



## Office installation procedure

**Ensure** your laptop is **connected** and **authenticated** to the school Wi-Fi before proceeding. Alternatively you can use your own private home Wi-Fi for this process also.

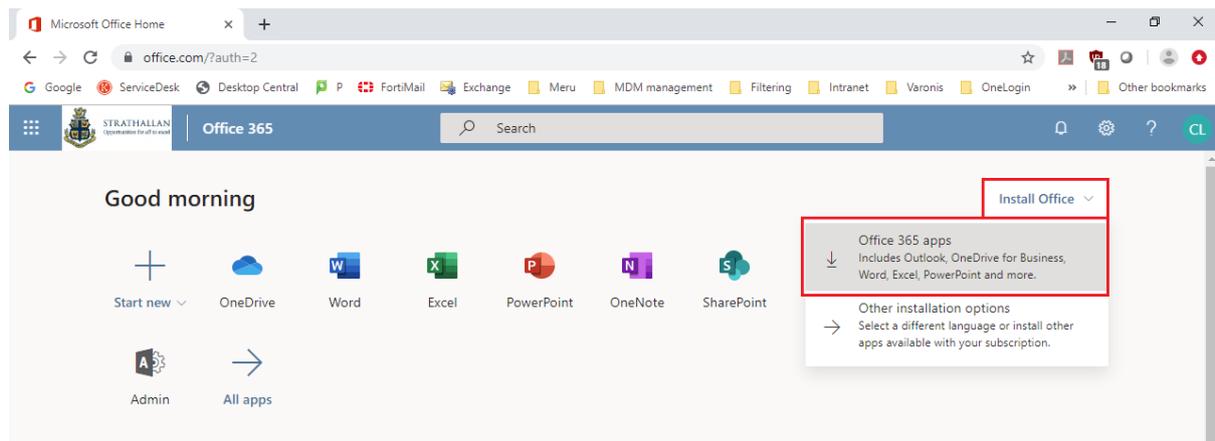
Once connected to the Wi-Fi network go to the following website and login using your school email address and network password.

<https://login.microsoftonline.com/>

You will then be taken to the Office 365 home portal where you can download Office 365.

You can also access the entire Office 365 suite in the new **'Online only'** version which requires no installation on your device.

If you wish to install the Office suite, select the **'Install now'** button located at the top right of the window and Office 365 will then proceed to download and install on your computer.



No further authentication is required during the install and you will be notified when Office 365 has completed its install.

If you are asked for account details when you open an Office programme for the first time, please enter your school email and password.