



Office 365 Software Download

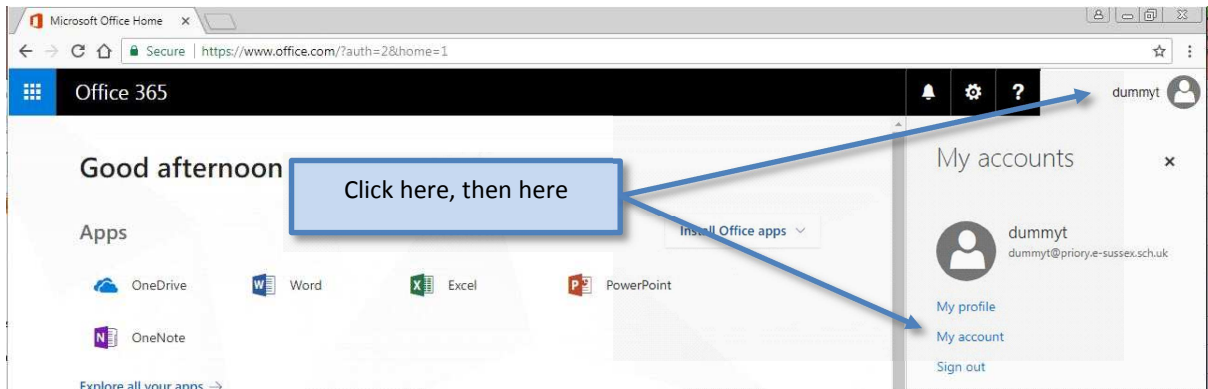
Part of the school's Office 365 subscription is that you are allowed to freely download the full Office suite of applications on your home computer. The licence allows you 5 downloads.

Please follow this guide to get the software and to see how to manage the licences.

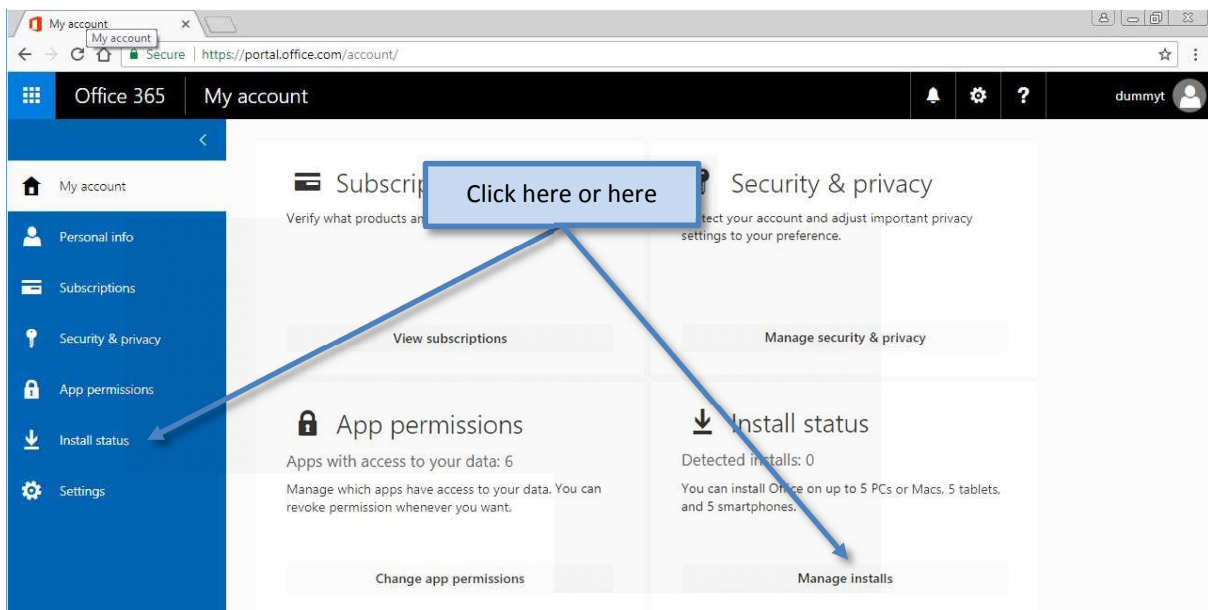
Sign in to www.office.com

Click on your name in the top right to open the menu

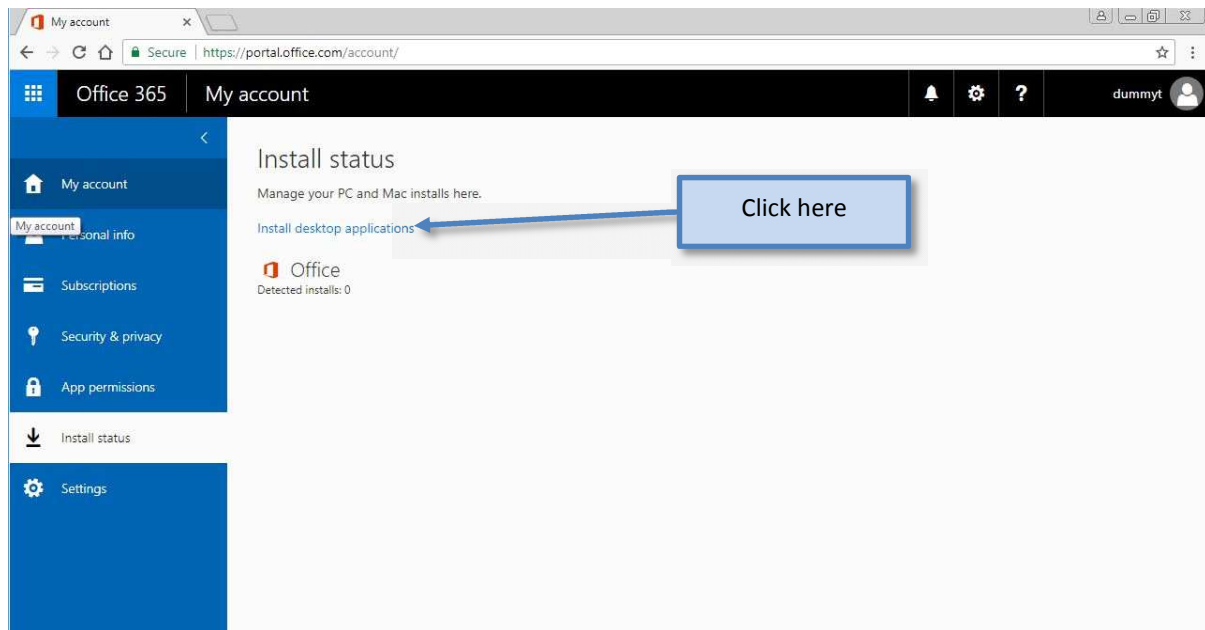
Click on **My account**



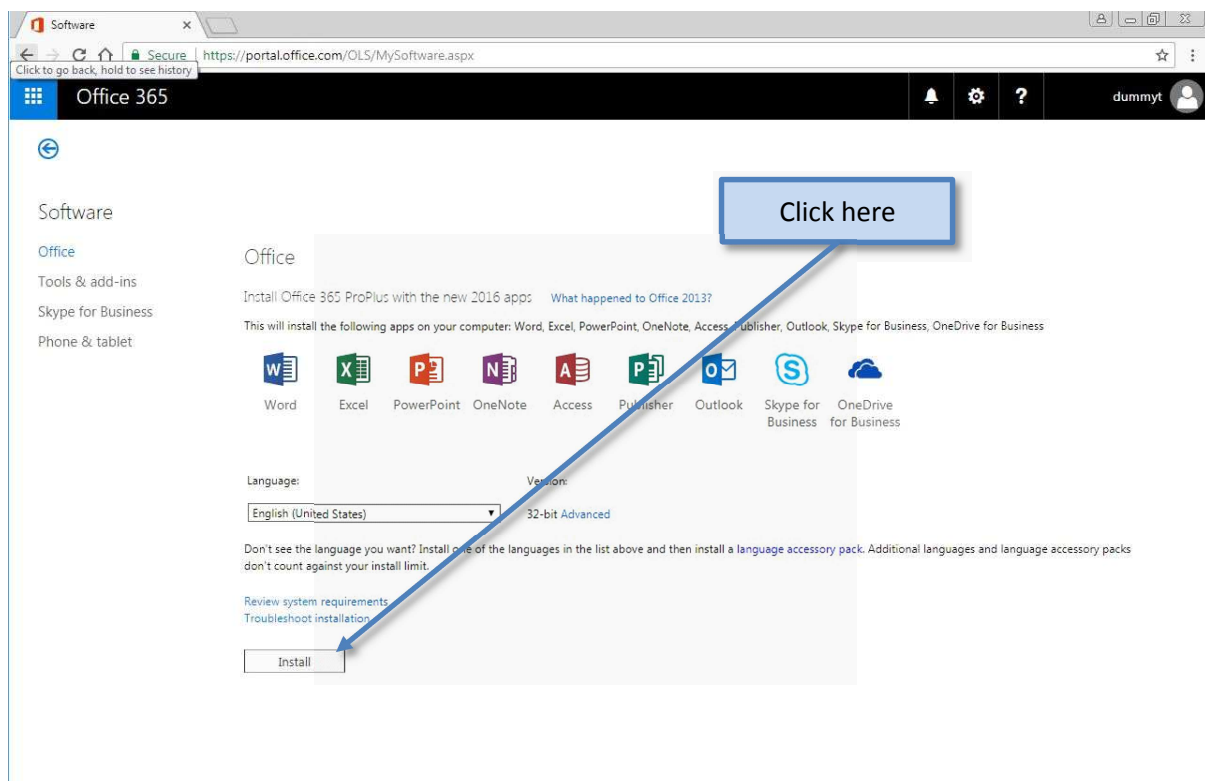
This brings up your account page. Click on either **Install status** or **Manage installs**.



On the **Install status** page, you will see how many licences you have activated. Click on **Install desktop applications**.



The next page is the **Software** page that shows you what you have available to download.



You will get a small download which you need to run. This will then download the main installation files and install them on your computer. **You will need to stay connected to the internet during this process and it can take 5 – 10 minutes.**