

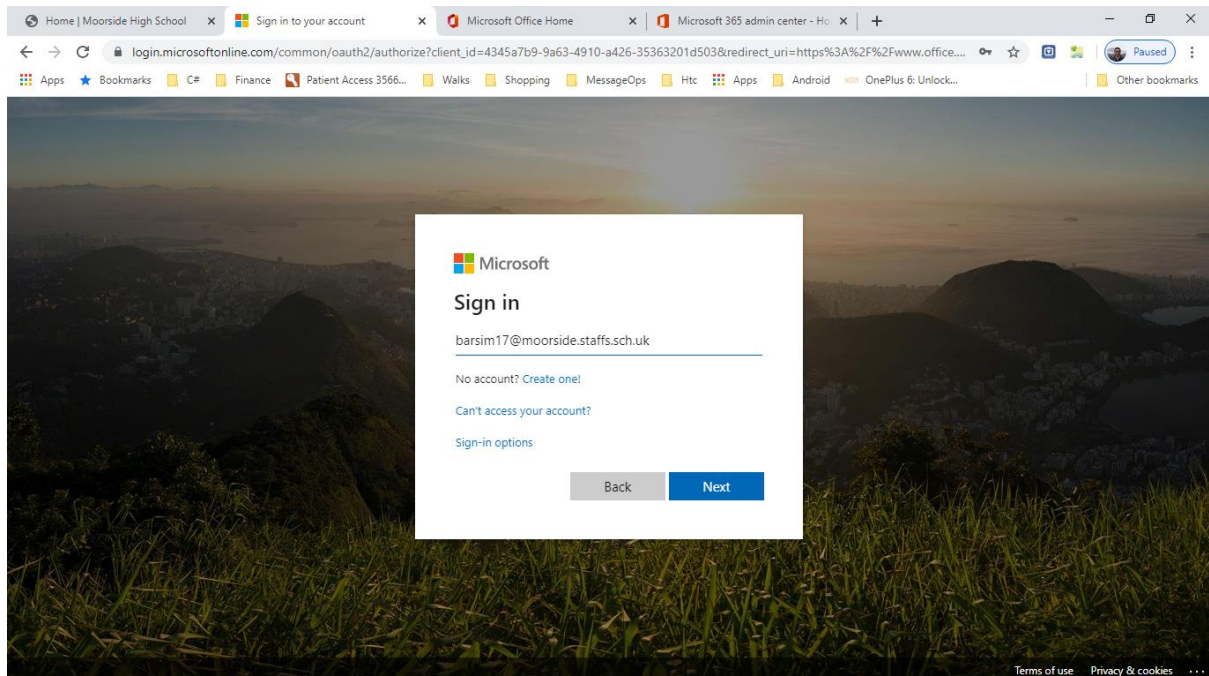
# Guide to Installing Microsoft Office

Students are entitled to a free copy of Microsoft Office whilst they are enrolled at Moorside High.

You can download and install Microsoft Office by following this guide.



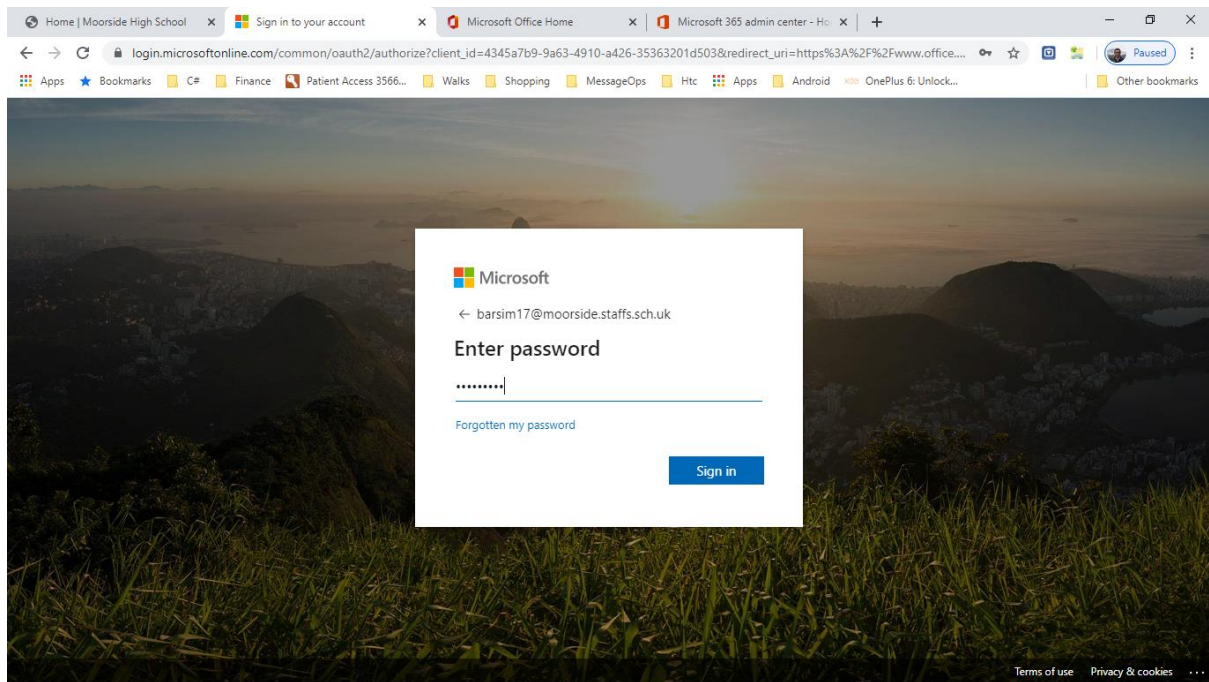
Click the Outlook icon pointed to by the blue arrow. This will take you to your Office 365 account on the internet.



Log on to Office 365 with your school email and email password. Click next.

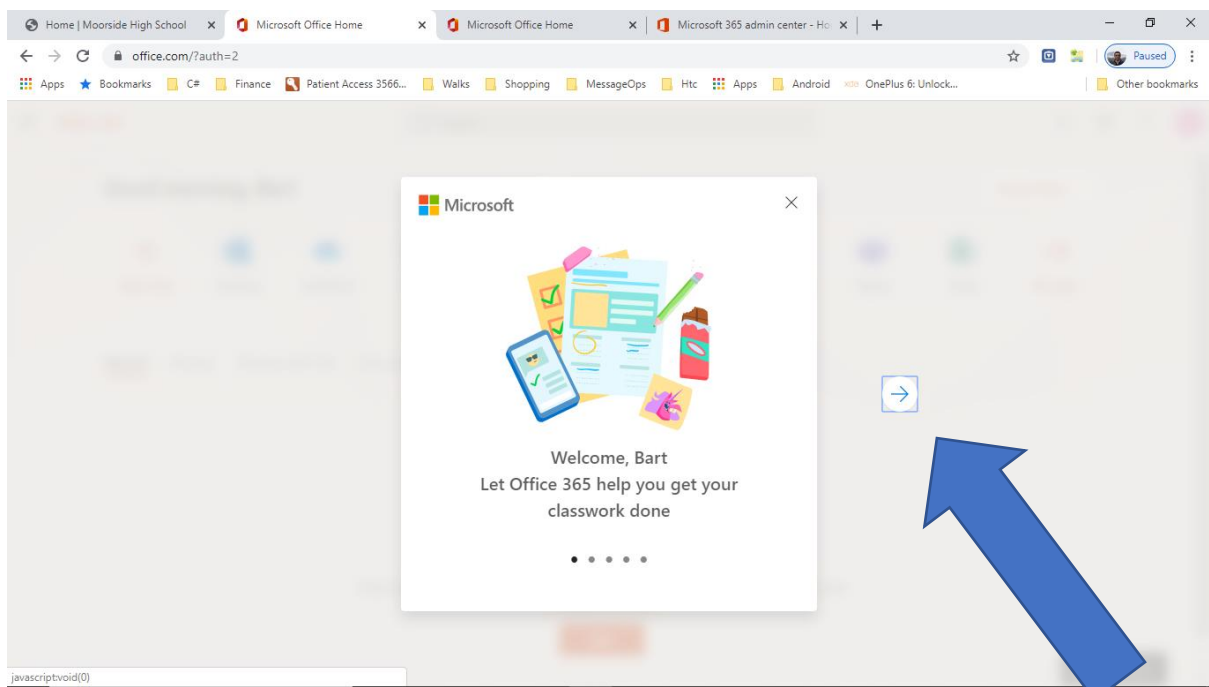
**If you don't know your school email address or password you can ask for it by emailing [ict.support@moorside.staffs.sch.uk](mailto:ict.support@moorside.staffs.sch.uk)**

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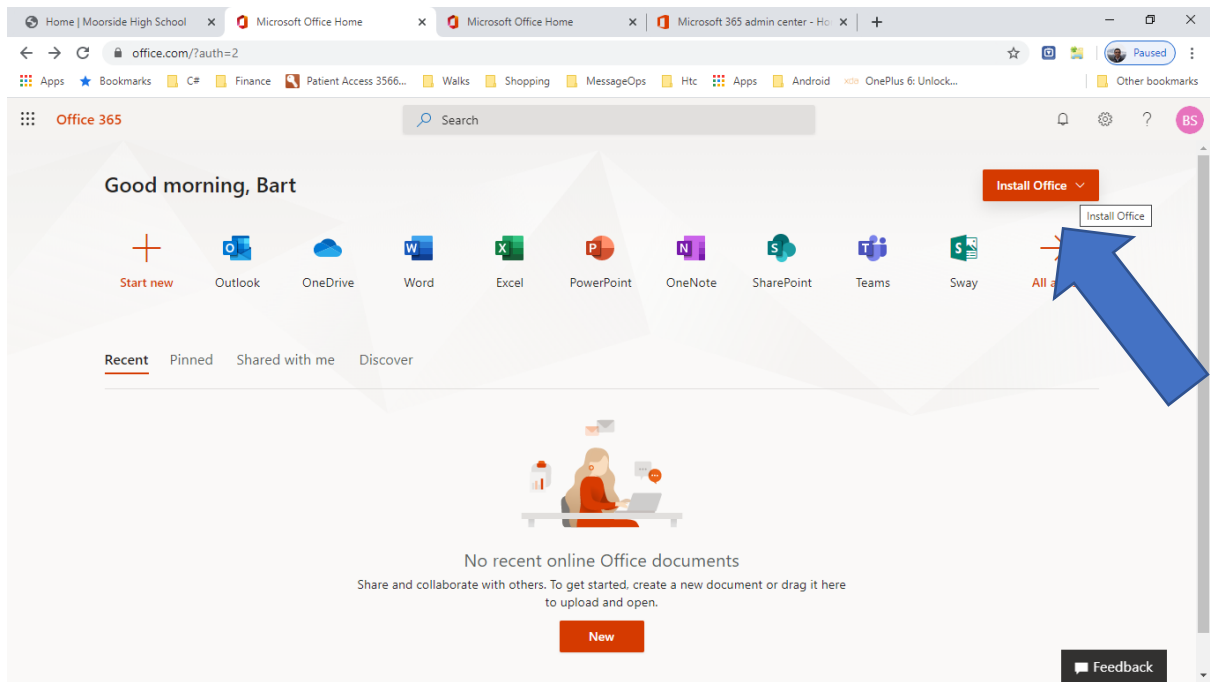
Enter your email password and click Sign in

**If you don't know your school email address or password you can ask for it by emailing [ict.support@moorside.staffs.sch.uk](mailto:ict.support@moorside.staffs.sch.uk)**

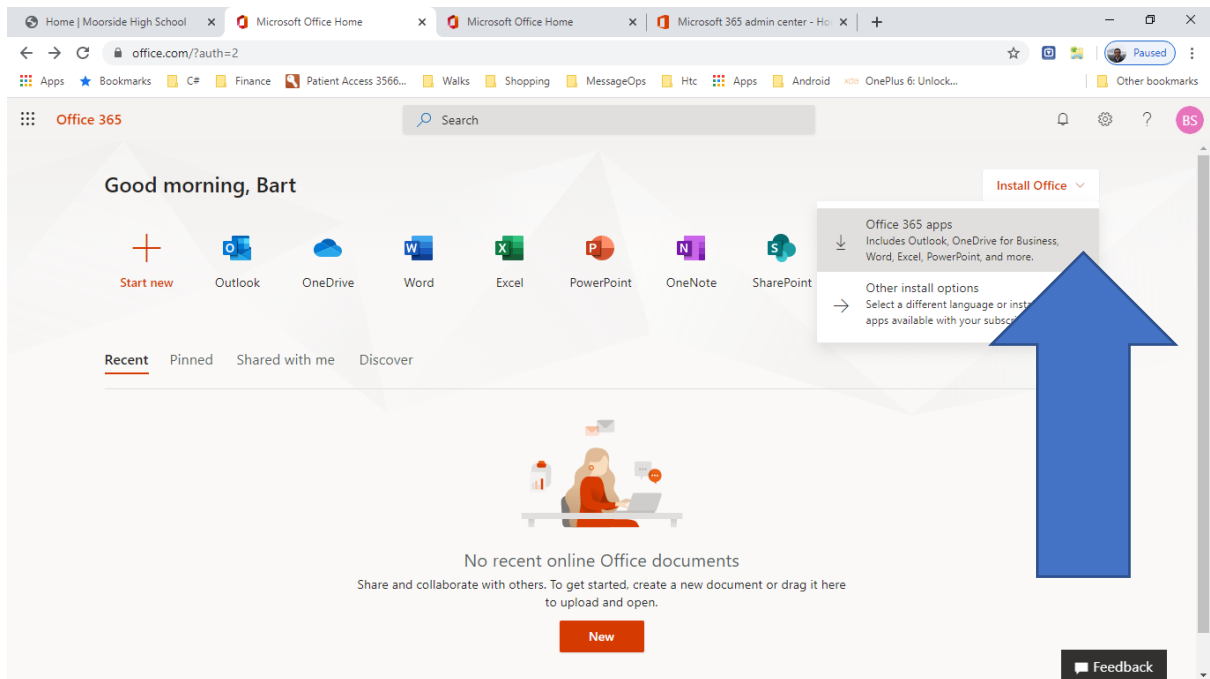


Click the small arrow to view the introduction to Office 365 until you get to the next screen.

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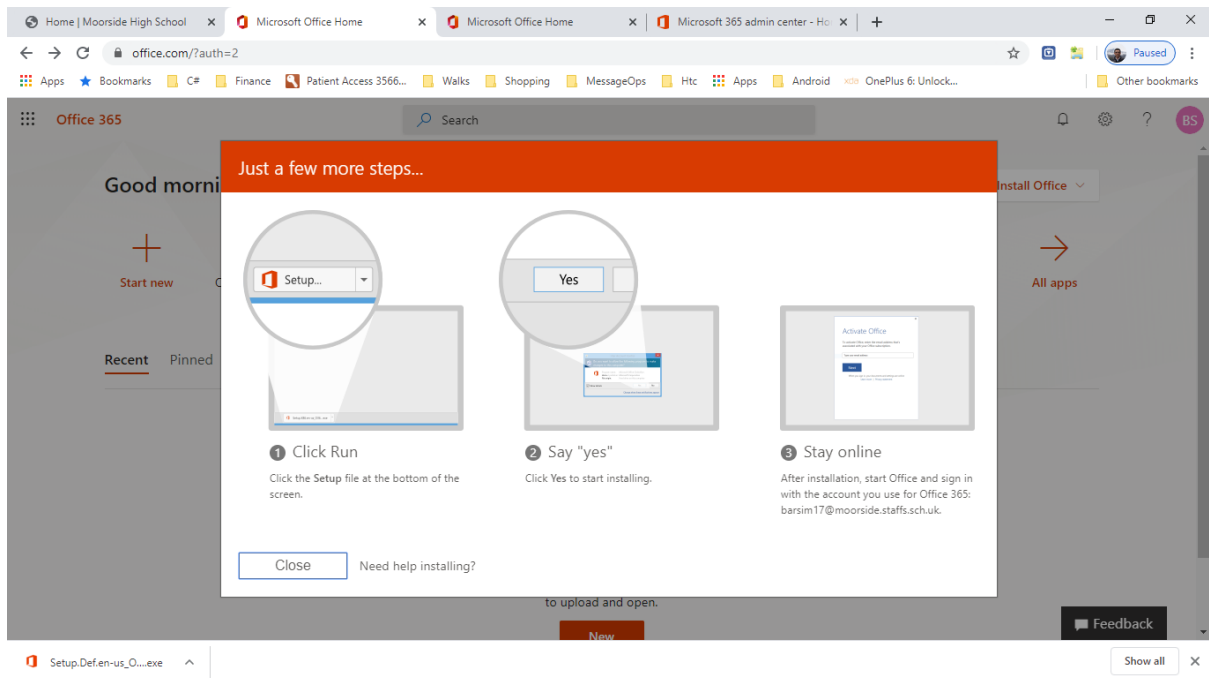


Click the Install Office button



Click the Office 365 apps,

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Follow the instructions to install Office to your home computer. If any of the Office applications ask you to log in you can do this using your school email address and password.