

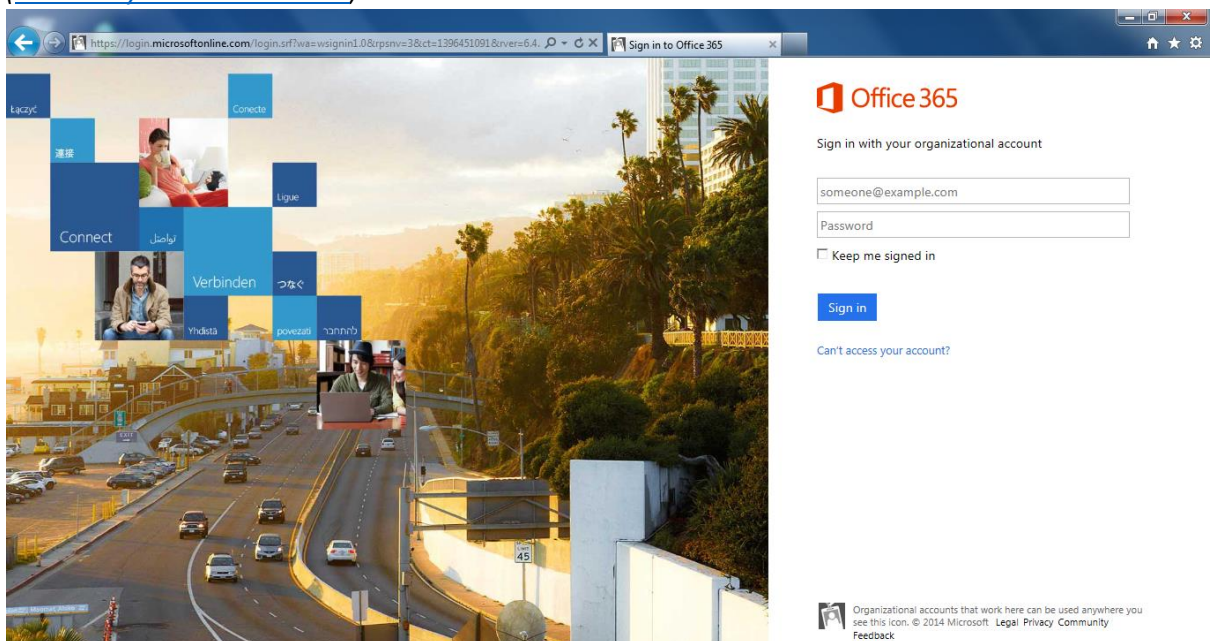
Office 365

STUDENT ADVANTAGE

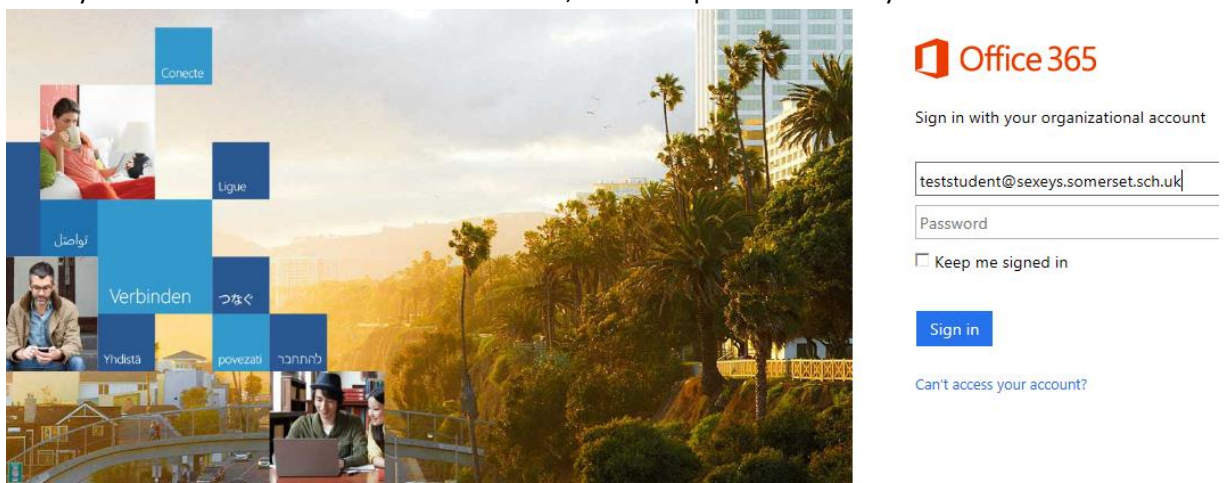
Installation Instructions

PC & Mac

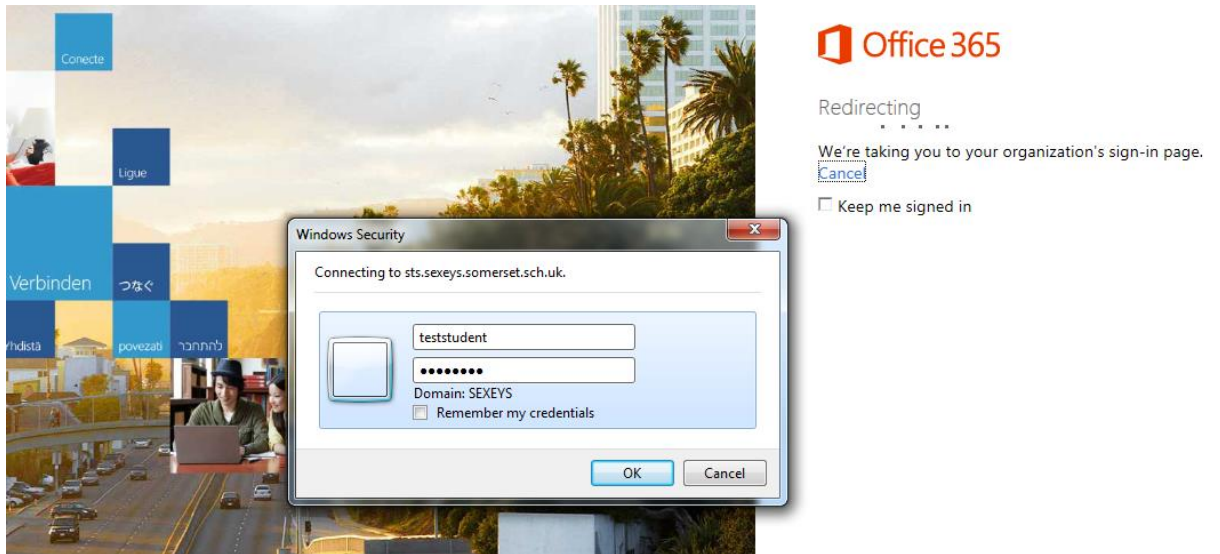
1. Launch a web browser, and navigate to the normal URL you use to access your school emails (mail.sexeyes.somerset.sch.uk)



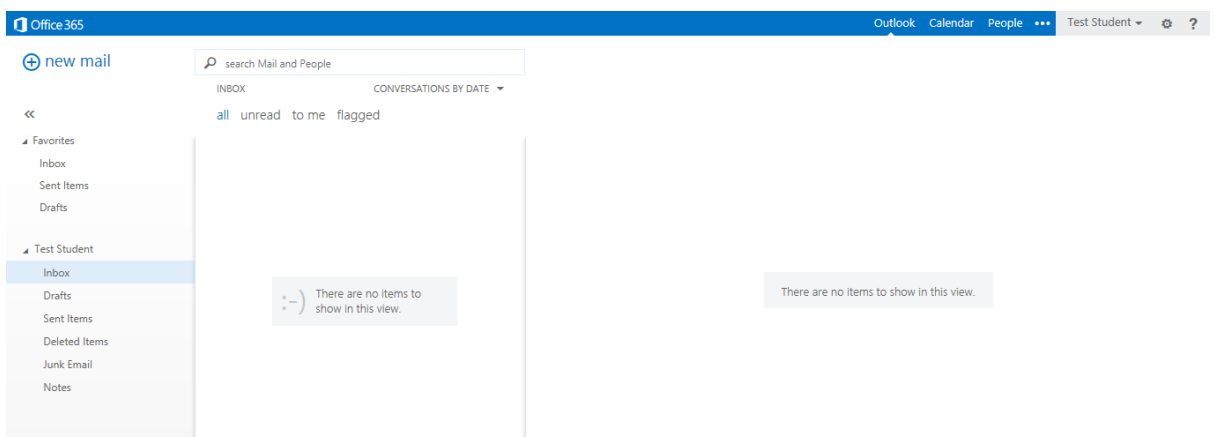
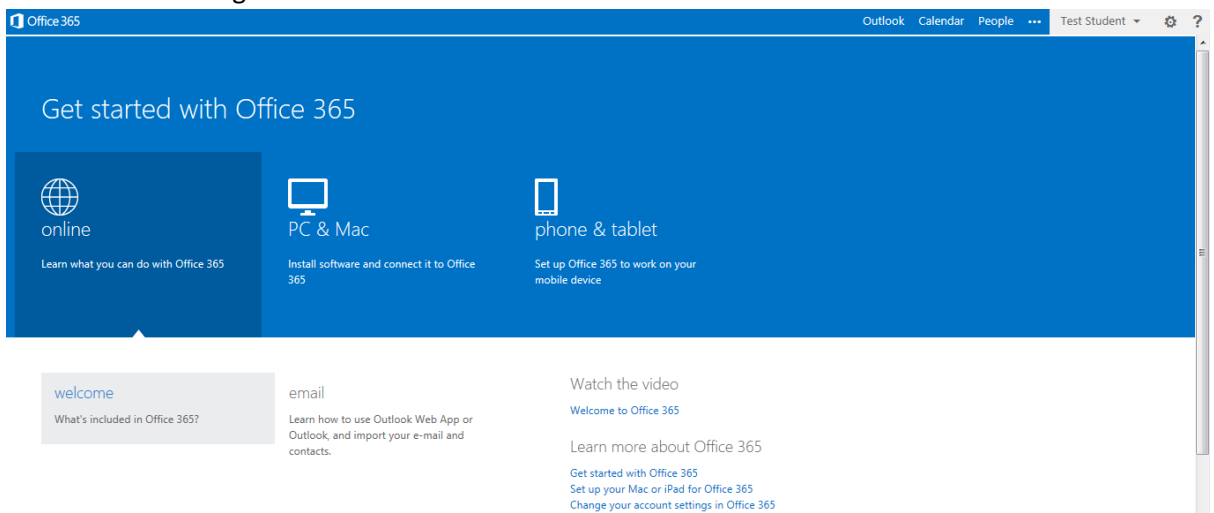
2. Enter your school email address in the first box, and then press the tab key



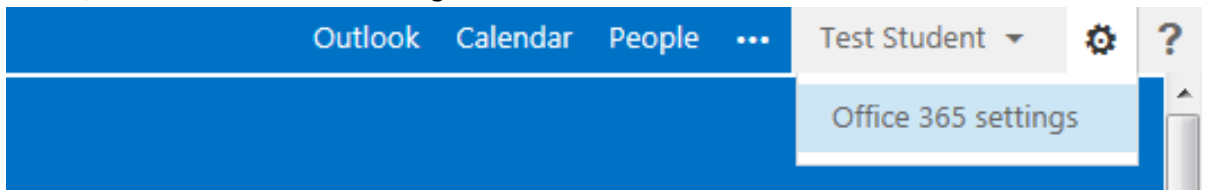
3. If you are presented with a 'Windows Security' popup box like this, enter your school user name & password, and then click 'OK'



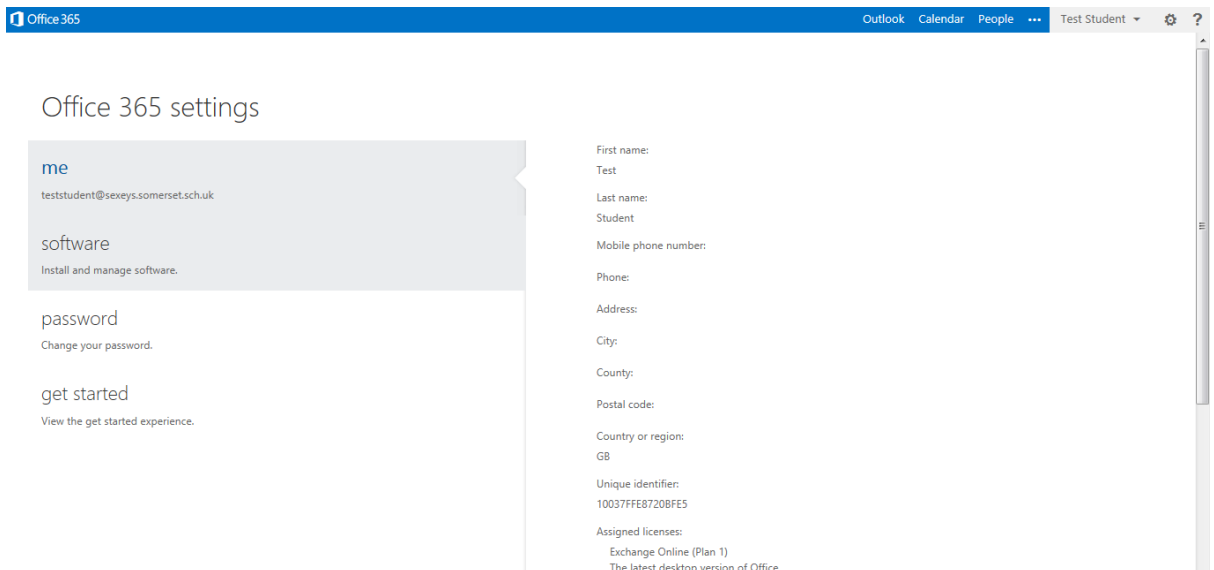
4. Depending on whether you have accessed your school emails remotely before, you will see one of the following two screens



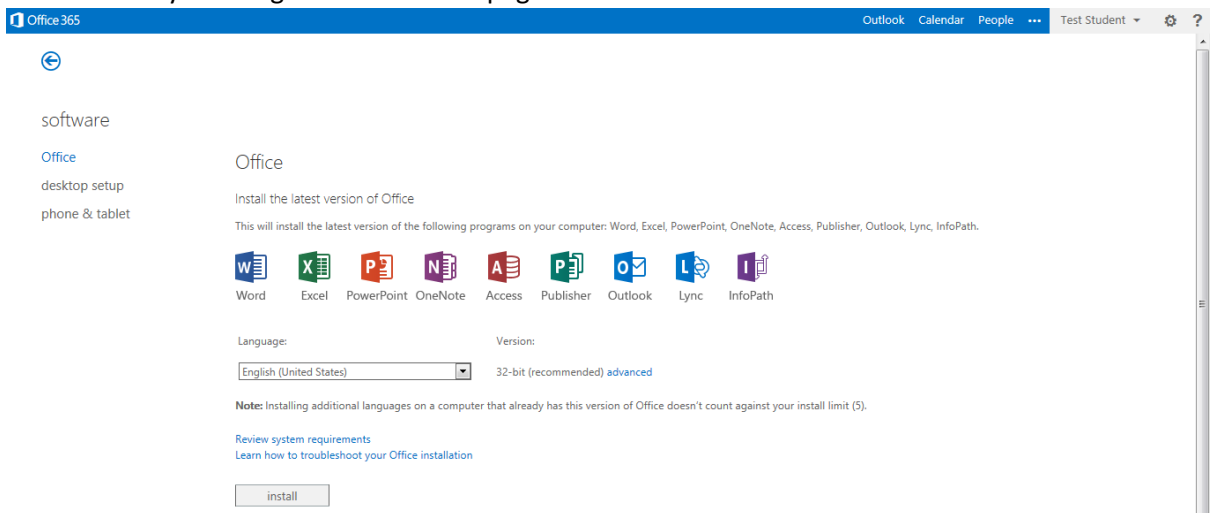
5. Regardless of which screen you see, you need to click on the sprocket in the top right-hand corner, and select 'Office 365 settings'



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



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



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)

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.



Language:

English (United States) ▼

Version:

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*)

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Version:

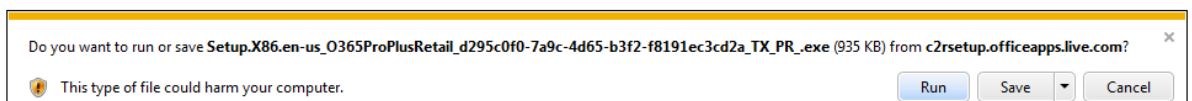
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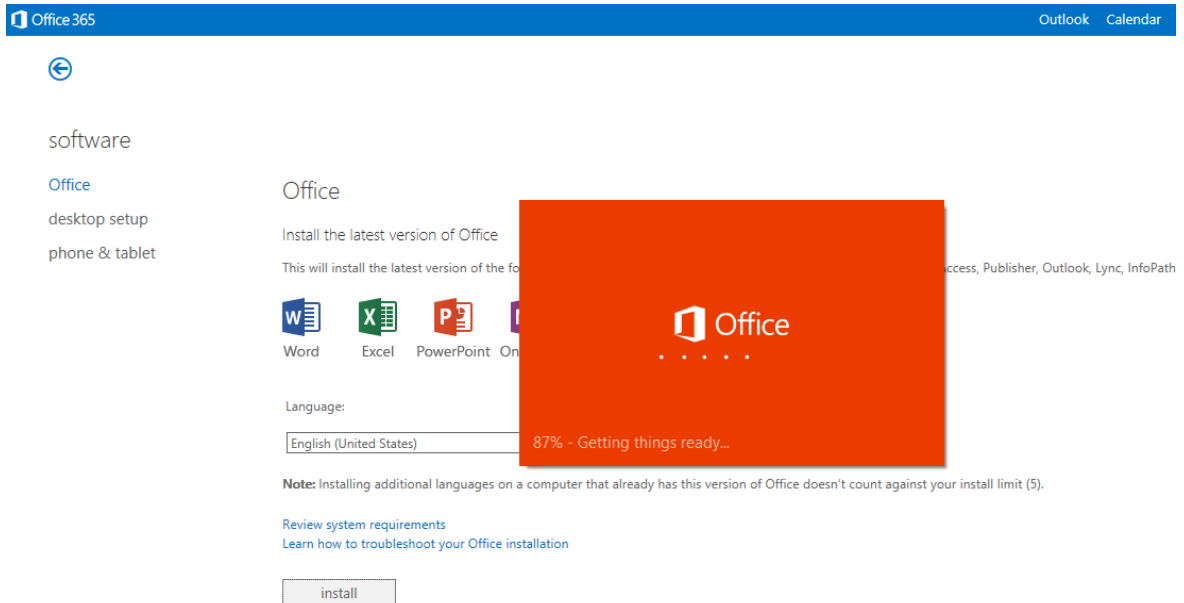
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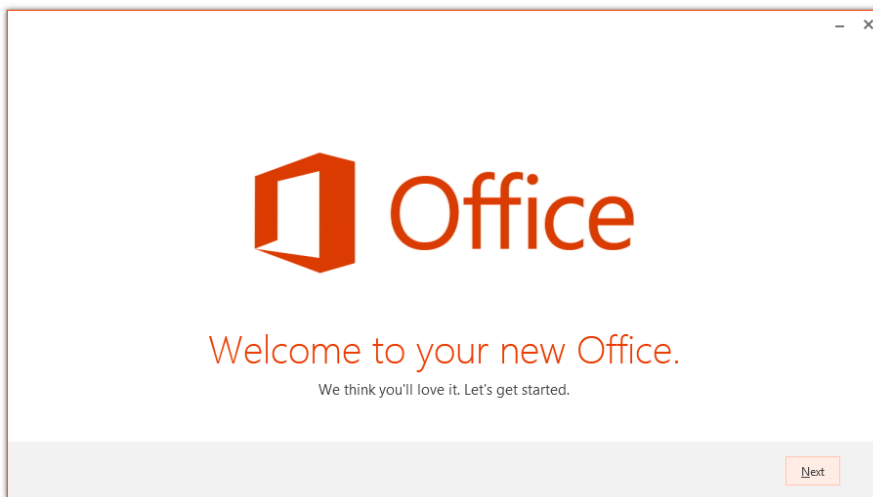
install



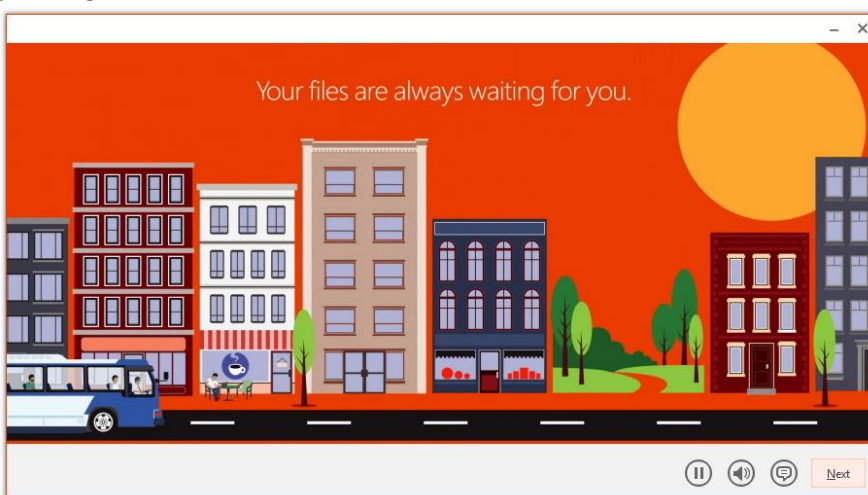
11. The program will then begin to download



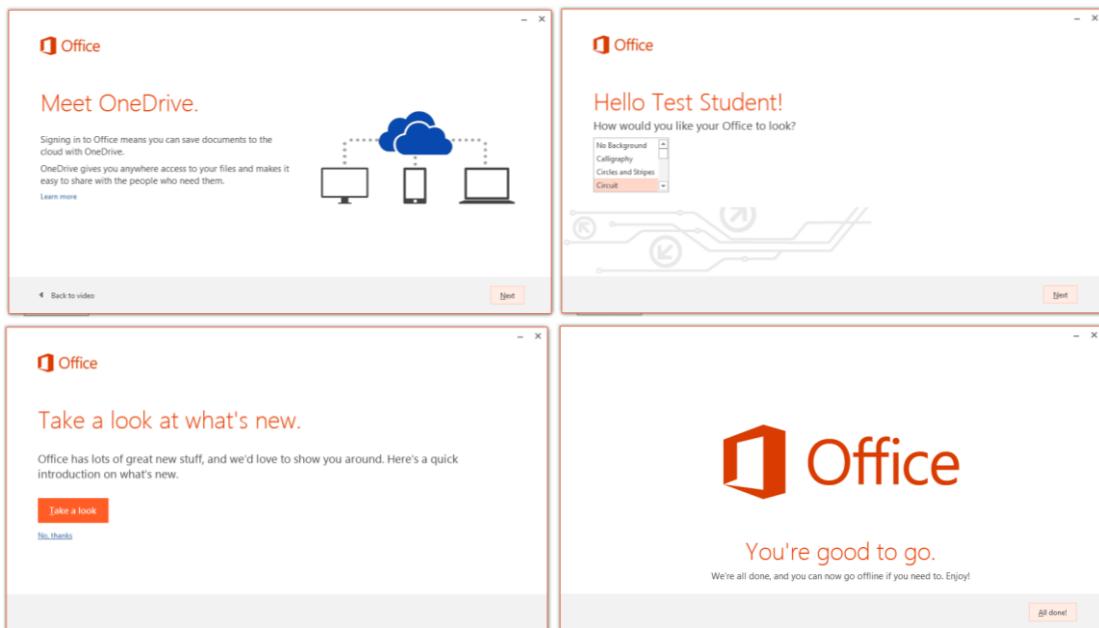
12. Once the splash-screen appears, click the 'Next' button



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)



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!'



15. The latest version of Microsoft Office is now installed on your computer, and can be opened in the normal way

