

## Installation Instructions

PC & Mac

1. Launch a web browser, and navigate to the normal URL you use to access your school emails (mail.sexeys.somerset.sch.uk)



\* + 8

Can't access your account?

Organizational accounts that work here can be used anywher see this icon. © 2014 Microsoft Legal Privacy Community

2. Enter your school email address in the first box, and then press the tab key





Sign in with your organizational account

teststudent@sexeys.somerset.sch.uk

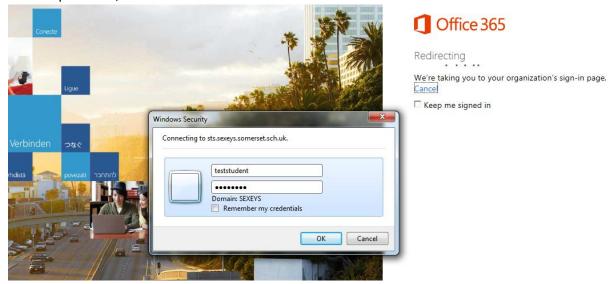
Password

Keep me signed in



Can't access your account?

3. If you are presented with a 'Windows Security' popup box like this, enter your school user name & password, and then click 'OK'

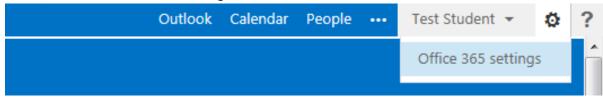


4. Depending on whether you have accessed your school emails remotely before, you will see one of the following two screens

1	Office 365		Outlook Calendar People ···· Test Student 🔻	0?
	Get started with Off	fice 365		
	online	PC & Mac	phone & tablet	
	Learn what you can do with Office 365	Install software and connect it to Office 365	Set up Office 365 to work on your mobile device	
	welcome What's included in Office 365?	email Learn how to use Outlook Web App or	Watch the video Welcome to Office 365	
		Outlook, and import your e-mail and contacts.	Learn more about Office 365 Get started with Office 365 Set up your Mac or iPad for Office 365 Change up are account settings in Office 365	_

Office 365	
🕀 new mail	Search Mail and People
	INBOX CONVERSATIONS BY DATE 👻
«	all unread to me flagged
▲ Favorites	
Inbox	
Sent Items	
Drafts	
Test Student	
Inbox	
Drafts	) There are no items to
Sent Items	• - ) show in this view.
Deleted Items	
Junk Email	
Notes	

5. Regardless of which screen you see, you need to click on the sprocket in the top right-hand corner, and select 'Office 365 settings'



6. Once the 'Office 365 settings' page has loaded, you need to select the 'software' option from the left-hand list

Office 365 settings

1 Office 365

Office 303 settings		
me	First name: Test	
teststudent@sexeys.somerset.sch.uk	Last name: Student	=
software	Mobile phone number:	
Install and manage software.	Phone:	
password	Address:	
Change your password.	City:	
	County:	
get started View the get started experience.	Postal code:	
view une get subreu experience.	Country or region: G8	
	Unique identifier: 1037FE87208FE5	
	Assigned licenses:	
	Assigned increase: Exchange Online (Plan 1) The latest desktop version of Office	

7. This will take you straight to the 'Office' page of the 'software' section

Image:       Version:         Version:       Version:         Image:       Version: <t< th=""><th>Office 365</th><th>Outlook Calendar People 🚥 Test Student 👻 🧔</th></t<>	Office 365	Outlook Calendar People 🚥 Test Student 👻 🧔
Office       Office         desktop setup       Install the latest version of Office         phone & tablet       Install the latest version of Office         This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.         Image:       Version:         Image:       Version: <t< th=""><th>e</th><th></th></t<>	e	
desktop setup phone & tablet Install the latest version of Office phone & tablet Install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath. Will Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath Language: Version: English (United States) Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5). Review system requirements	software	
English (United States)       32-bit (recommended) advanced         Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).         Review system requirements	desktop setup	Install the latest version of Office This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.
Learn how to troubleshoot your Office installation		English (United States)       32-bit (recommended) advanced         Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

8. Here you will be offered to 'Install the latest version of Office' (*the options will look slightly different if you are using a Mac*)

Outlook Calendar People --- Test Student - 🏚 ?

9. Ensure that the 'Language' is set to 'English (United States), and that the 'Version' is listed as '32-bit (recommended)'. Then click the 'install' button at the bottom of the page. There is no 'English (United Kingdom)' option, and there is no need to click the 'advanced' button, as changing the version to '64-bit' is not recommended, even for 64-bit computers. Office

Install the latest version of Office						
This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath						
Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath						
Language: Version:						
English (United States) 32-bit (recommended) advanced						
Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).						
Review system requirements Learn how to troubleshoot your Office installation						
install						

10. If asked whether you wish to 'Run' or 'Save' the file, click 'Run' (*this file is completely safe for your computer*)

	Office												
	Install the lat	test ver	sion of Office	9									
	This will install	l the late	est version of th	ne following p	rograms on	your compute	er: Word, Excel	, PowerPoin	t, OneNote, Access, P	ublisher, Ou	utlook, Lyn	c, InfoPa	ath.
	w	x∎	P	N	A	P	0	L	Ĩ				
	Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Lync	InfoPath				
	Language:				Version	:							
	English (Unite	ed State	s)	•	32-bit (	recommended	d) advanced						
	Note: Installin	g additi	onal languages	on a compute	er that alrea	dy has this ve	rsion of Office	doesn't cou	unt against your instal	ll limit (5).			
	Review system Learn how to t		ements hoot your Offic	e installation									
	install												
Doy	Do you want to run or save Setup.X86.en-us_O365ProPlusRetail_d295c0f0-7a9c-4d65-b3f2-f8191ec3cd2a_TX_PRexe (935 KB) from c2rsetup.officeapps.live.com?												
۲	This type of file c	ould ha	rm your compu	ter.						Run	Save	•	Cancel

11. The program will then begin to download

Image:       87% - Getting things ready         Note: Installing additional languages on a computer that already has this version of Office doesn't count against yo	ccess, Publisher, Outlook, Lync, InfoPath ur install limit (5).
	Install the latest version of Office This will install the latest version of the fo Word Excel PowerPoint On Language: English (United States) 87% - Getting things ready

12. Once the splash-screen appears, click the 'Next' button



13. A short introduction video will then play, which you can either watch, or choose to skip by pressing the 'Next' button (*the video includes sound*)

Your files are always waiting for you.
(I) 🕢 🖗 <u>Neat</u>

14. You will then be presented with a sequence of four screens: introducing you to 'OneDrive', asking you to choose a background, offering you to take a look at the new features in Office, and finally confirming that the installation is complete. You can simply click 'Next', 'Next', 'No thanks', and 'All Done!'

Office      Meet OneDrive.      Signing in to Office means you can save documents to the     could with OneOhr.      OveDrive gives you anywhere access to your files and makes it     easy to share with the people who need them.      Lear mare	Office      Hello Test Student!      How would you like your Office to look?      Is listogrand     Crete and Steps
4 Back to vides	Bent
<ul> <li>         • ×     </li> <li> <b>Office</b> </li> <li> <b>Take a look at what's new.</b> </li> <li>         Office has lots of great new stuff, and we'd love to show you around. Here's a quick introduction on what's new.     </li> <li> <b>Take a look</b> </li> </ul>	• • • • • • • • • • • • • • • • • • •
bin.thesia	You're good to go. We're all done, and you can now go offline i'r you need to. Enjoy!
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15. The latest version of Microsoft Office is now installed on your computer, and can be opened in the normal way

