



## Microsoft Office Installation Tutorial

This is a fantastic opportunity to get a great set of free software for your home and family and really enhance your child's learning. Your child can download Office for both Mac and PC by logging in to their Chertsey High School Office 365 account.

If you have any questions please email Mrs Tack- [TackT@chertseyhighschool.co.uk](mailto:TackT@chertseyhighschool.co.uk)

This document provides guidance on how to install Microsoft Office onto your own personal computers at home using your school email.

Once logged in there is a button in the top right hand corner that says 'Install Office'. If you click on this and then 'Install Apps' and follow all of the instructions then you can get one of your 10 copies of Office 365. This works for both Mac and PCs.

### Step 1:

Your child can log in to their account using their normal school login details and following this link: <https://www.office.com/> and clicking on the sign in button.

### Step 2:

Sign in with your school email address and password. They will use their email address which is their Chertsey High School username followed by @chertseyhighschool.co.uk e.g. **17smithj@chertseyhighschool.co.uk**

The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text reads "Sign in to continue to Outlook". There is a text input field labeled "Email address or phone number". Below the input field is a link that says "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button.

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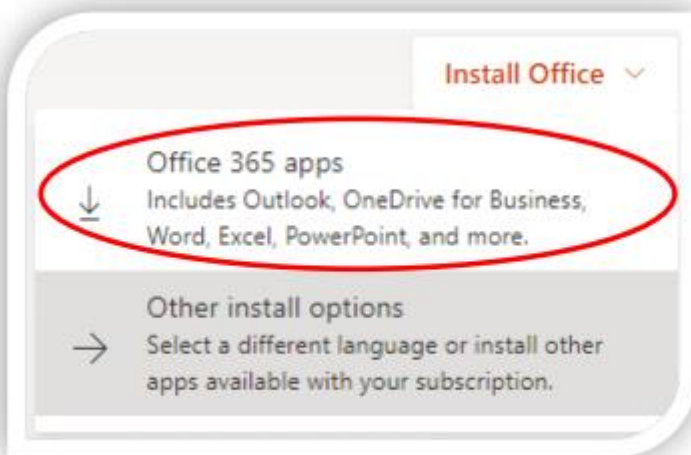
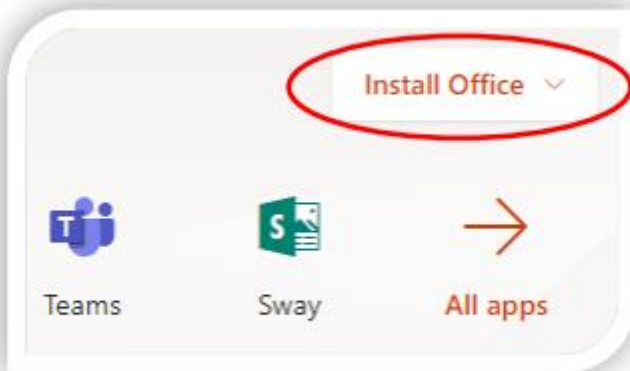
Email: [info@chertseyhighschool.co.uk](mailto:info@chertseyhighschool.co.uk) [www.chertseyhighschool.co.uk](http://www.chertseyhighschool.co.uk)

Company Registration No: 07768726 VAT Registration No: 200109287



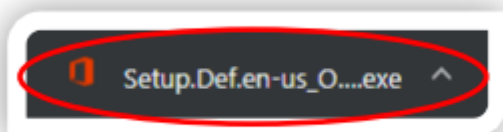
### Step 3:

Near the top right corner, you will see a button that says "Install Office", click on it. It should have a dropdown which an option that says "Office 365 apps", select that option. See circled options below.



### Step 4:

Doing this should automatically start download a Microsoft Office Installer, when the installation has finished downloading run the file.



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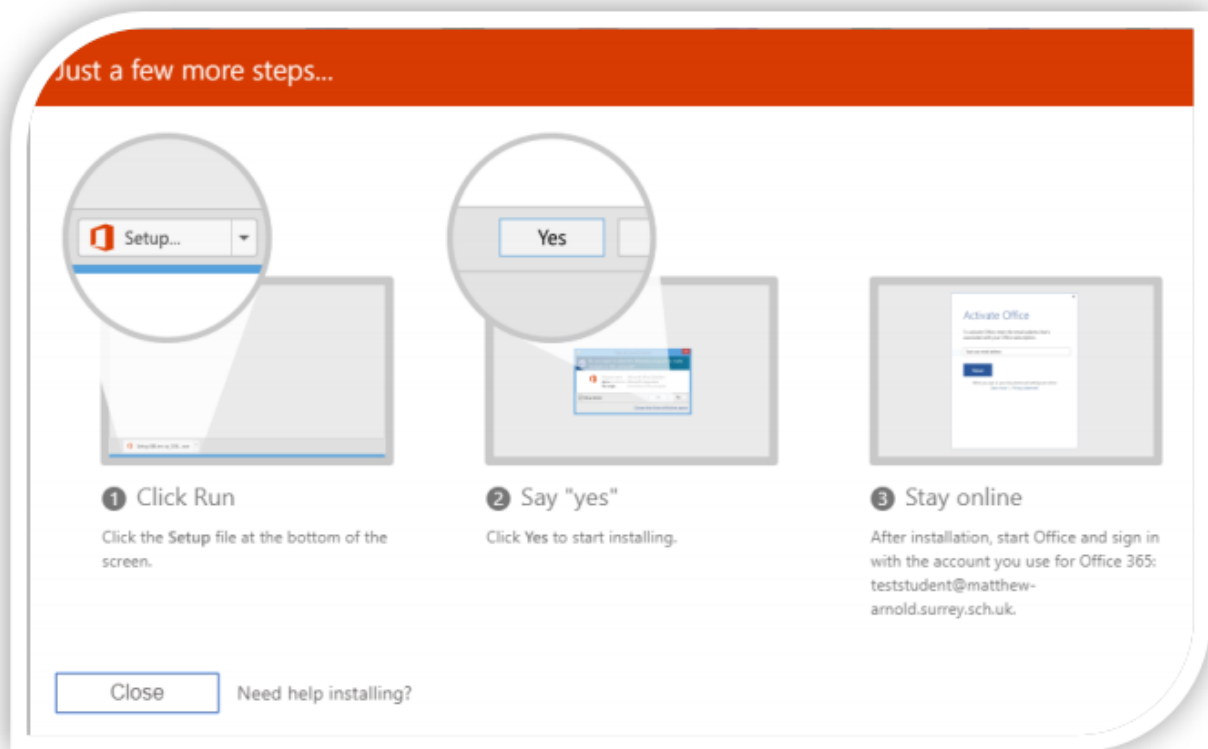
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## Step 5:

Follow the onscreen instructions and you should have Microsoft Office installed on your computer!



Please be aware that with your school account, you can install Office on up to 4 devices.