Microsoft Office for Students

Overview

As part of our volume licensing agreement with Microsoft, all students are now entitled to a free copy of the latest version of Microsoft Office Professional, which can be installed on a home computer and accessed as an online web-application.

Please note that you must be running Windows 7 or later to install this product and that you should uninstall any existing versions of Microsoft Office (including the Office 365 Trial which is often bundled with new computers) before continuing.

Installing Microsoft Office

Office Professional may be accessed and installed via Office 365 as follows:

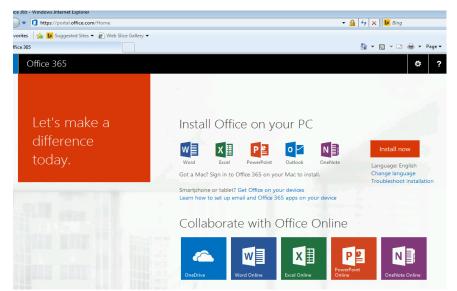
- 1. Open a web browser and navigate to https://login.microsoftonline.com
- 2. Log in using your Myton School username, with "@myton.co.uk" appended. For example, if you log in at school using **14F.Bloggs**, you would enter

14F.Bloggs@myton.co.uk and your normal password.



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3. Once logged in, you will arrive at a landing page where you are able to use the online Office applications if you wish. To install a copy on your machine, click **Install now**.



 Depending on the configuration of your web browser, you may be prompted with some security questions. If prompted, you will need to choose to **download**, **run** and **accept** these prompts.

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Image: Comparison of the state of the					
🖕 Favorites 🛛 🧣	🖕 Favorites 🛛 🙀 🕨 Suggested Sites 🔻 🕖 Web Slice Gallery 👻				
Office 365					
📥 To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options					
File Download - Security Warning					
Do you want to run or save this file?					
	Name:89e1-bbb5-4956-95dd-97610415f61e_TX_PRexe				
	Type: Application, 1.01MB				
	From: c2rsetup.officeapps.live.com				
	Run Save Cancel				
•	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>				

IT Department Myton School	ΜY	TON		OL			
Internet Exp	olorer - Security Wa	arning		×			
Do you v	vant to run this so	oftware?					
	Name: <u>Microsof</u> Publisher: <u>Micros</u>	ft Office ClicktoRun oft Corporation	L				
× More	options		Run	Don't Run			
	While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. <u>What's the risk?</u>						
😵 User Account Control							
Do you want to allow the following program to make changes to this computer?							
	Program r Verified pu File origins	ublisher: Microso	it Office ClicktoRun f t Corporation Ided from the Intern	et			
Show details			Yes	No			
		Cha	ange when these not	ifications appear			

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5. Your copy of Office Professional will then start to download and install in the background. During this process you will be prompted to activate Microsoft Office Professional by entering your username and network password.

	×	
Activate Office		- ×
To activate Office, enter the email address that's associated with your Office subscription.		
Type your email address		
Next		
Enter a product key instaad When you sign in, your documents and settings are online Learn more Privacy statement		
		Next
		Office is installing in the background (32%)
	🚷 Internet Prot	You can use your programs now, but please don't go offline or restart your computer.
		10:41 • 🔀 🕼 🕼 10:41

6. Once the background installation has completed, you will be able to run the Microsoft Office Professional applications from your Start Menu.



If, when logged in, Microsoft Office is unavailable, please visit the IT Support team in school so they can check that your account is licensed correctly.