

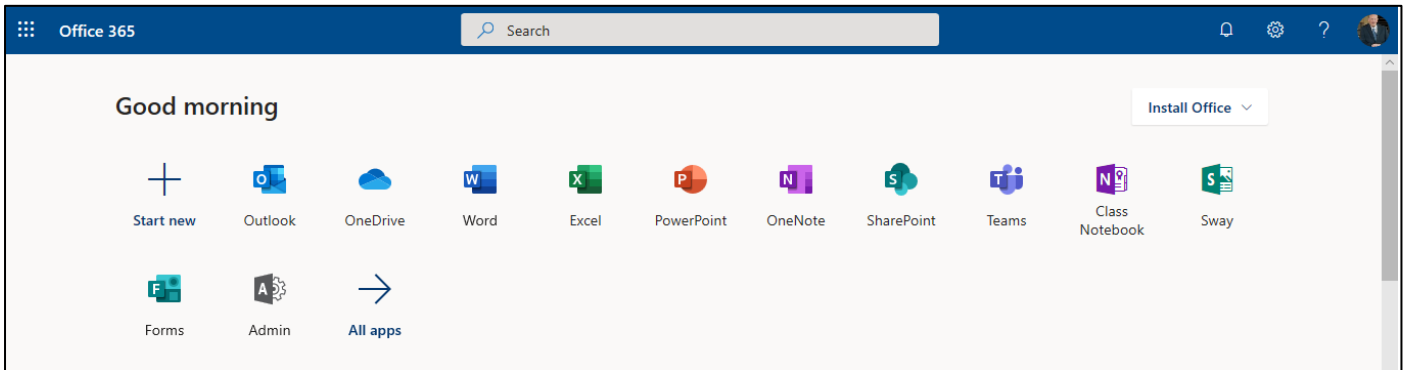
# How to install Office (Word, PowerPoint etc.)?

1. Go to the following website: <https://www.office.com/>
2. Choose Sign In
3. Enter your email address. This is:

Your username for the school computers@archbishopholgates.org

For example, if your name is Jon Smith and you log onto the school computers using JSmith1 your email address will be: JSmith1@archbishopholgates.org

4. Enter your password for the school computers.
5. You should then see the following screen:



6. In the top right hand corner it says 'Install Office', choose Office 365 Apps.
7. Now follow the instructions. Choosing Run at the bottom of your screen.

**You can now have Microsoft Word, PowerPoint, Excel and Publisher**