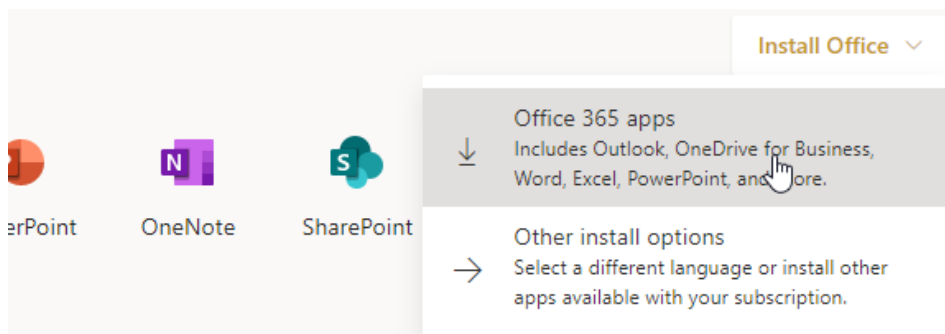


How to install a school-licensed version of Microsoft office 365

1. Go to www.office.com and sign in using your school email address and password

Click the 'Install Office' icon in the top right, and **Office 365 apps**



This will begin the download of the initial installer – click on the downloaded file to open it, and click next / finish wherever required until it completes, and accept any terms and conditions.

This will take several minutes to download and complete.

Please note that this process is the same for Windows and Apple Mac computers.

2. When it has completed, restart your computer, then log in again.
3. You should now be ready to use Microsoft office 365 – You will have access to Microsoft Word, Powerpoint, Excel, Teams, Onedrive, Oenote, Outlook, Sharepoint and Publisher from the start menu (or applications folder on a Mac).
4. After you click one of these for the first time, it will ask you to sign in again. Please use your school email address and password to complete activation.
5. If you have any issues or errors running this, please make a note of what has happened and any error messages that appear, and email it to helpdesk@crossleyheath.org.uk, and the IT support team will respond as soon as possible.

Please be aware that this Microsoft license will expire shortly after you are no longer taught or employed by the school, and the software will eventually cease to work.

How to uninstall

You can download and run the office removal tool from [here](#) (run it, then select to uninstall office 365),

You can also uninstall office 365 via the add/remove programs in control panel or delete from the

On a Mac, delete the office365 folder within the applications folder.