



How To – Office 365

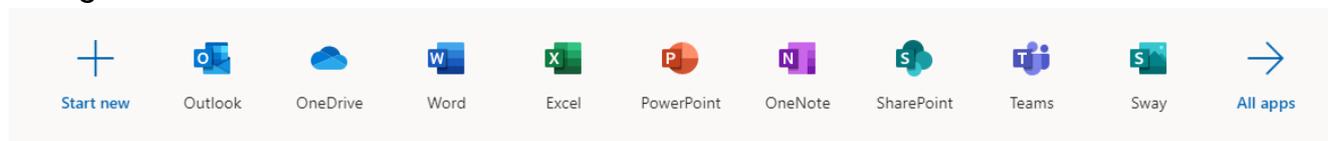
Info

This guide will help you access Office applications from home. You will also be able to use Outlook, OneDrive, Word, Excel and PowerPoint.

How To

1. Go to <https://login.microsoftonline.com>
2. Click Sign In
3. Enter your email address, this is your username followed by @howdenschool.net.
E.g. tsmith20@howdenschool.net
4. Enter your password, this is the same password you use to log onto the computers at school
5. You will then be greeted with the Home screen

Navigation



From the home screen you will be able to navigate to any of the Microsoft Office apps available to students. These are; Outlook, OneDrive, Word, Excel and PowerPoint.

Additionally, from the top of any screen you will see the below button in the top left of the page, this is the **Apps Launcher**, this will allow you to navigate between Office applications.

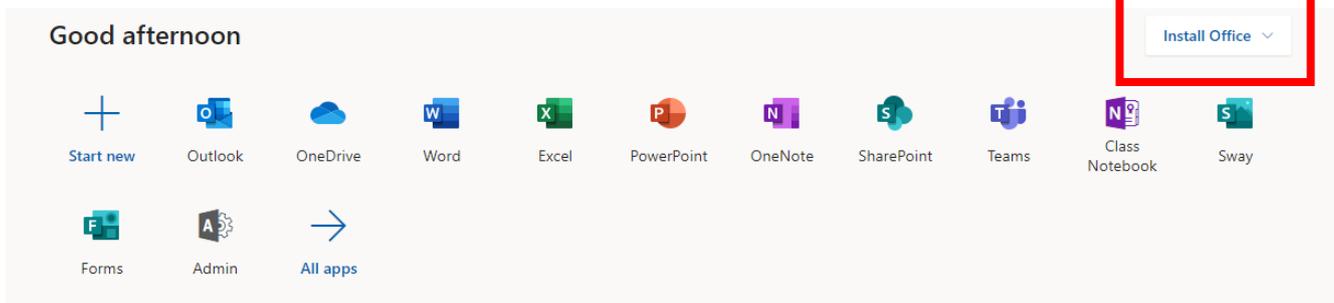


Outlook

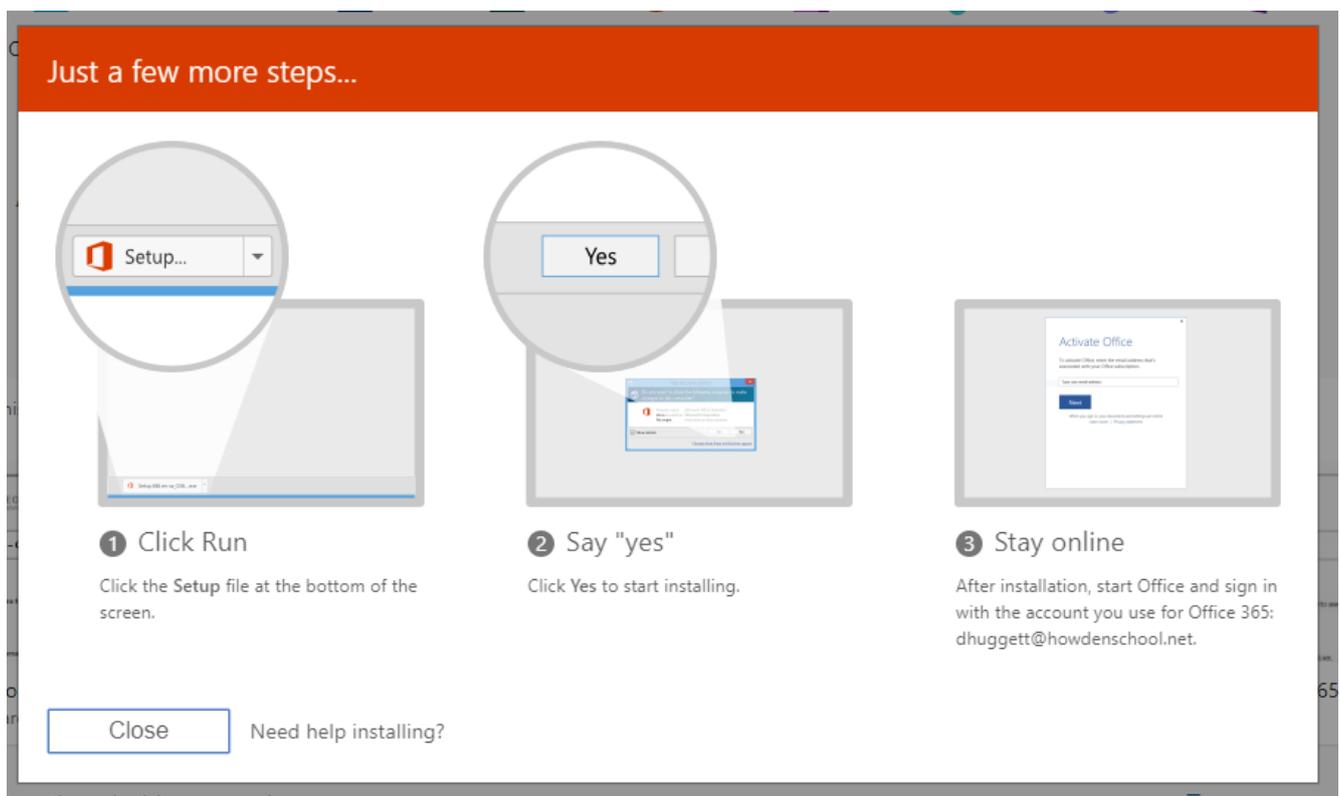
This is where you will find your school emails. During your time at home, please monitor your emails regularly as Teachers will be able to contact you this way, to either provide new homework or assist you with any problems you are having.

Installing Office

If you do not already have the Microsoft Office Apps on your computer/laptop, you can download them from the Office 365 portal.



1. While on your home screen, click on **Install Office**. This is found to the right, just above the office apps
2. Click **Premium Office Apps**
3. You will then be greeted with the below screen and it will automatically start the Office download
4. Follow the instructions on the pop-up and Office will install on your PC/Laptop



Note: The install can take around 30 minutes to complete, you can do other things on your PC/laptop while you wait, but please do not log off or power off your machine.