

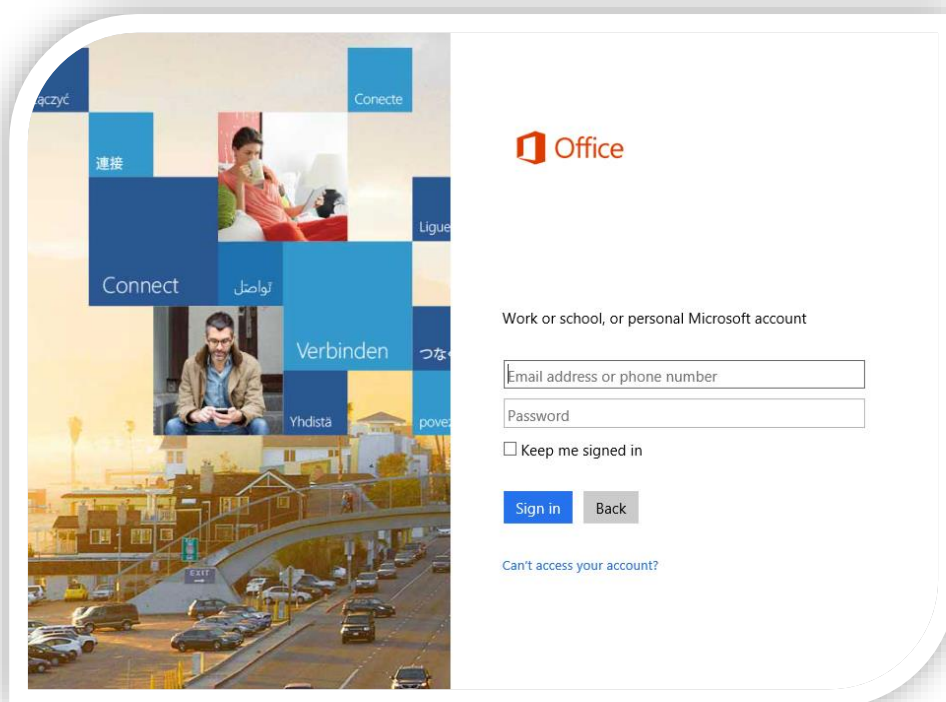
Downloading Microsoft Office 2016 at home

A guide for students

As a student at our school, you are entitled to a free copy of Microsoft Office 2016 to use on up to five of your personal devices at home. This can be a PC, laptop or tablet PC.

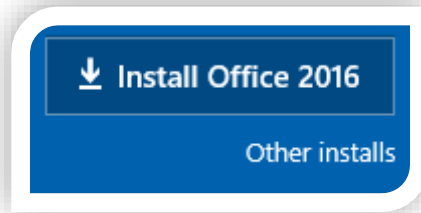
To get started, go to www.office.com

Click on the “Sign In” button in the top-right of the screen. You will be taken to this page:



Enter your school email address and password, which should have been given to you by your teacher.

After you have logged in, you should see the following button in the top right:



If you have a PC, click “Install Office 2016” and follow the instructions.

If you have a Mac, click “Other Installs” and select the Mac version of Office to install.

Note: Office 2016 is a large piece of software, and can take up to 1 hour to install depending on the speed of your internet connection.