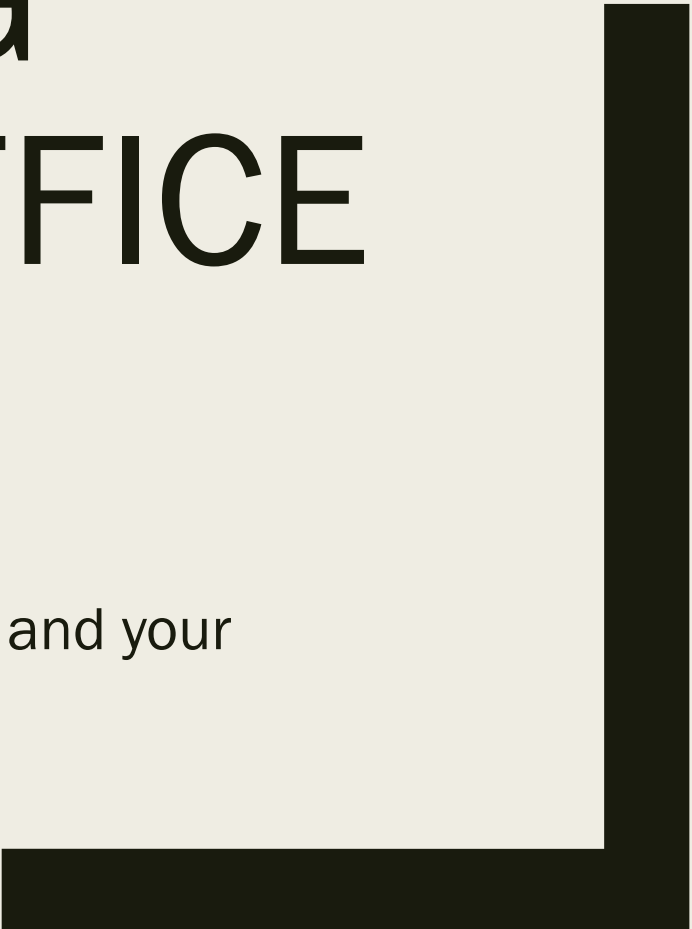




ACCESSING MICROSOFT OFFICE FOR FREE

All you need is your school email address and your
school password!



Introduction

- If you don't have access to Microsoft Office on your computer, laptop, tablet, phone, or any digital device then don't worry!
- You have a **free account** which is connected to your **school email address** and this guide tells you how to access it.

Email address

- As a reminder, your email address is your school login with @lymmhigh.org.uk after it.
- For example – Mrs Turner – login is: jturner so the email address will be:
 - jturner@lymmhigh.org.uk
- Your email password is the same password you use to login to the school computers. If you have forgotten your password please let your IT teacher know.

Can I access Office on any digital device?

- If you have a MAC, Phone, Tablet, iPad, any digital device with internet access, then the answer is **YES!**
- There are just different ways to get access to it, just read the slide below that applies to your device.

PC AND MAC DOWNLOADING



Windows and Mac computer

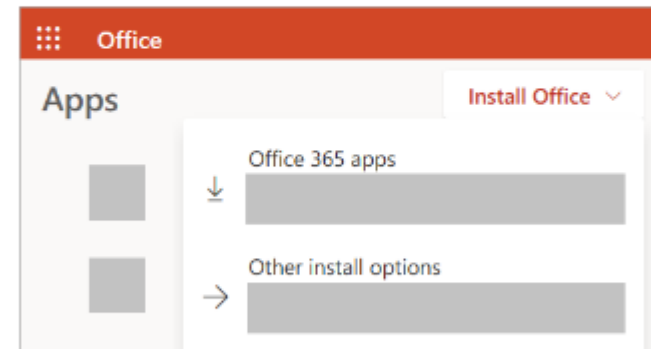
- Go to www.office.com and if you're not already signed in, select **Sign in**.
- Sign in with your school account.
- After signing in, follow the steps that match the type of account you signed in with:



This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section below

You signed in with a work or school account

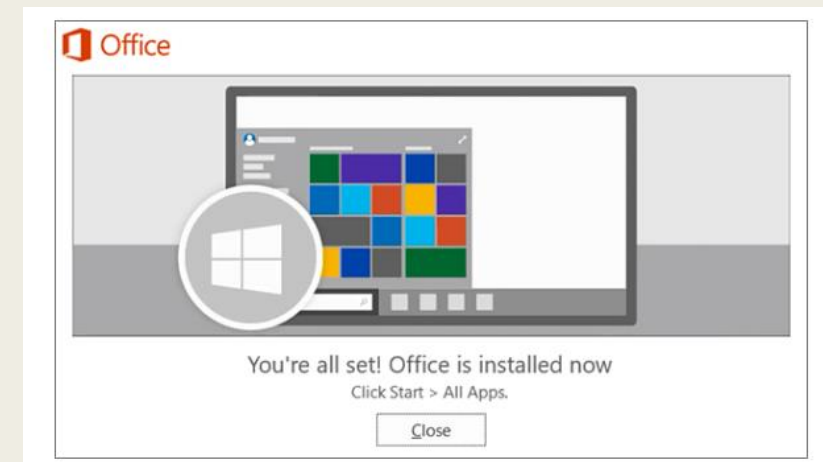
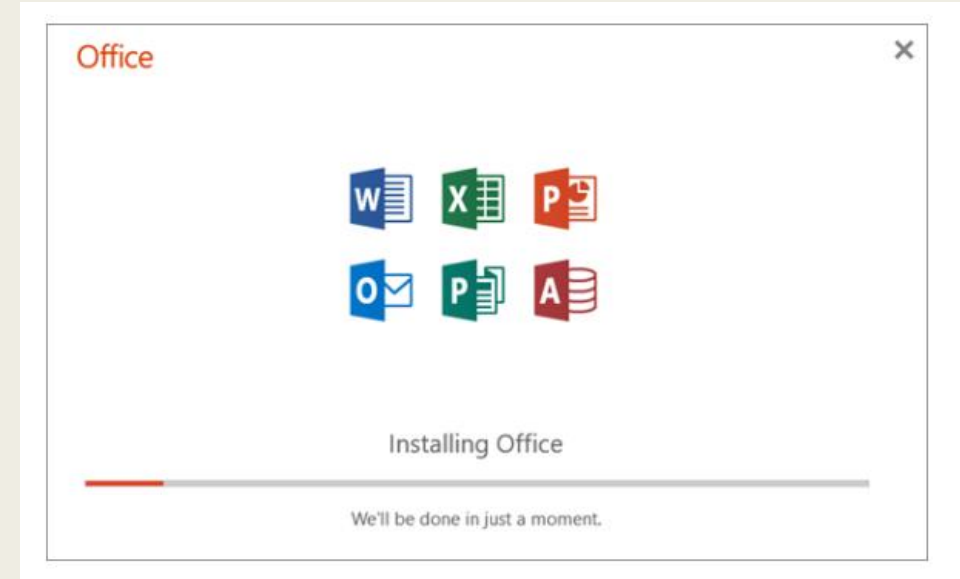
- a. From the Office 365 home page select **Install Office apps** (If you set a different start page, go to aka.ms/office-install.)



- b. Select **Office 365 apps** to begin the installation.

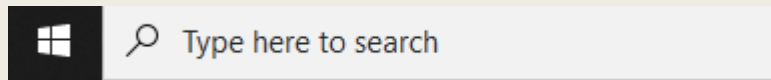
How to install office

- Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).
- If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.
- The install begins.
- Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select **Close**.

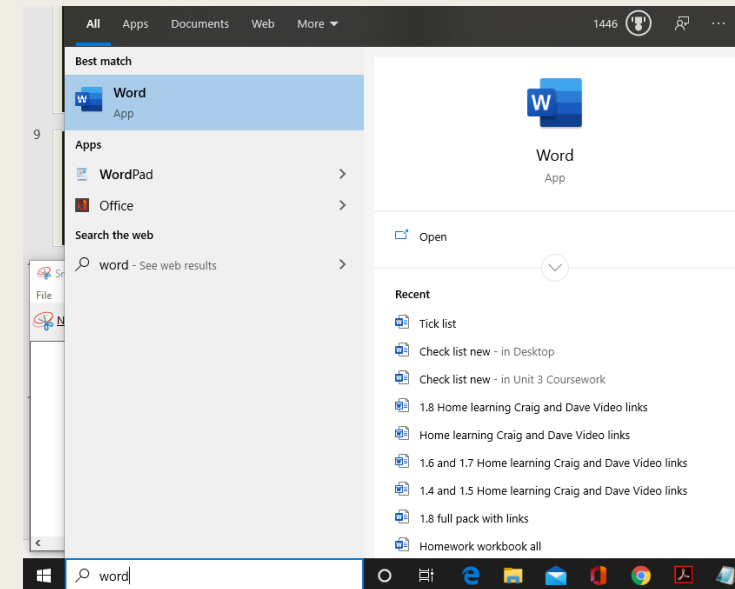


Activating office

- To **open** an Office app, select the **Start** button (lower-left corner of your screen) and type the name of an Office app, like **Word**.



- To open the Office app, select its icon in the search results.
- When the Office app opens, accept the license agreement. Office is activated and ready to use. You only have to activate once.

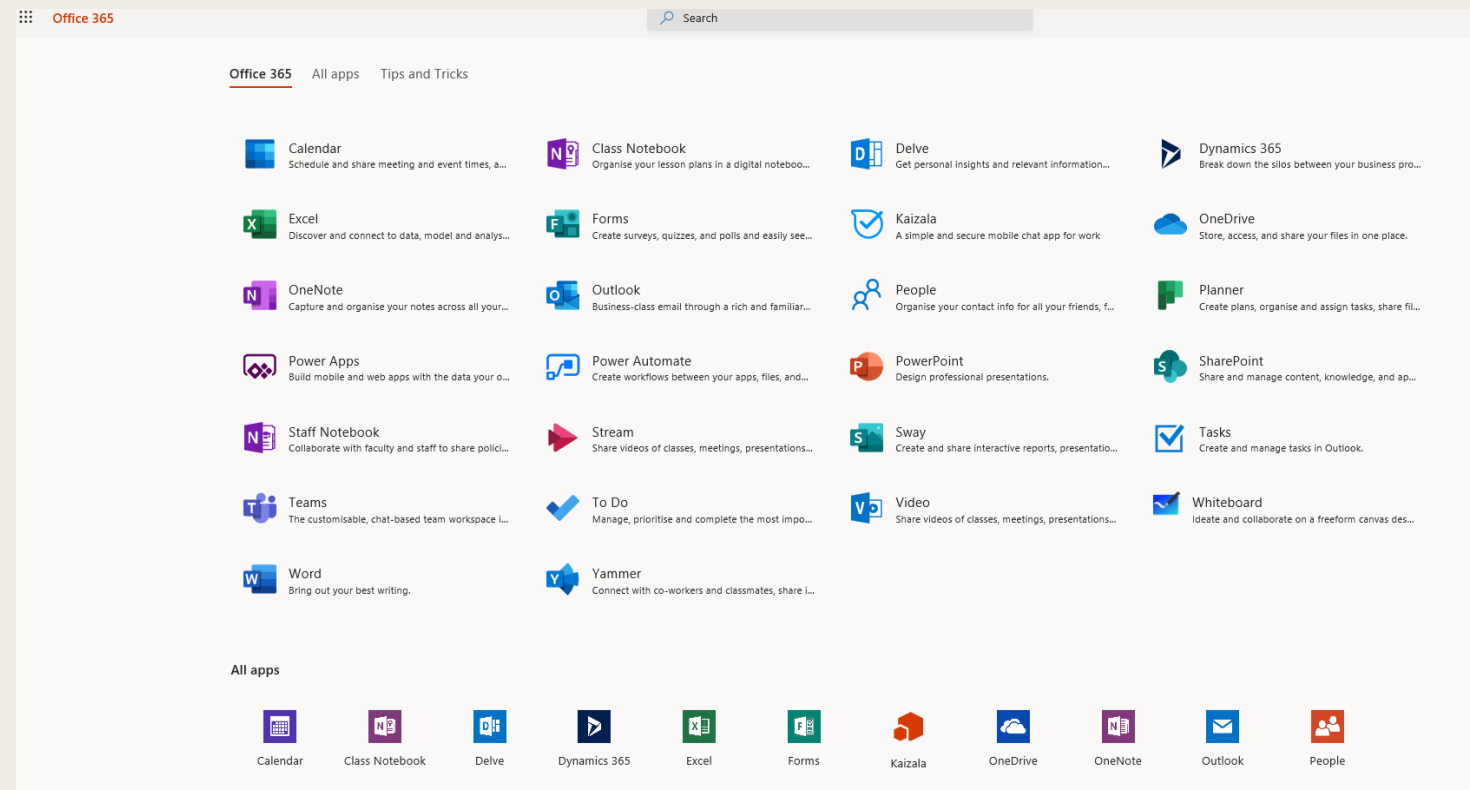


PC AND MAC USING OFFICE 365 ONLINE



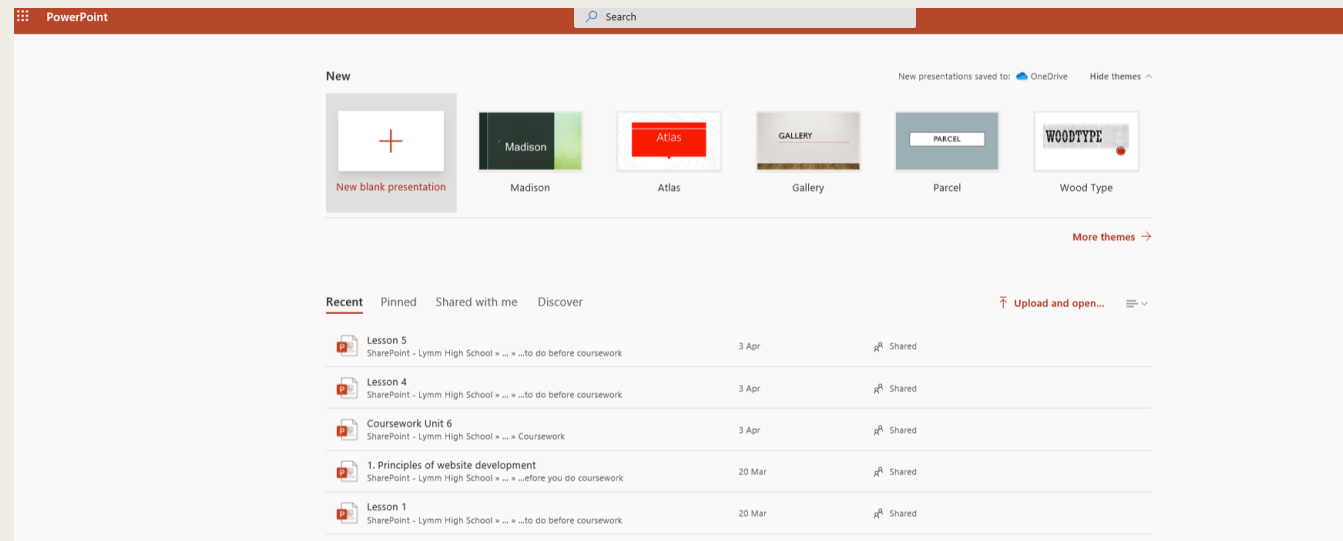
MAC and PC - Using 365 online rather than downloading Office

- You can use Office 365 online without actually installing it onto your computer or laptop, all you need is your school email address and password, go to:
<https://www.office.com/apps>
- Click sign in, located top right.
- Then you should see all you have access to:

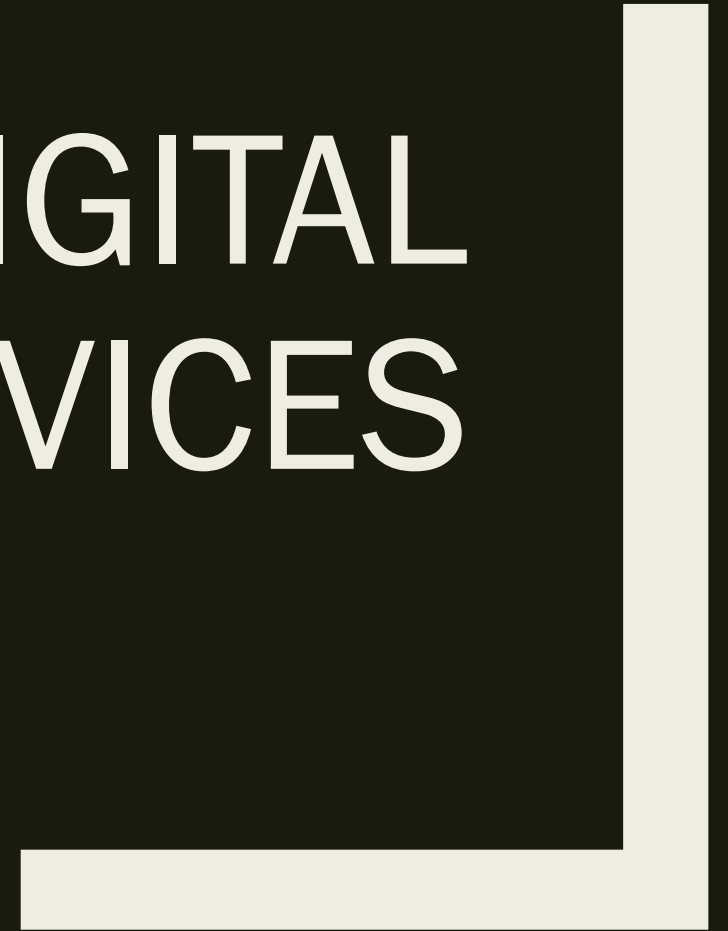


MAC and PC - Using 365 online rather than downloading Office

- This actually saves it to the one drive rather than on your computer. Therefore, you could access the document in school as well as home.

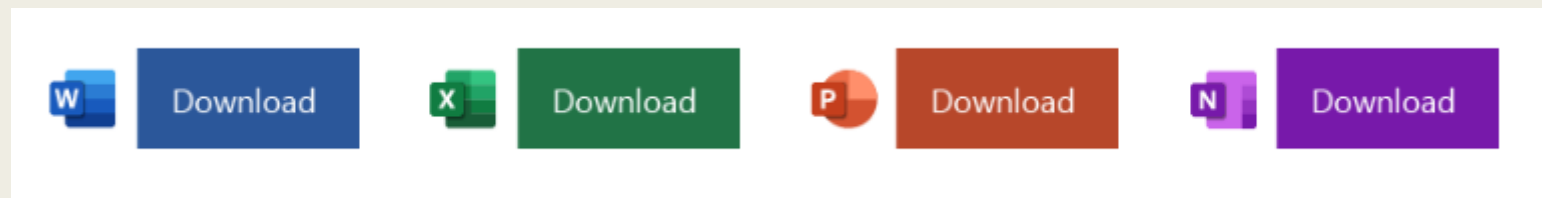
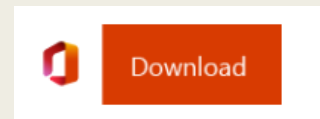


OTHER DIGITAL DEVICES



Android, iPad and iPhones

- There are **two** ways to get Office on your digital devices, you will need access to the **app store** for this:
- You can install the new Office app that combines Word, Excel, and PowerPoint into a single app, and introduces new mobile-centric features to view, edit and share files without the need to switch between multiple apps. Note that Office mobile app is currently available for **Android** and **iPhone only**.
- Or you can install the Office apps individually on your **iPhone or iPad**:



Android, iPad and iPhones continued

- Tap any Office app like **Word** to launch it.
- Sign in with your Microsoft Account or Office 365 work or school account and tap **Next**.



Tap **Create**
and **Edit** to
start working
on your
documents.