

## Microsoft Office for Students

### Overview

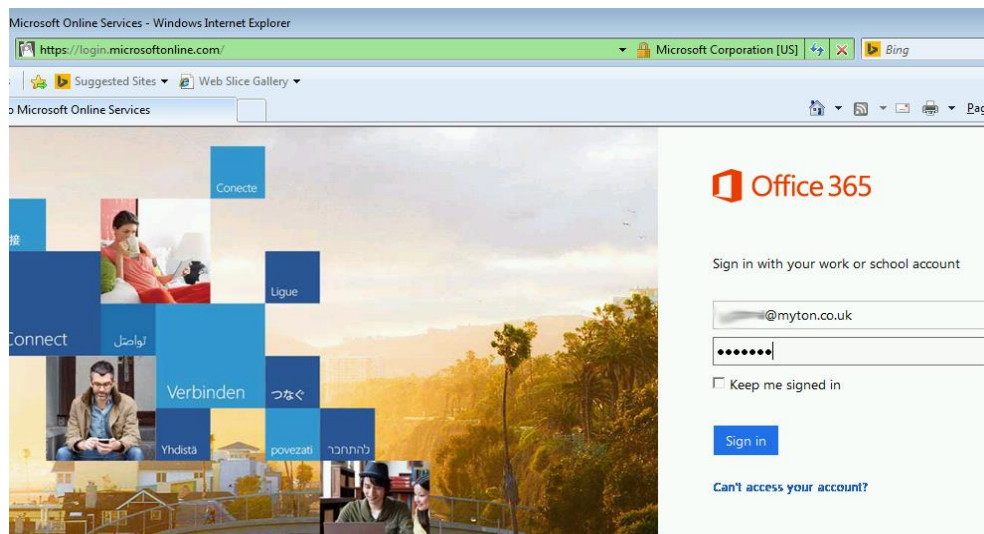
As part of our volume licensing agreement with Microsoft, all students are now entitled to a free copy of the latest version of Microsoft Office Professional, which can be installed on a home computer and accessed as an online web-application.

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.

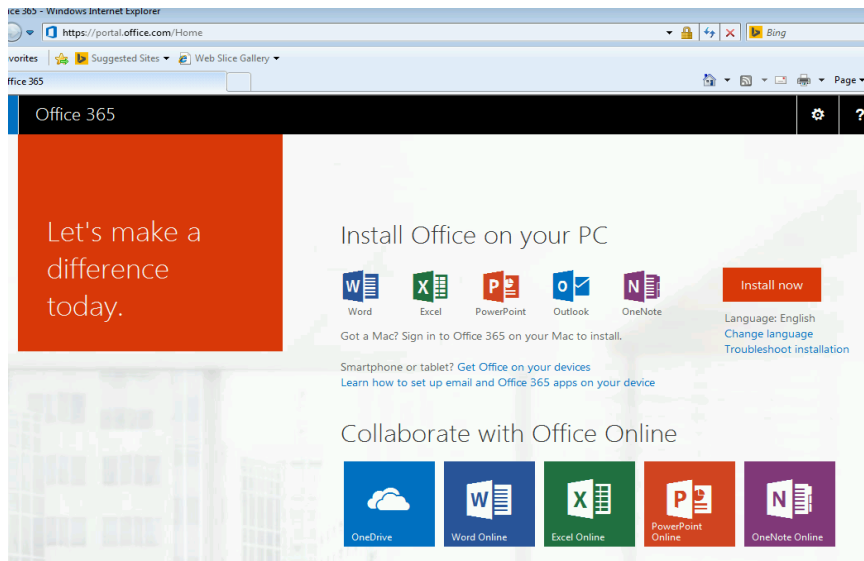
### Installing Microsoft Office

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

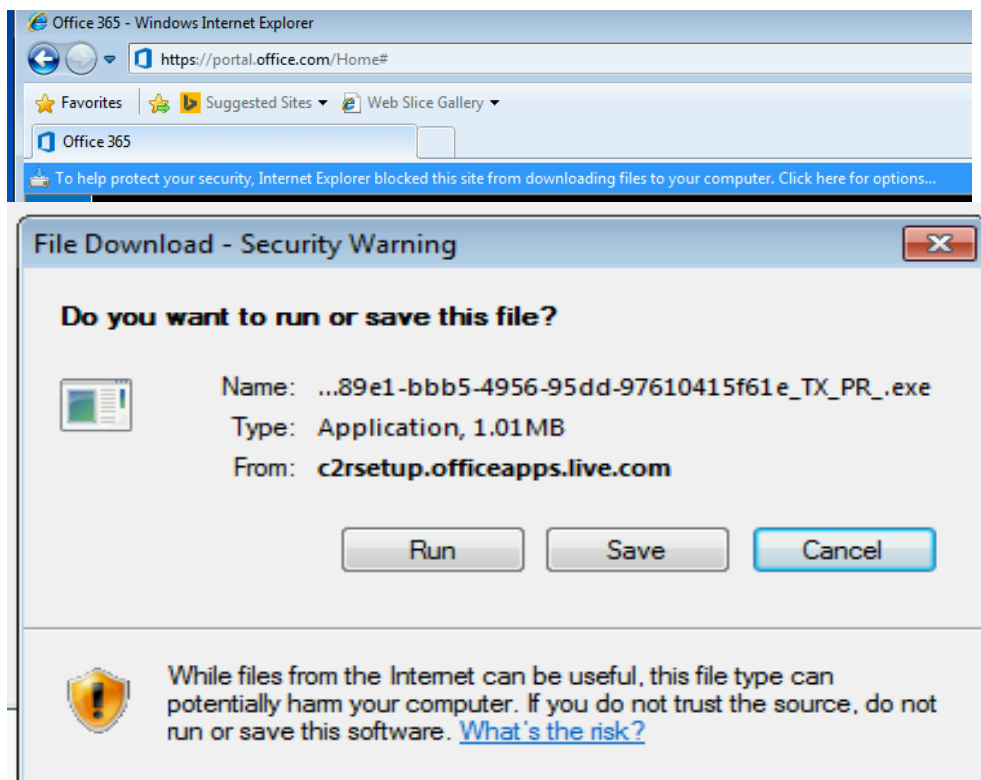
1. Open a web browser and navigate to <https://login.microsoftonline.com>
2. Log in using your Myton School username, with “@myton.co.uk” appended. For example, if you log in at school using **14F.Bloggs**, you would enter [14F.Bloggs@myton.co.uk](mailto:14F.Bloggs@myton.co.uk) and your normal password.

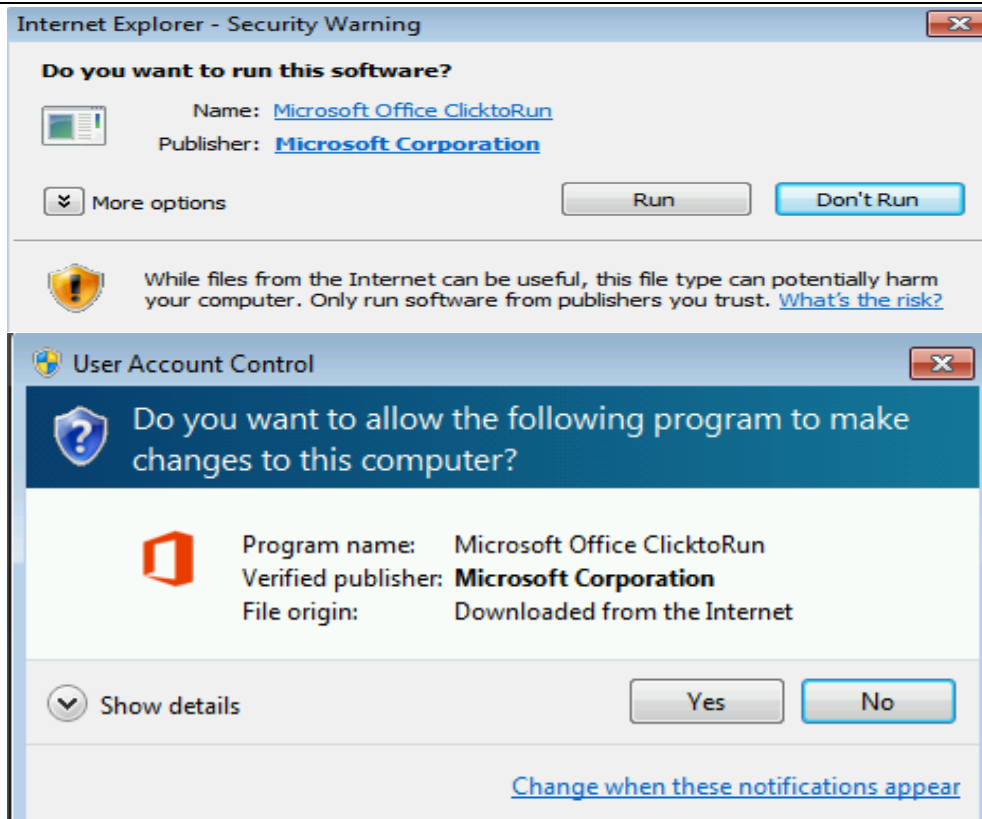


3. Once logged in, you will arrive at a landing page where you are able to use the online Office applications if you wish. To install a copy on your machine, click **Install now**.

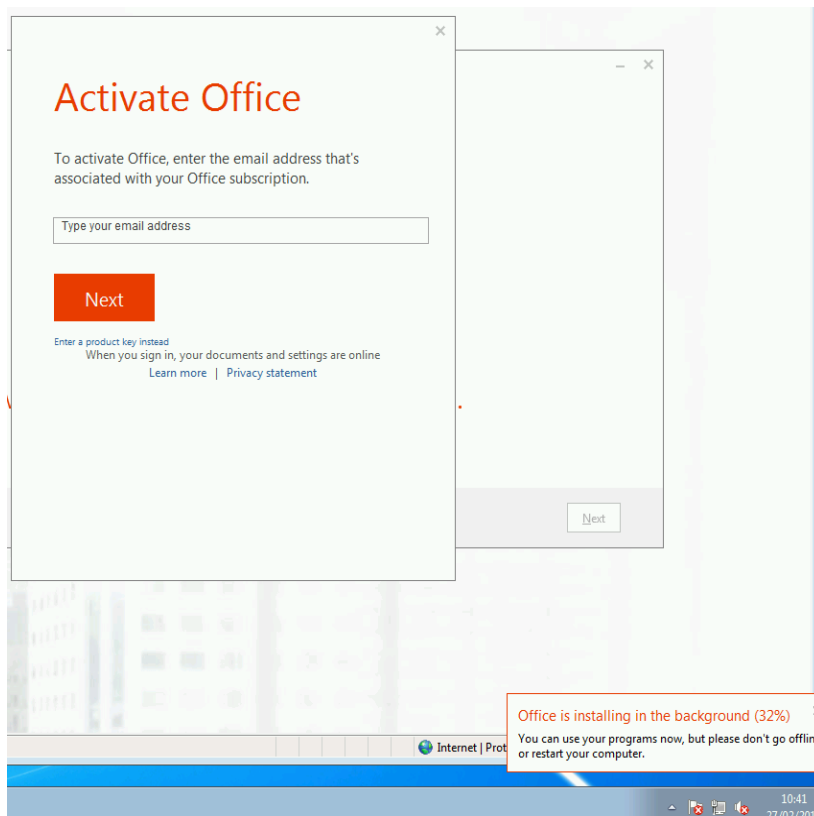


4. Depending on the configuration of your web browser, you may be prompted with some security questions. If prompted, you will need to choose to **download**, **run** and **accept** these prompts.

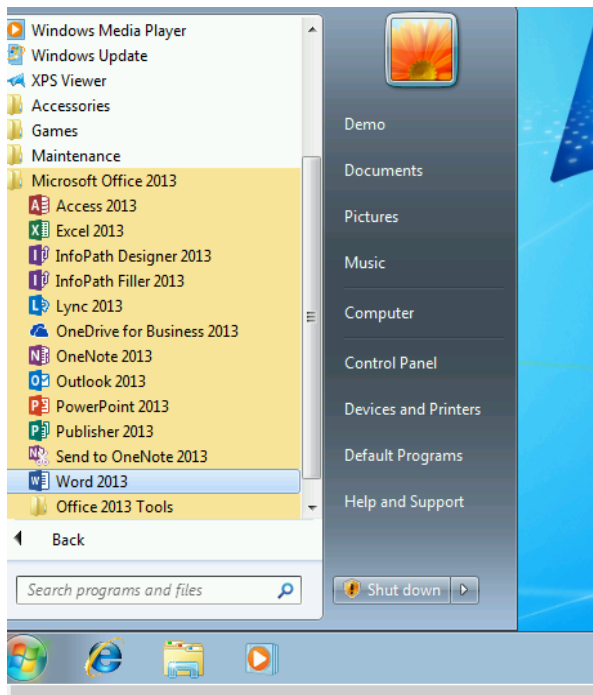




5. Your copy of Office Professional will then start to download and install in the background. During this process you will be prompted to activate Microsoft Office Professional by entering your username and network password.



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.