



NOTTINGHAM  
GIRLS' ACADEMY

# DOWNLOAD OFFICE 365

A quick-start guide for pupils and parents/carers

PowerPoint, Word, Excel, Outlook, Teams and more...



Office 365



# DOWNLOADING TO YOUR DEVICE



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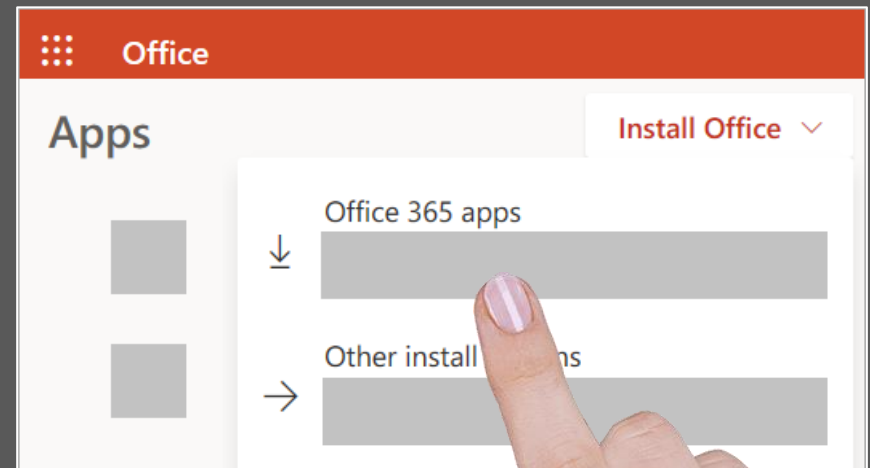
## SIGN IN TO DOWNLOAD OFFICE

1. Go to [www.office.com](http://www.office.com) and if you're not already signed in, select Sign in.

2. Sign in with your school email and password.

- 3.
- From the Office 365 home page select Install Office apps.
  - Select Office 365 apps to begin the installation

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



**Tip: Don't see an install option after signing in?** There could be an issue with your account. Select **Need help?** from above and review the solutions under Account questions.

# SETTING UP



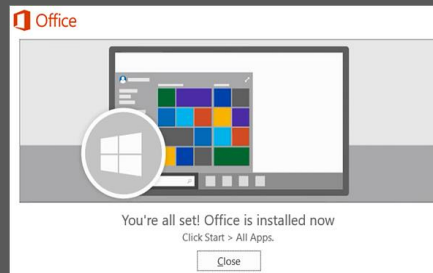
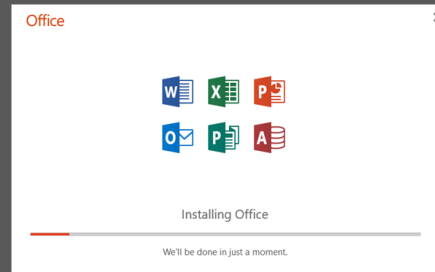
## INSTALLING OFFICE

1. 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.

2. 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



## ACTIVATE OFFICE

1. 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.

If you have Windows 8.1 or 8.0, type the name of an Office app on the Start screen.

2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.

**Note:** The Activation Wizard appears if Office has trouble activating. Complete the steps in the wizard to finish activating Office.