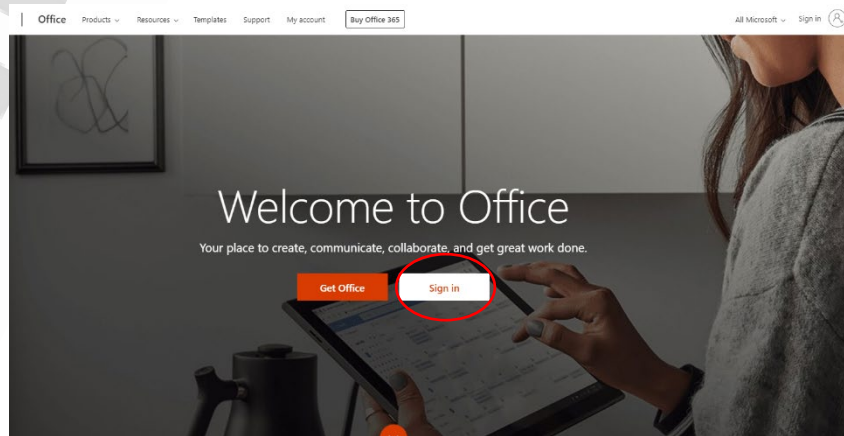


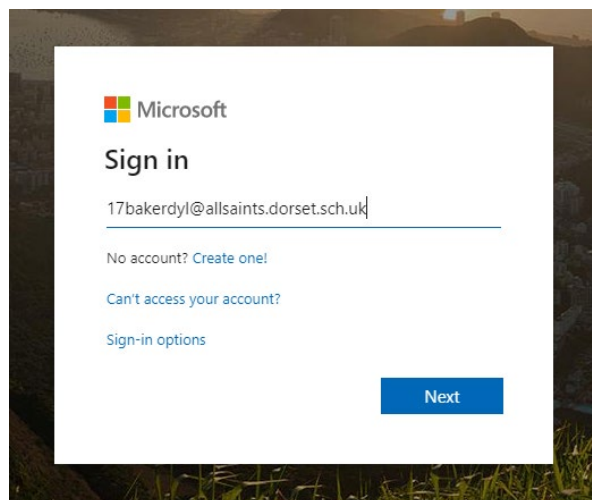
How to download Microsoft Office Applications

1. Open your web browser and go to www.office.com
2. Click the "Sign in" button in the middle of the screen.



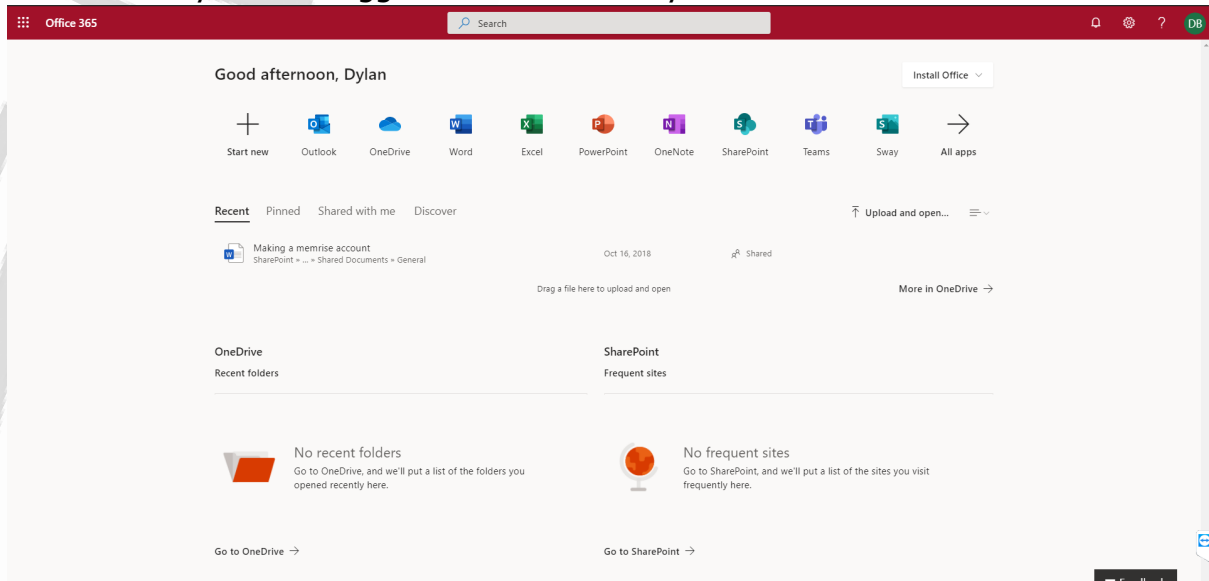
3. In the email field, enter your login for the computer systems at school:
[YEAR + SURNAME + FIRST 3 LETTERS OF FIRST NAME]
followed by @allsaints.dorset.sch.uk

Example: 17bakerdyl@allsaints.dorset.sch.uk

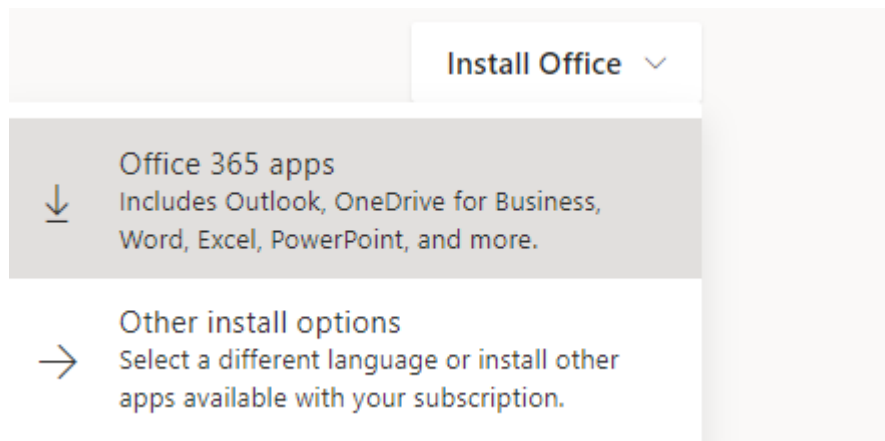


4. The next screen will ask for your password. Enter the same password that you use to login to the school computers.

5. When you have logged in to office.com you will be met with this screen:



6. In the top right of the screen there is an Install Office button, click this button and then click Office 365 apps. This will download the setup to your computer.



7. Once the setup is downloaded, navigate to where it is saved on your computer (most commonly the downloads folder) and open it.
8. Follow the steps the setup provides you with, it will then begin to install the office apps.
9. When the installer finishes, you will now have the Office programs on your computer. When you open a program such as Microsoft Word for the first time, it may ask you to login. Simply enter the same credentials you used to login to office.com (your school credentials).
10. You now have Microsoft Office applications installed on your computer.