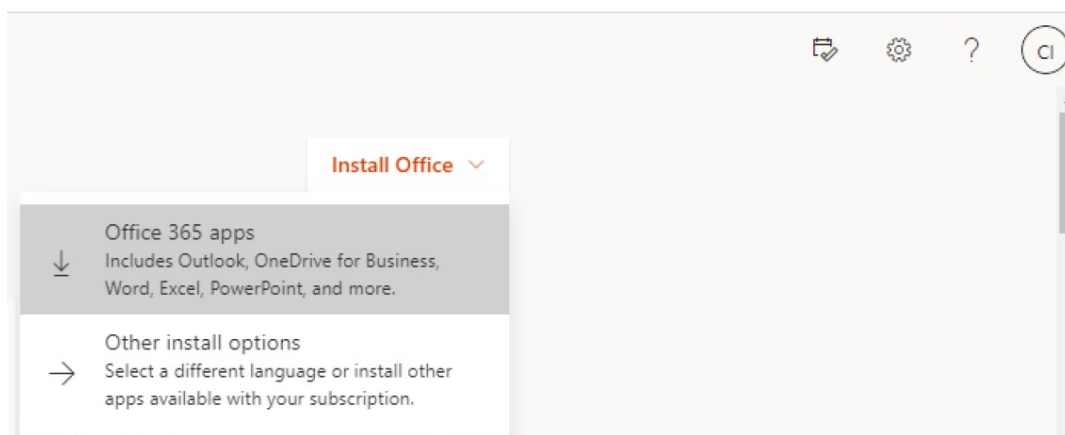




Microsoft Office 365 Installation Guide

1. Open your web browser and go to www.office.com and click the Sign in button.
2. Enter your school email address (e.g. joebloggs@student.net.nz) and password to log in.
3. Click on Install Office in the top right corner of the page, then click Office 365 apps. This will download a small file, that you then select to run the installation process.



4. Follow the prompts on your device to install the software. It may take up to 20 minutes.
5. Once the software is installed, open an application such as Word or Excel. If you're asked to sign in, use your school email address and password.