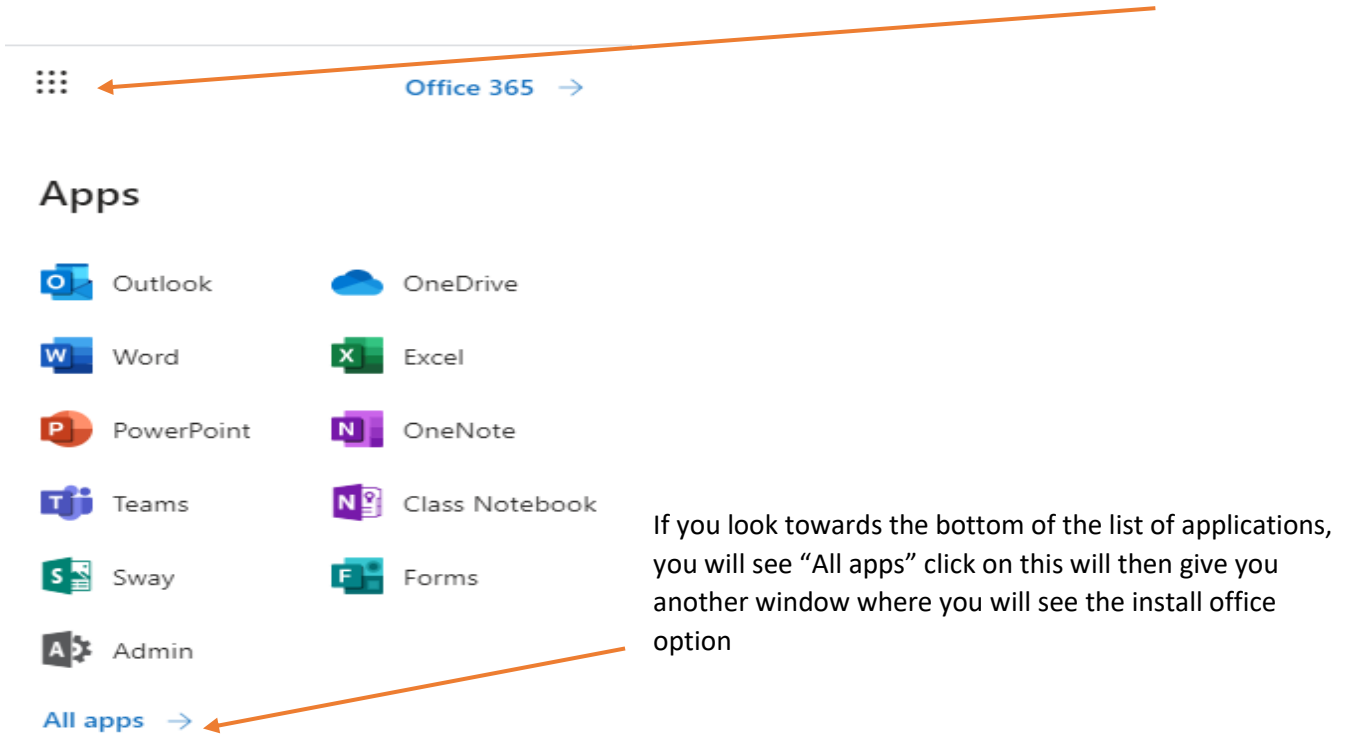


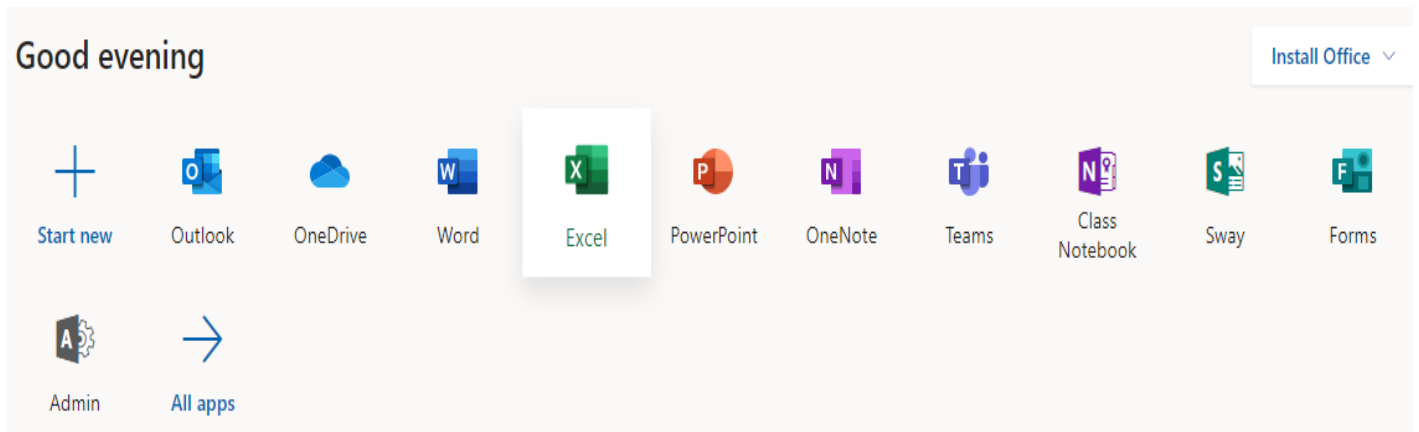
## How to download and install your copies of Microsoft Office 365

1. Log into your school e-mail on your home PC or Mac. (The link is on the school website <http://www.longeaton.derbyshire.sch.uk>)
2. Once logged into your account click on the 9 small squares in the top left-hand side of the screen.

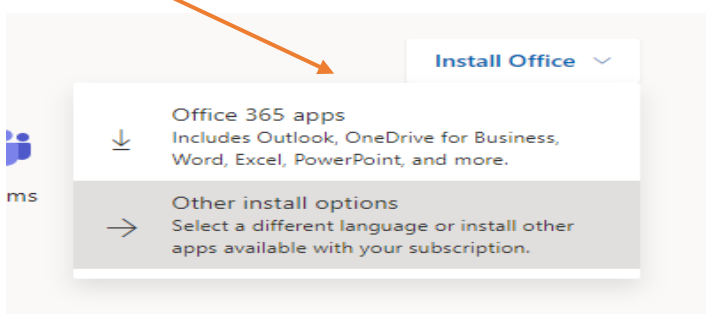


**Please note your applications may be different from what you see in the picture above.**

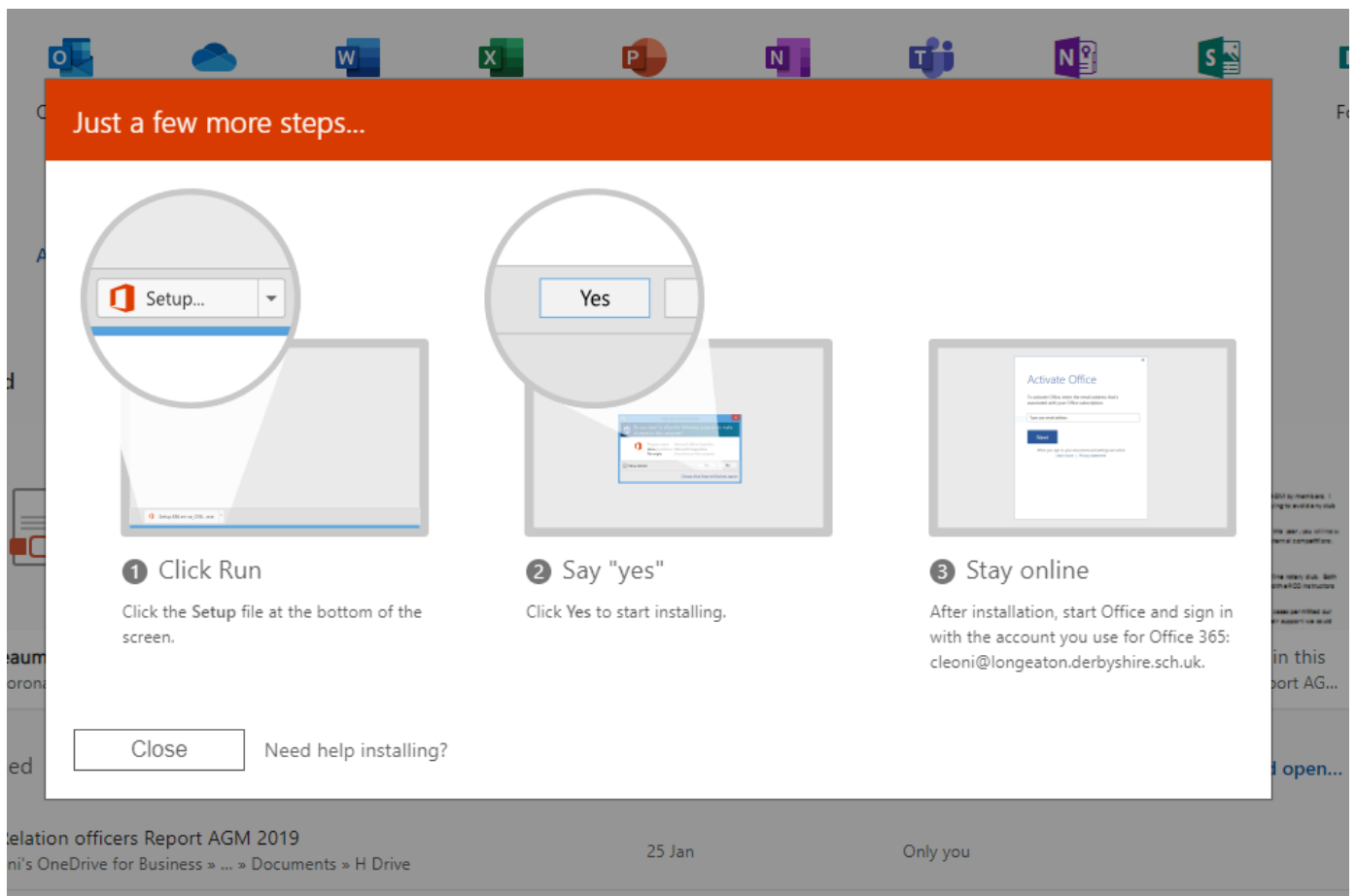
When you click on All apps you will see a window which look a little like the one below



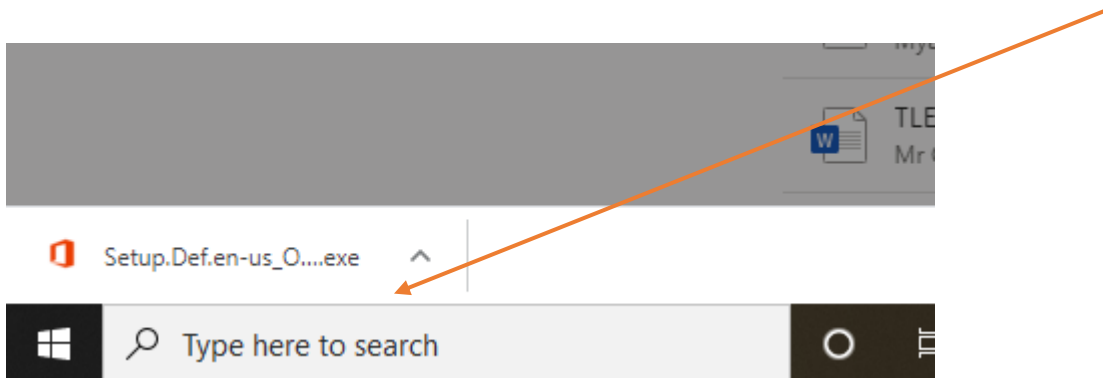
You need to look to the top right-hand side, you will see "Install Office" if you click on this you will see the following options.



You will need to click on the top option "Office 365 Apps" you may only have this option to choose from. When you click on it you will see a screen like the one below.



Now depending on your operating system and the web browser you are using you may need to look around your screen for the install dialog box which should have popped up somewhere.



Now when you click on the Setup popup you will see a window where you need to select yes, you want to install office applications, once you do this Office will then start to install on the computer you are using.

As a student or staff member of The Long Eaton School you are licenced for 5 installs of office 365 for personal use across all platforms, your licence will expire 30 days after your leaving date.

Office 365 needs to connect to the internet at least once every 30 days to validate its licence, if it cannot it will enter a reduced functionality mode until the next time it can connect.

This software is not supported by the schools ICT department and any installation issues should be directed to Microsoft's technical support. There is a "Troubleshoot installation" link above the install button on the page shown above.