

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](#)).

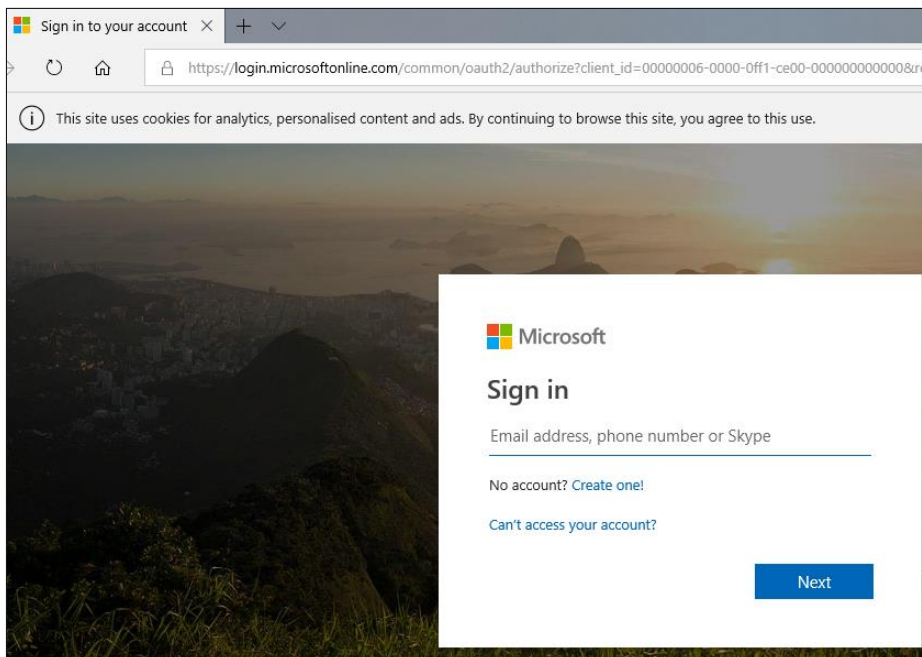
In order for this to function we need to collect a small amount of data about the devices you install it on (device name, IP Address etc.).

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.

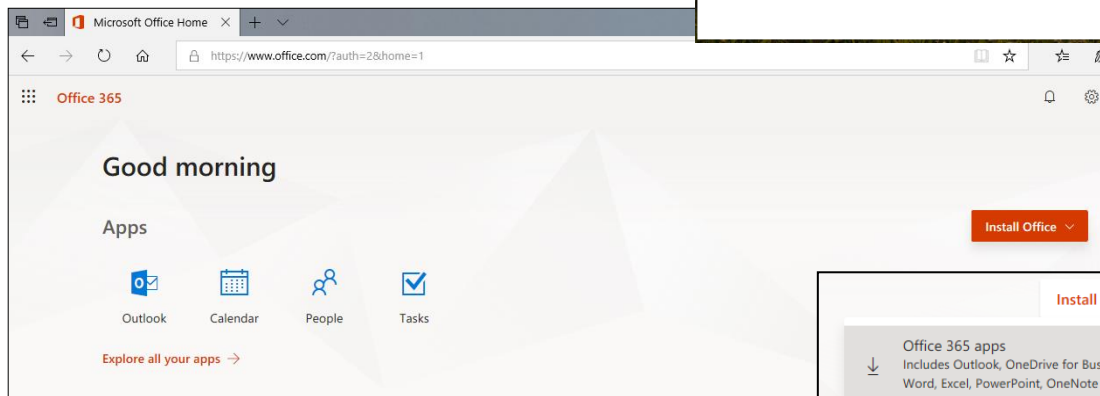
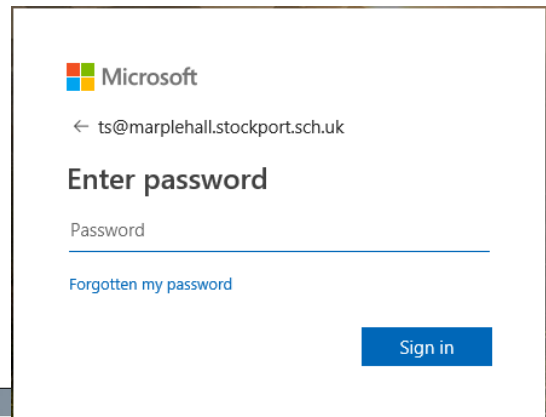
Instructions

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

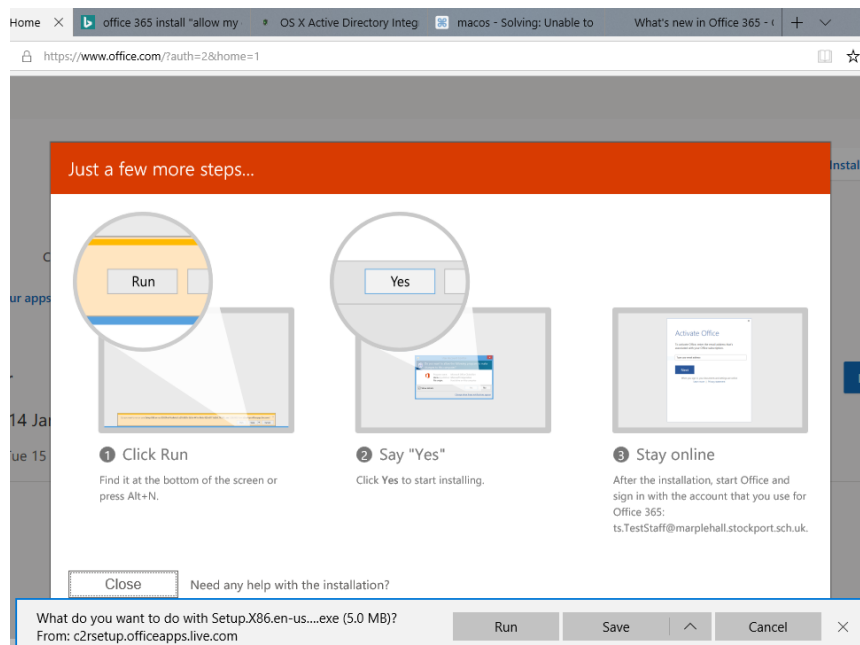
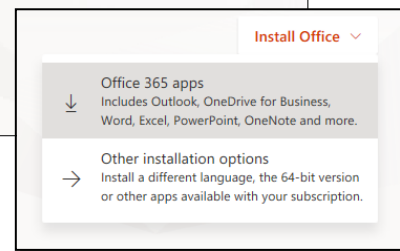


1. Enter your full email address into the **Sign in** box (e.g. username@marplehall.stockport.sch.uk)

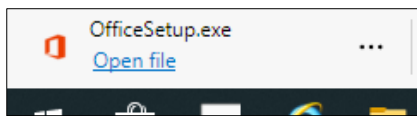
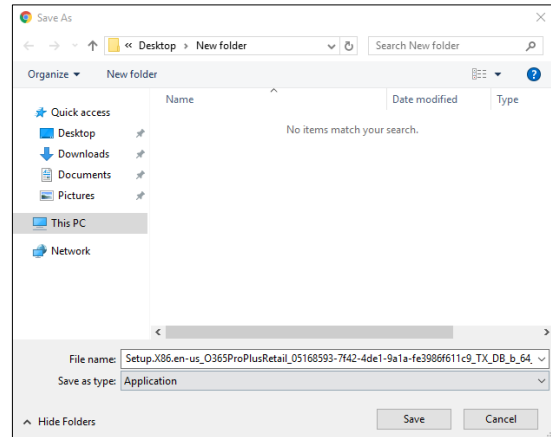
2. Enter your network password into the **Enter password** box and click **Sign in**



3. Click the **Install Office** button
4. Then click **Office 365 Apps** from the drop down menu

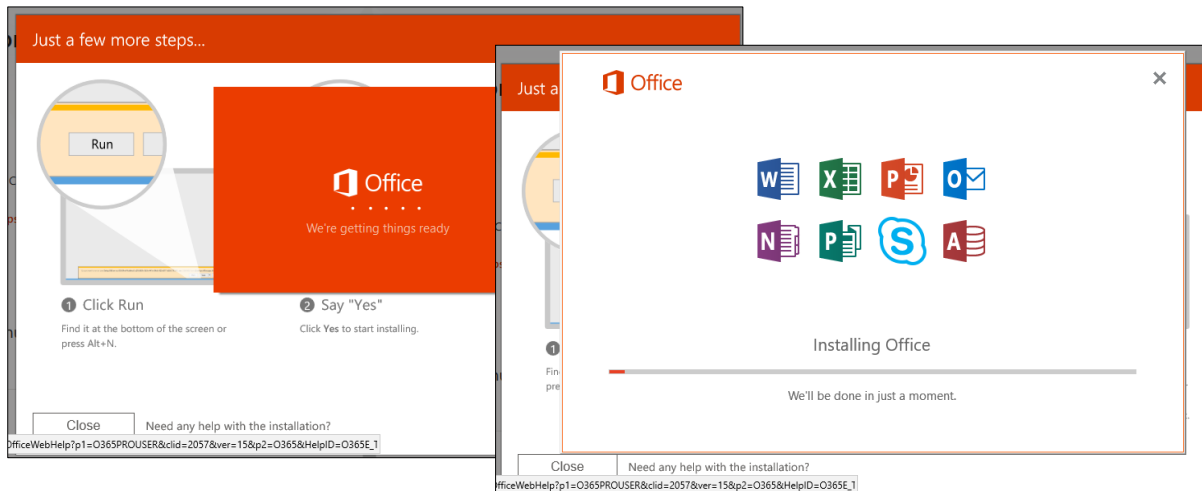


5. You may be either:
 - a. asked to Save a file to your computer
 - b. or it will automatically download
 - i. Choose a location and click the **Save** button
 - c. at the bottom of the window you will see the file downloading, click on this and when the App has finished downloading it will run

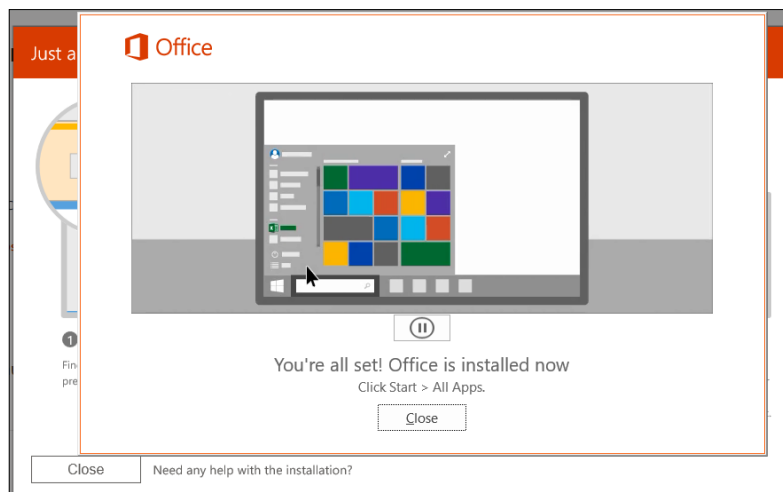


d.

6. Office will now run through it's setup screens



7. When it has finished installing click **Close**

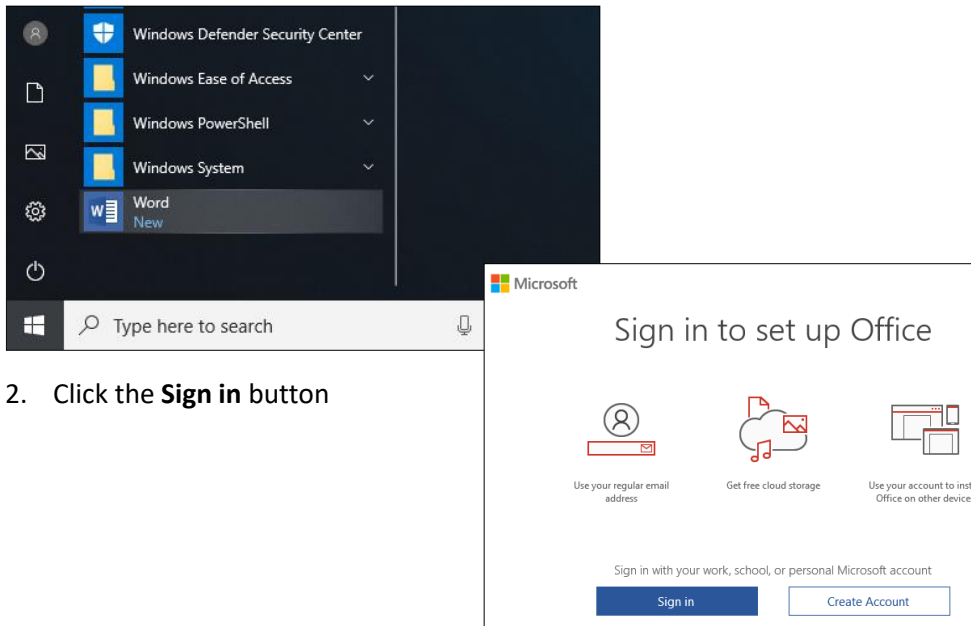


Running Office for the First time

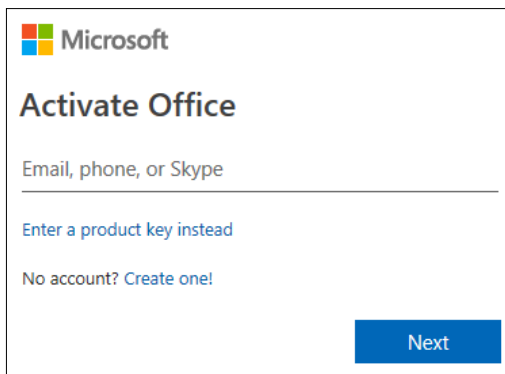
The first time you run each Office app you will need to log in as below.

Instructions

1. For example choose Word from the Start Menu

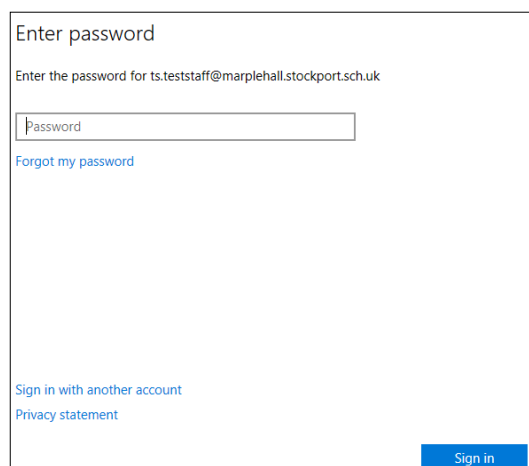


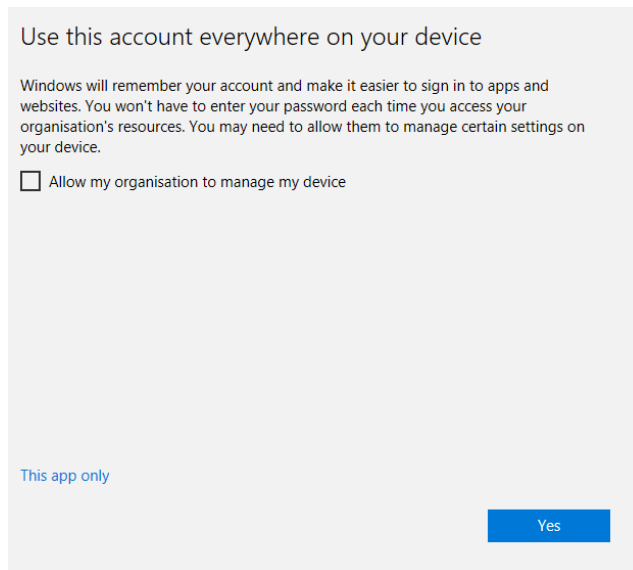
2. Click the **Sign in** button



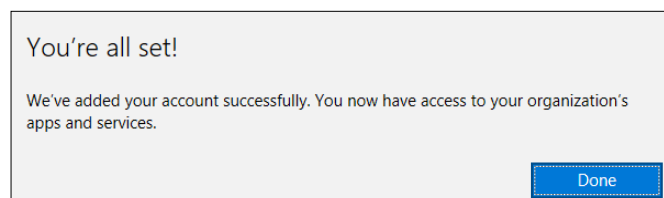
3. Enter your full school email address (e.g. username@marplehall.stockport.sch.uk) in the **Activate Office** window and click **Next** button

4. Enter your network password into the **Password** box and click **Sign in**

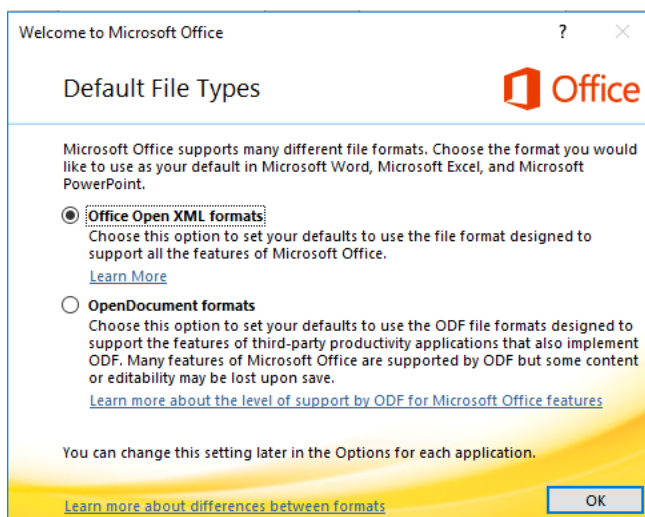
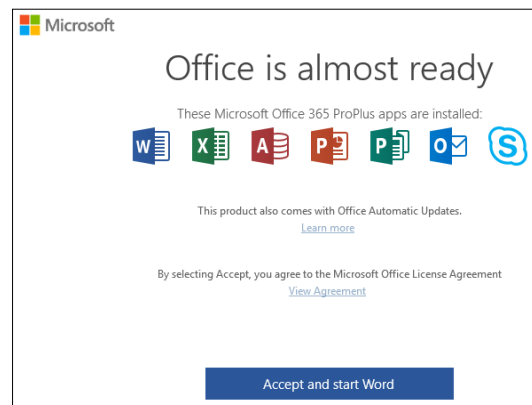




5. **Untick** the box labeled **Allow my organization to manage my device** and then click **This app only**.
6. Click **Done**



7. Click **Accept and start Word** on the next screen



8. You may be asked to select your preferred default file type for the application to use.
If so, we recommend selecting the top option, **Office Open XML formats**, in order to be compatible with school systems, and then click **OK**