



Office 365

How to install Microsoft Office 365

- Students can install and use the latest Microsoft Office software at home for free whilst you study at Maltby Academy.
- This can be installed on up to 5 devices...
- **What you can get...**
- **The latest version of the Microsoft Office Suite**
- Contains: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook
- **Microsoft Office for Mac**
- Contains: Word, Excel, PowerPoint 2016, Outlook 2016
- **Office Mobile for Android or iOS**
- Contains: Word, Excel, PowerPoint, Outlook



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How to get it...

To avoid any issue's we recommend uninstalling any trial versions of office before you start as they can conflict.

You can find details on how to do this below.

How you open the Control Panel depends on your version of Windows.

Windows 10

- In the search box on the task bar, type **control panel**, then select **Control Panel**.
- Select **Programs > Programs and Features**, then right-click your Microsoft Office product, and choose **Uninstall**.

Windows 8.1 or 8

- Right-click the **Start** button  (lower-left corner), and choose **Control Panel**.
- Select **Programs and Features**, then right-click your Office product, and choose **Uninstall**.

Windows 7

- Click **Start > Control Panel**.
- Click **Programs > Programs and Features**.
- Right-click the Office application you want to remove, and then click **Uninstall**.



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Once you have removed Office from your computer, follow the instructions below;

1. Click on this link <https://portal.office.com/OLS/MySoftware.aspx>
2. On the first login page enter your school email address e.g. username@maltbyacademy.com > click Next
2. Enter your school password into the password box > Click Sign In.

4. Click the Install Office button



5. Choose Run or Save
6. The installation will begin while a video explains the features
7. You will need to activate Office when the installation is complete. Enter your school email address and your school log on password in the sign in box.