

# Ormiston Six Villages Academy

## Installing Microsoft Office For Use at Home



All of our students are entitled to download the full version of Microsoft Office for Windows PC, Apple Mac or Mobile Devices. While the students can make use of the web version of Office, students may find it easier to use the same applications they have been using at school.

### Downloading the Microsoft Office Installer for Windows / Mac

1. Students should go to [office.com](https://www.office.com) and click on sign in.
2. Students should then enter their school email address and password when prompted.
3. Once they are at the Microsoft 365 Dashboard, towards the bottom left corner near your name, there will be a button labelled '**Apps**'. Click on that button and select '**All Apps**'
4. Towards the top right corner, you will see a button labelled '**Install Apps**'. When the sub-menu appears Click Microsoft 365 apps.
5. Once the new tab has opened, click 'Install Office'. This will then download the Office 365 Installer, which should be run to install the software.

The screenshot shows the Microsoft 365 Dashboard with the 'Office' section selected. Under 'Office', there are dropdown menus for 'Language' (English (United States)) and 'Version' (64-bit). To the right is a large red box highlighting the 'Install Office' button. Below this section is a 'DEVICES' dropdown. The 'Skype for Business' section is also visible, with its own 'Install Skype' button and dropdown menus for 'Language' (English (United States)), 'Version' (64-bit), and 'Edition' (Skype for Business Basic).

6. When they load the software for the time, they will be prompted to log into Office 365, they should enter their school email address and password. This will activate the full functions of the software.