

How to get Office 365 at home

1. Go to: www.boldonschool.org.uk

2. Select '**SharePoint**' from the menu



3. You will be displayed a box asking for your School Email address. Enter this in there and click '**Sign In**'

Work or school, or personal Microsoft account

Keep me signed in

Sign in

4. You will now be displayed a login screen asking for a username and password. In this you need to enter your username and password for the computers in school.

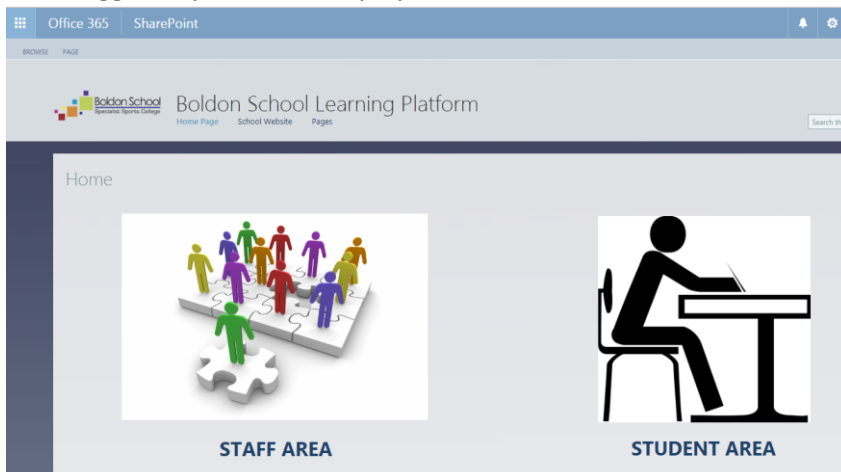
Type your user name and password.

User name: Example: Doma

Password:

Sign In

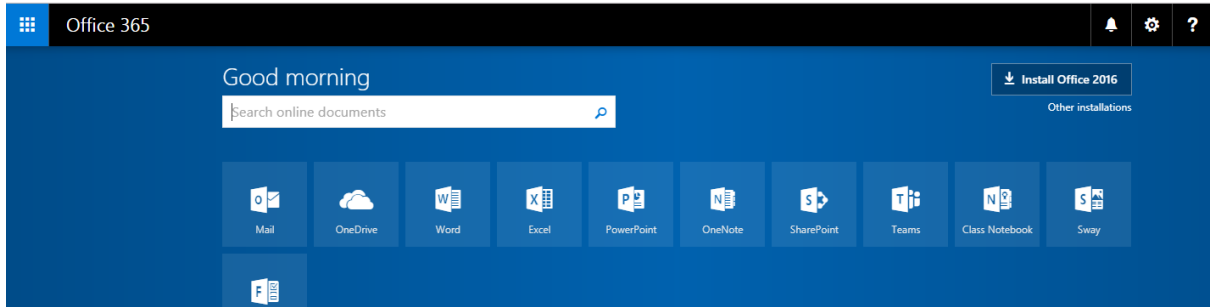
5. Once logged in you will be displayed a screen like this:



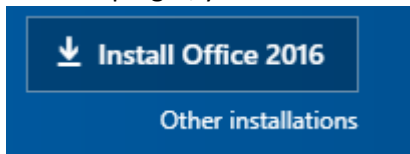
6. At the top of this click on 'Office 365'.



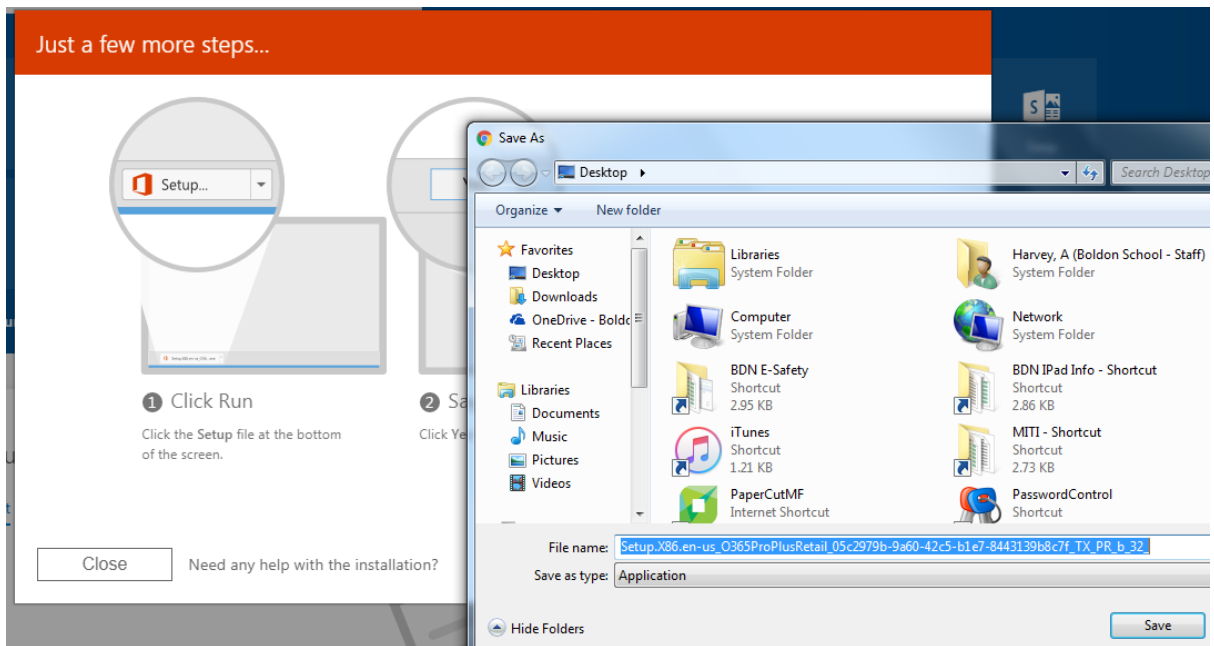
7. You will now be shown a screen like this:



8. At the top right, you need to click 'Install Office 2016'



9. You will then be displayed a screen with about the installation, click save and then follow the on screen instructions.



10. If you're using Google Chrome or Internet Explorer at the bottom of the screen, this will show the install status and when its finished downloading it will either say 'Run' or it will flash. When it does this, click either run or click the flashing icon and this will start the full installation.

11. There is a screen that will appear when you click install that will help guide you through the process

If you need assistance with this please see your Teacher or a member of the IT Support Staff.