How to install Office 365 apps on home devices

- 1. Go to https://portal.office.com
- 2. Enter your school email address and password as shown below, then click Sign in:

| Microsoft | | | |
|-----------------------|-----|---------|--|
| ← mjass@greenfor | _ | | |
| Enter passwo | ord | | |
| •••••• | | | |
| Forgotten my password | | | |
| | | Sign in | |

 Once you have signed in, you will see the Office 365 page as shown below. Click on Install Office > Office 365 apps:

| III 🥳 Office 365 | | | S ? (M) |
|---|--|--|---|
| Ⅰ ⊕ □ | Good afternoon Recent Pinned Shared with me | Discover | |
| • | | | Select a different language or install other apps available with your subscription. |
| a) • | | No Office documents to discover Check out documents that others are working on. Only documents you have access will appear here. | s to |
| 4 | | | Go to OneDrive $ ightarrow$ |

4. After clicking on Office 365 APPs, the OfficeSetup.exe will appear in your downloads as shown below:

| | Good afterno | non | | |
|-------------------|-------------------|---|--|--|
| (+) | Ju Recent Pini | st a few more steps | | |
| 1 | | \bigcirc | \frown | |
| K | | Setup | Yes | |
| • | | Setup | Yes | |
| • | | | | Activate Office with the analysis of the anal |
| 40 | | a indirection | The second secon | and the second s |
| \$ | | 1 Click Run | 2 Say "yes" | 3 Stay online |
| ч і і | | Click the Setup file at the bottom of the screen. | Click Yes to start installing. | After installation, start Office and sign in with the account you use for Office 365: mjass@greenford.ealing.sch.uk. |
| 5 | OneDrive | | | |
| - | Recent folders | Close Need help installing? | | |
| N B | Documents | | | |
| FR | M Jass's OneDri | ve for Business » »reenfor | | |
| OfficeSetup.exe ^ | | | | |

5. Once you click on the OfficeSetup.exe file, click Run, and then click Yes when prompted to allow Microsoft Office 365 to make changes to this computer:

| Open File - Security Warning | × | | |
|--|---|---|--|
| Do you want to run this file? Name: <u>C:\Users\mjass\Downloads\OfficeSetup.exe</u> Publisher: <u>Microsoft Corporation</u> Type: Application From: C:\Users\mjass\Downloads\OfficeSetup.exe Run Cancel | | User Account Control Do you want to allow this app to make changes to your device? Microsoft Office Verified publisher: Microsoft Corporation File origh: Downloaded from the Internet | |
| Always ask before opening this file While files from the Internet can be useful, this file ty harm your computer. Only run software from publish What's the risk? | | Show mole details Yes No | |

- 6. After clicking Yes the Office 365 setup will proceed and all applications will install on your computer.
- 7. When opening the application, sign-in with your school email account and password if it hasn't already done so.
- 8. You can install Office 365 on up to 5 devices.