

Installing Office 365

Harrytown students can download and install a full copy of Microsoft Office for PC or Mac for free.

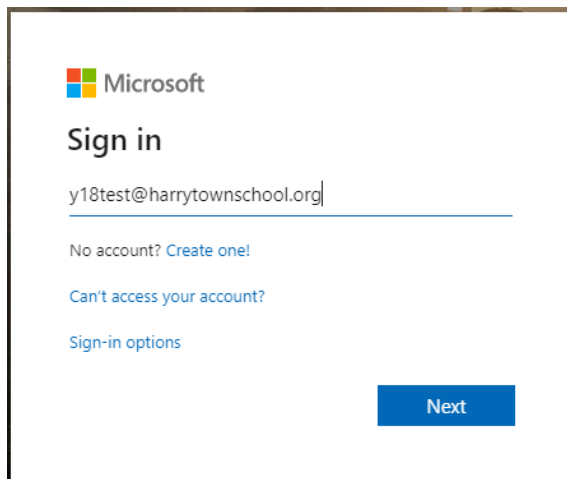
Open a browser and go to <https://www.office.com>



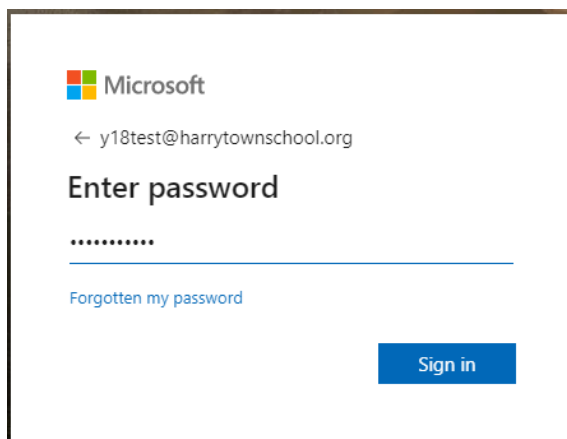
Click Sign in.

Enter your school e-mail address. This will be *your_school_username*@harrytownschool.org

For example, Tim Test in year 7 has an e-mail address y19test@harrytownschool.org

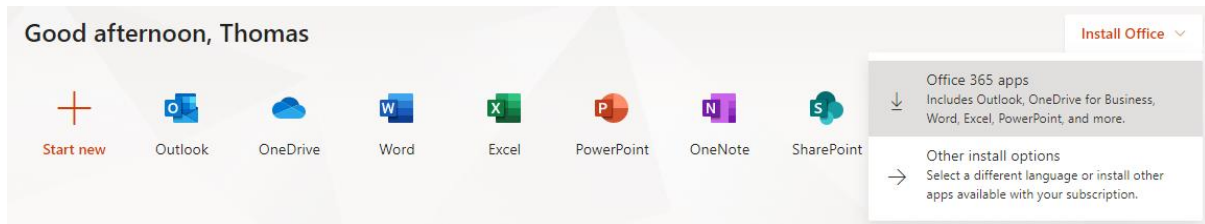
A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left. The heading "Sign in" is centered. Below the heading is a text input field containing the email address "y18test@harrytownschool.org". Underneath the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue "Next" button.

Enter the password that you use for the school computers.

A screenshot of the Microsoft "Enter password" page. It features the Microsoft logo at the top left. Below the logo is a back arrow and the email address "y18test@harrytownschool.org". The heading "Enter password" is centered. Below the heading is a password input field with a series of dots. Underneath the input field is a link that says "Forgotten my password". At the bottom right, there is a blue "Sign in" button.

Click Install Office and choose to download Office 365 Apps.

If you are installing on a Mac choose the Other install options.



Run the downloaded file to start the Office installation process.

When you start Office for the first time you will need to login with your school e-mail address and password again to activate the software.

Mobile Apps

You can also download and install Office apps on up to 5 of your mobile devices.

iOS <https://products.office.com/en-GB/mobile/office-mobile-apps-for-ios>

Android <https://products.office.com/en-GB/mobile/office-mobile-apps-for-android>

Windows <https://products.office.com/en-GB/mobile/office-mobile-apps-for-windows>