

# 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 <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)



Network Support Documentation



Enter your network password into the Enter password box and click Sign in	Microsoft ← ts@marplehall.stockport.sch.uk Enter password Password Forgotten my password	
	Sign in	
ii Office 365 Good morning	Q (@)	
Apps	Install Office ∨ Install Office ∨ Office 365 apps Includes Outlook, OnePrive for Business, Word, Excel, PowerPoint, OneNote and more.	
Click the Install Office button	Word, Excel, PowerPoint, OneNote and more.           Other installation options           →           Install a different language, the 64-bit version or other apps available with your subscription.	

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4. Then click Office 365 Apps from the drop down menu

Home $ imes$	office 365 install "allow my * OS	X Active Directory Integ	🗯 macos - Solving: Unable to	What's new in Office 365 - ( +	~
A http	s://www.office.com/?auth=28:home=1				□ ☆
	lust a four more stops				Install (
C ur apps 14 Jai	Run	Yes		Athesis Office	Ne
'ue 15	Click Run Find it at the bottom of the screen or press Alt+N.  Close Need any help with	Say "Ye Click Yes to star the installation?	S" t installing.	Stay online After the installation, start Office and sign in with the account that you use for Office 365: ts.TestStaff@marplehall.stockport.sch.uk.	
Wha From	t do you want to do with Setup.X86.en-u n: c2rsetup.officeapps.live.com	usexe (5.0 MB)?	Run	Save <u>  Cancel</u>	×



#### Network Support Documentation

- 5. You may be either:
  - a. asked to Save a file to your computer
  - b. or it will automatically download
    - If asked to save:
      - i. Choose a location and click the **Save** button
  - 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



💿 Save As			
	≪ Desktop → New folder	✓ Ö Search New folder	P
Organize 👻 Ne	w folder	800 -	?
Ouick access	Name	Date modified Ty	rpe
Desktop	*	No items match your search.	
🕂 Downloads	*		
🗄 Documents	*		
Pictures	A.		
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Eile name	Setup X96 en-ur. O265ProPlurPet	vil 05169502-7642-4da1-0a1a-6a20966611c0 TV DR	b 64
File name:	Application	al_05100555-1142-4061-5818-1659001011C9_1A_DB	_0_04
save as type:	Application		
A Hide Folders		Save Can	cel

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



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

Password		
orgot my password		
Sign in with another account		
Privacy statement		

#### **Network Support Documentation**



Use this account everywhere on your device
Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organisation's resources. You may need to allow them to manage certain settings on your device.
Allow my organisation to manage my device
This app only
Yes

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

?

6. Click Done

You're all set!	
We've added your account successfully. You now have access to your apps and services.	organization's
	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