

# Ormiston Six Villages Academy

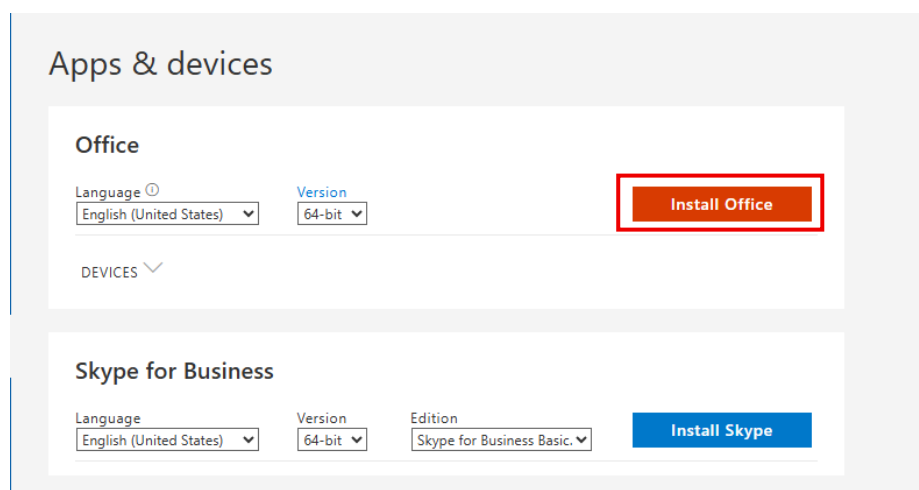
## Installing Microsoft Office For Use at Home



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 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.



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.