

User Guide for Downloading Office 365 at home.

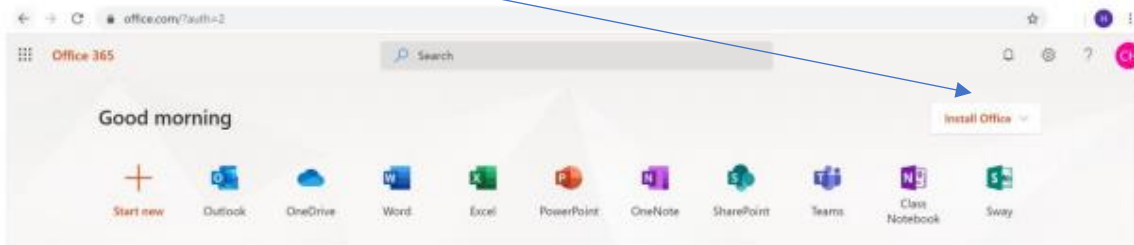
Office 365 is available for all our students to download – completely free.

Please follow the step by step guide for how to download to your computer.

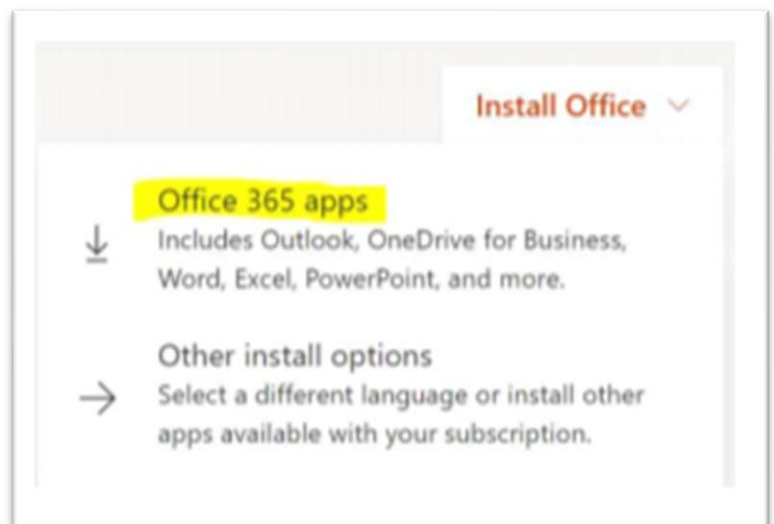
1. Open a new internet browsing window and follow this link – <https://www.office.com/>
2. Login using your school email and password. (Students please see the end of this document for help logging in)



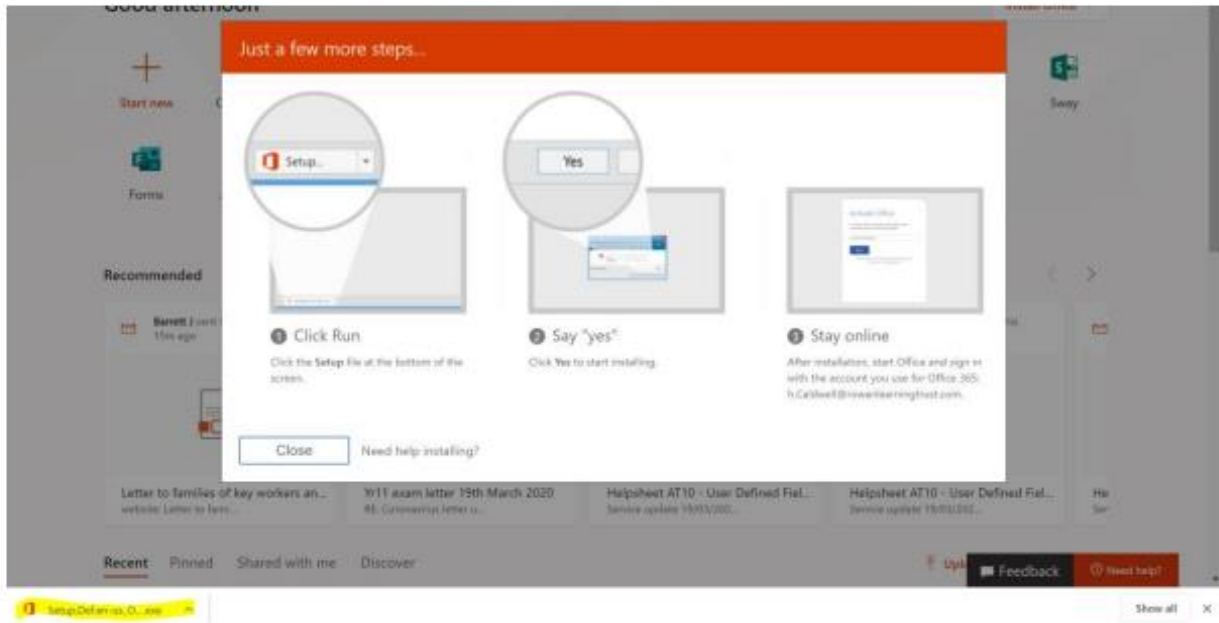
3. Click on the 'Install office' button in the top right corner of the screen shown below.



4. Click on 'Office 365 apps' from the drop down menu as highlighted .



5. The setup file should appear at the bottom left of the screen, highlighted below
6. In the next window click 'Yes' to agree to changes



7. The above progress window will then display. Installation of Office may take some time, if you already have an older version of Office on your computer, please close any open applications.

8. For any more support in this process please contact school.

Student Login

Students should log in using their normal school username followed by:

- “@student.marusbridge.co.uk”

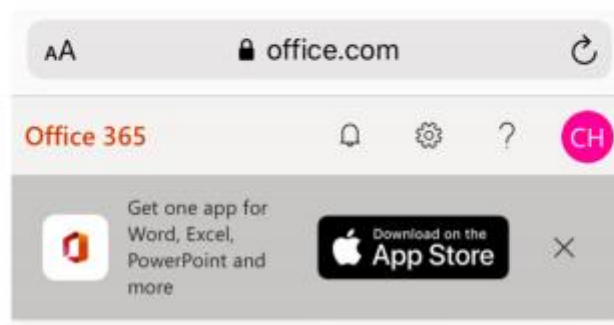
for Marus Bridge Primary School students

Example:

Jimmy.Bloggs@student.marusbridge.co.uk

Mobile App Download

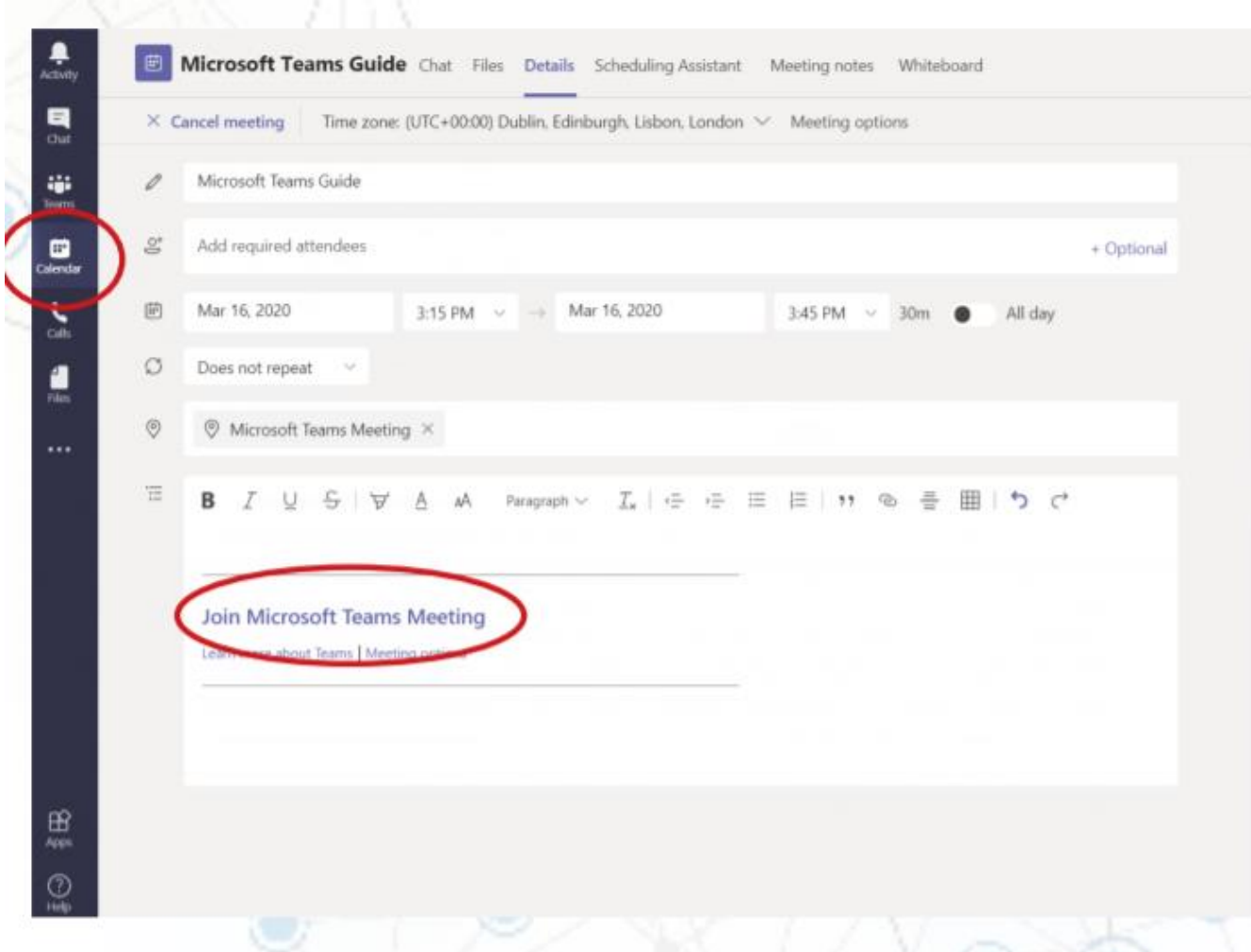
1. Open a new internet browsing window and follow this link <https://www.office.com/>
2. Sign in to your account as explained above on a computer.



3. When logged in, click on the button at the top of the screen to download on the app store. On the next screen select get to start the download. You may need to authorise the download at this point.
4. When it has downloaded open the app.

To log into the office 365 Microsoft Teams app for live lessons

Click the calendar on the left hand side of the screen to find the lesson and then click “Join Microsoft Teams Meeting”



Just close the app when your lesson has ended.