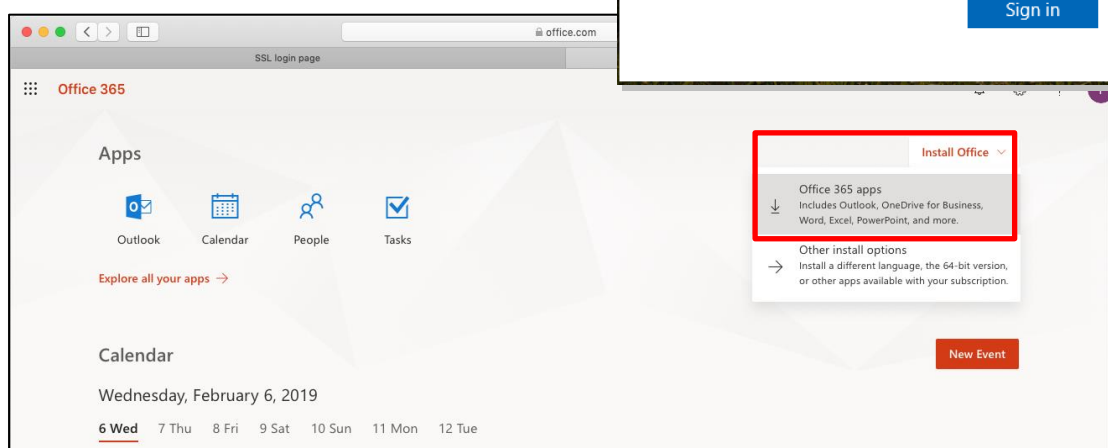
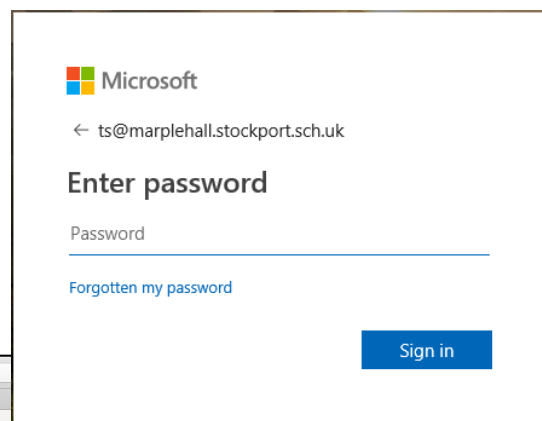
Instructions

1. Open Safari and browse to <https://www.office.com>

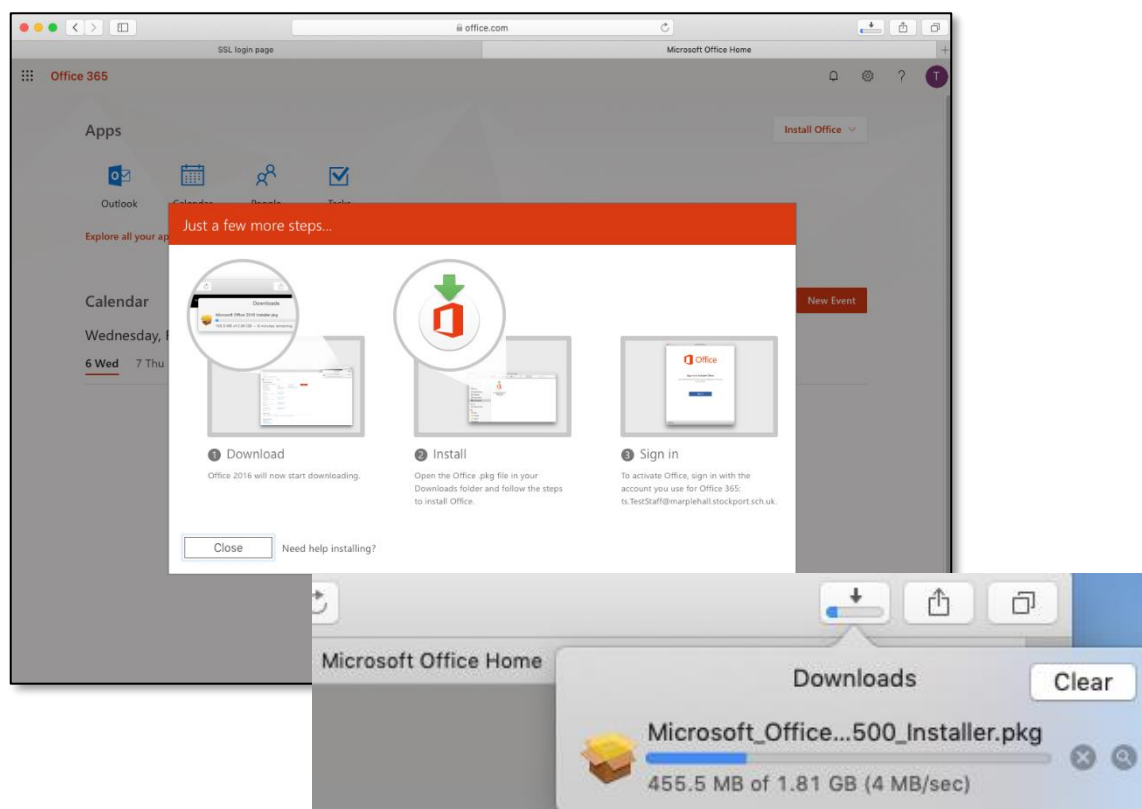


2. Enter your full email address into the **Sign in** box
(e.g. [username@marplehall.stockport.sch.uk](#))

- Enter your network password into the **Enter password** box and click **Sign in**

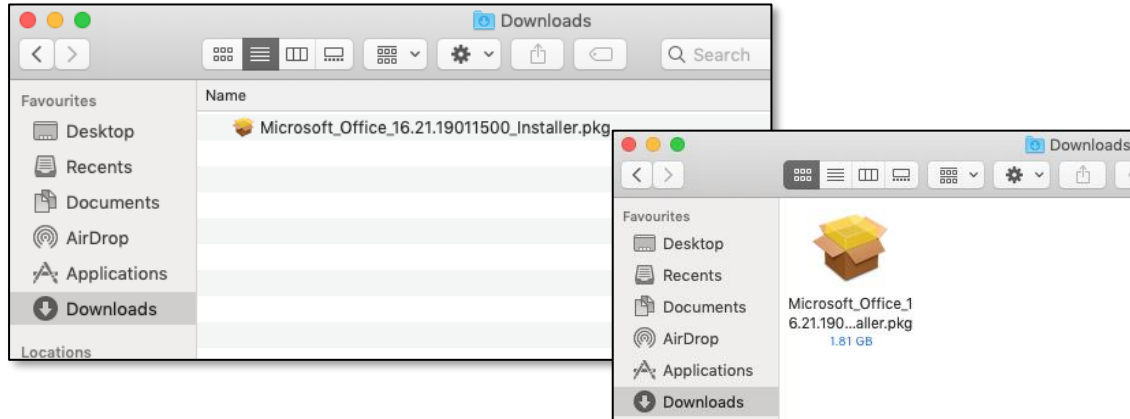


- Click the **Install Office** button
- Then click **Office 365 Apps** from the drop down menu

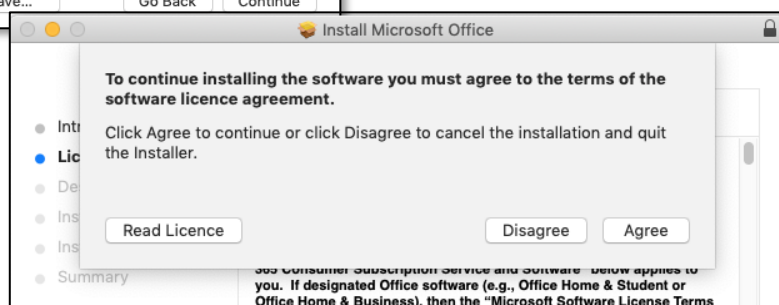
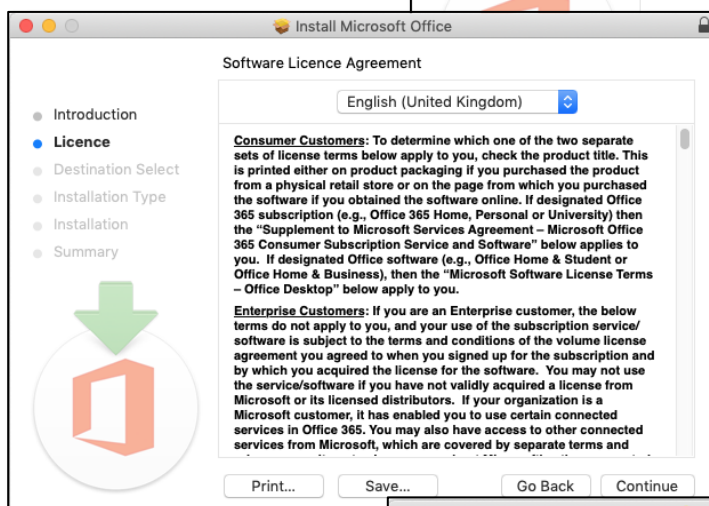
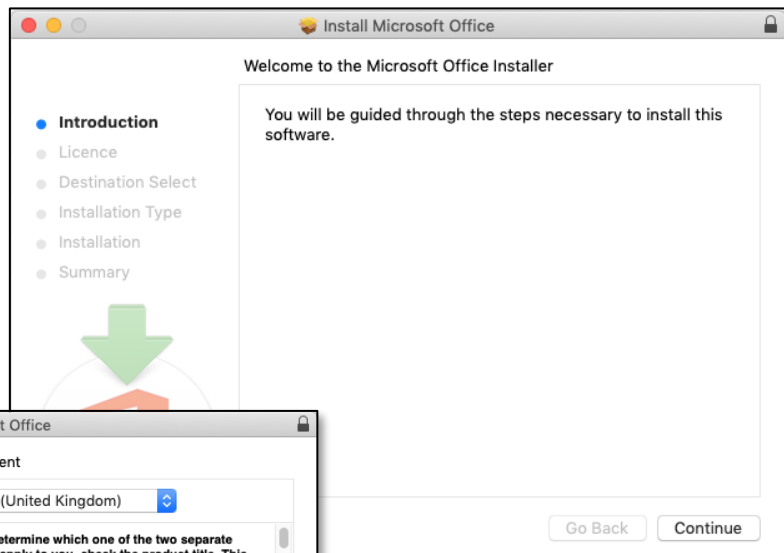


This will now download the Microsoft Office Installer and may take a little time

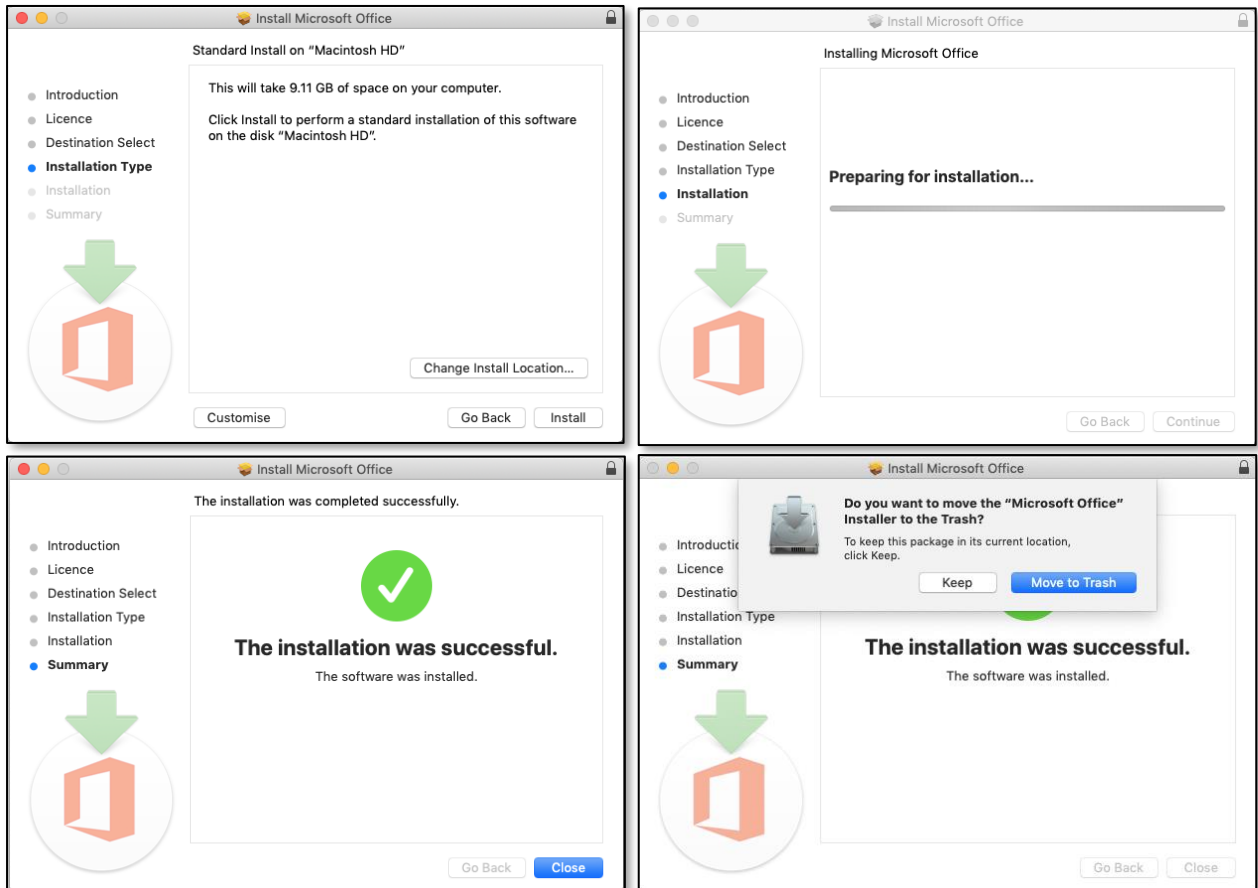
- Once the installer is downloaded, open the **Downloads** folder in the **Finder** and double click the **Microsoft Office installer**



- Microsoft Office will now start to install press **Continue** button.
- You will be asked to agree to the licence agreement, click Continue button again and then Agree button on the next screen



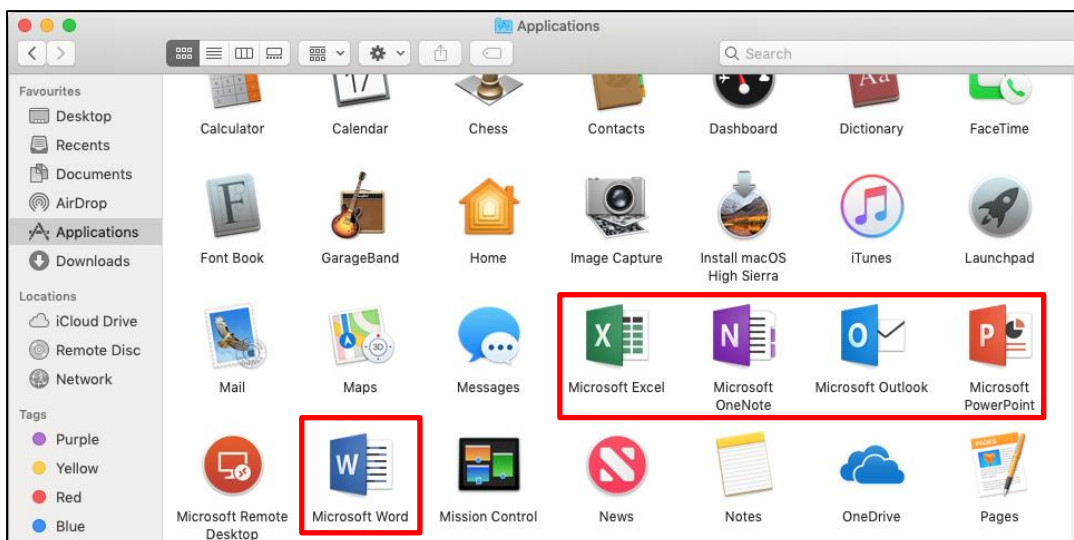
9. Click **Install** button on the next screen



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.

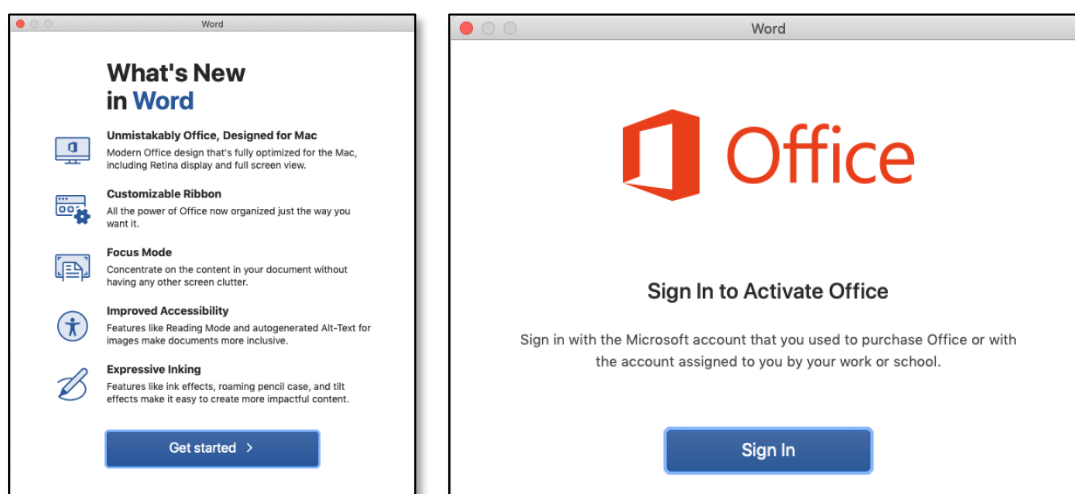


Running Office Applications for the First time

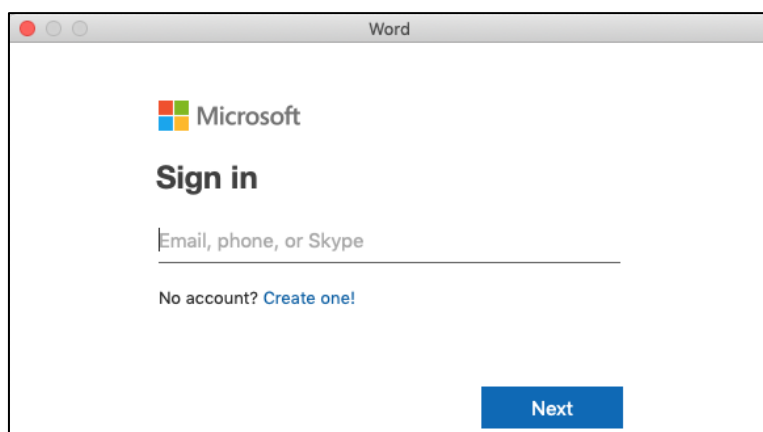
The first time you run an Office app you will need to log in as below.

Instructions

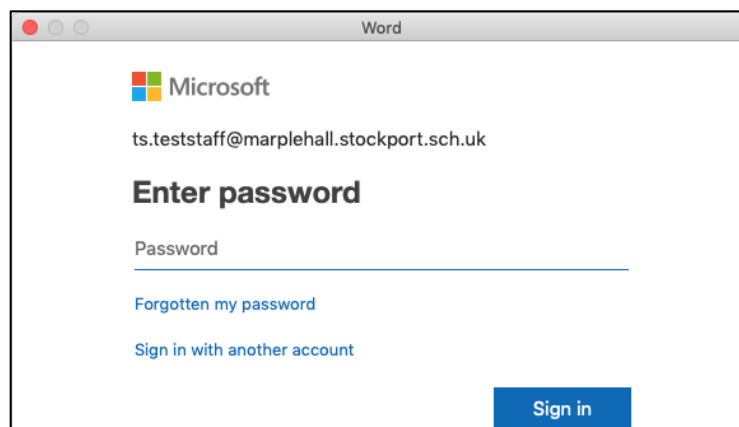
1. For example if you open Word – You will see the **What's New in Word**, click **Get started >** button

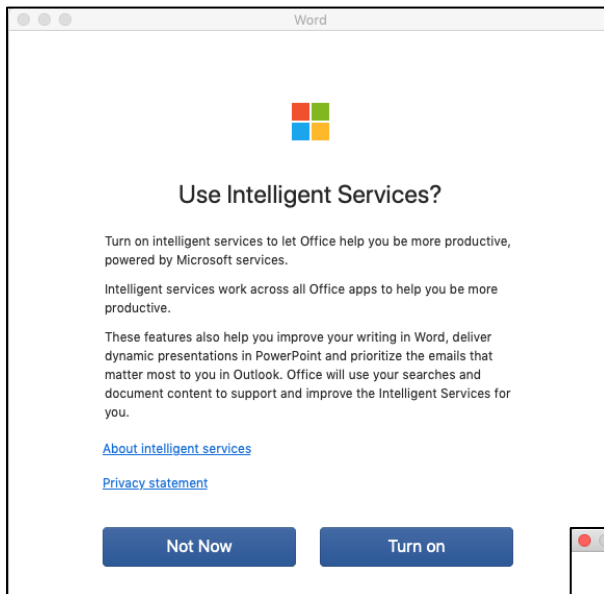


2. The click the **Sign in** button



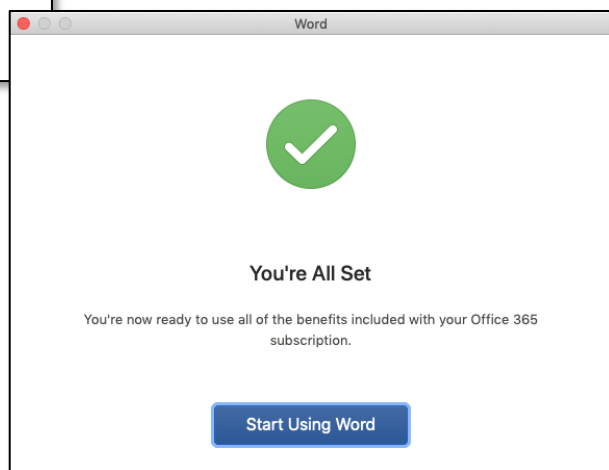
3. Enter your full school email address (e.g. username@marplehall.stockport.sch.uk) in the **Sign in** window and click **Next** button





4. We recommend you click **Not Now** button in this window.

5. Click **Start using Word**



6. We recommend you click **Don't Allow** button on this window.

