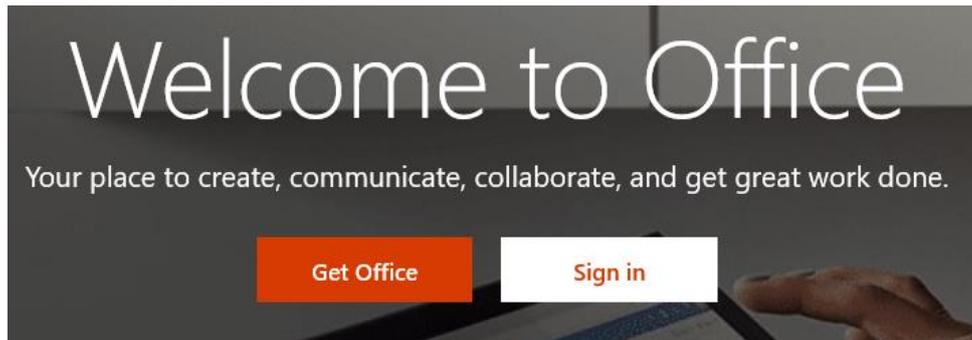


What is Office 365 and how it works?

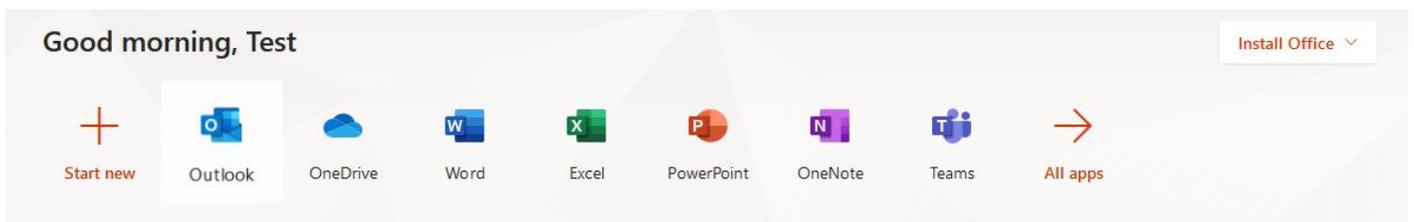
Office 365 is a suite of applications from Microsoft that allow us to do our work. Your email at school is each linked to a Microsoft Account which allows you to login to any Microsoft services.

If for example you go to our school website www.heart-england.co.uk, click on email (in the top right hand corner) and login using your school email and password. This will give you access to your school emails but also log you into Office 365. This is because these services are connected.

Another example would be if you go to office.com, choose the sign in option.



Then login using your school email and password. It will also give you access to the Office 365 but instead will load the main hub.



This process is called Single Sign On, so one login for all Microsoft applications from any internet browser. You could then load the outlook application to access your email just like you would from our school website, along with any other apps that are available from the menus.

Application Summary

Outlook – Email

OneDrive – Cloud Storage

Word – creating text documents

Excel – creating spreadsheets

PowerPoint – for presentations

OneNote – for taking notes

Teams – for collaborative work and assignments from teachers.

How to access Office 365?

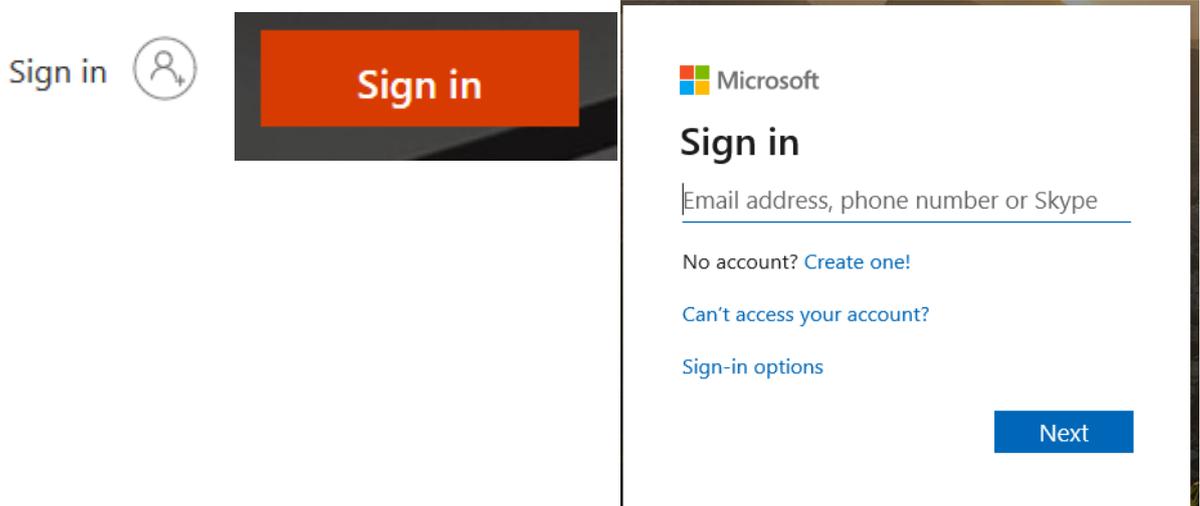
Office 365 can be accessed many different ways and from many different locations. The easiest method is through a web browser, which can be done from any internet enabled device.

- 1) Load an internet browser.

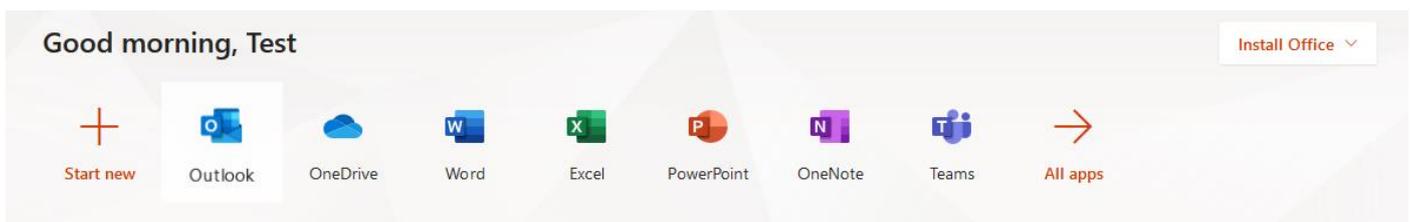


Any modern internet browser will do, firefox, google chrome, safari, opera, edge. (many others are available and suitable too)

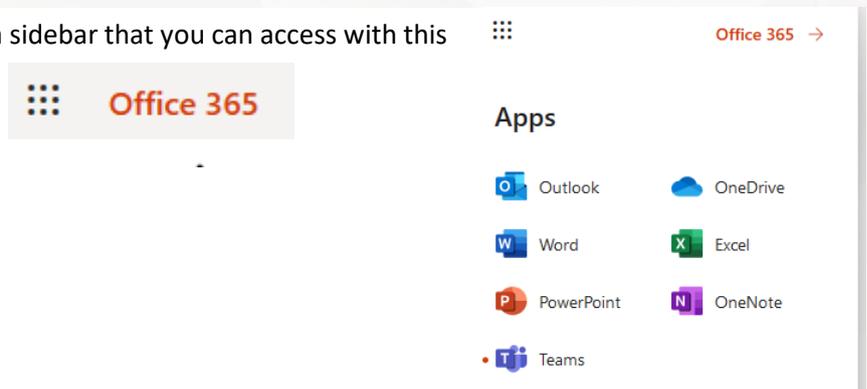
- 2) Use the internet browser to visit www.office.com and look for sign in options. Websites will change slightly over time but there will also be a link to login.



- 3) Follow the sign in process using your school email address and password. Once you are successfully logged it will load the main Office 365 Hub. Here you can navigate to all the applications that are available to you.



On most pages there will also be a sidebar that you can access with this symbol that can be expanded.



Installing Office at Home on a Computer

Students at Heart of England School can get Microsoft Office 365 for free on up to 5 personal devices.

Applications available in Office 365 Pro Plus include Word, Excel, PowerPoint, Access, Publisher, Outlook and OneNote. There are versions available for both Windows and Mac OS X, plus mobile apps for iOS, Android and Windows devices.

Please note that Office 365 Pro Plus is only available to you while you are a student at Heart of England School, Access to the software will automatically disable after you leave.

“Sign In” to Office 365

To download Office 365 ProPlus, you need:

1. your school email, for example, “Username@heart-england.co.uk”
2. your school password

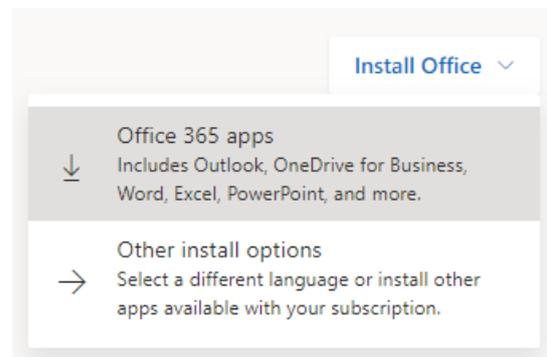
Please make use you are using a valid school email address and password to sign in, if your password has expired you will not be able to login to download office.

Download

3. Go to www.office.com and if you're not already signed in, select **Sign in**.
4. Sign in with your school email address and password.
5. After signing in, follow the steps below.

4. From the Office 365 home page select **Install Office**
Select **Office 365 apps** to begin the

installation.



Tip: The 64-bit version is installed by default unless Office detects you already have a 32-bit version of Office (or a stand-alone Office app such as Project or Visio) installed. In this case, the 32-bit version of Office will be installed instead.

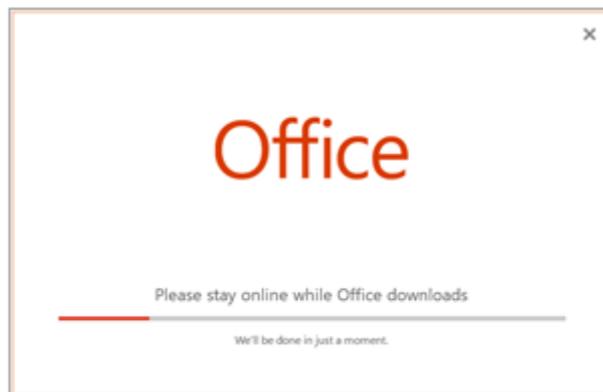
To change from a [32-bit version to a 64-bit version](#) or vice versa, you need to [uninstall](#) Office first (including any stand-alone Office apps you have such as Project or Visio). Once the uninstall is complete, sign in again to www.office.com and select **Other install options**, choose the language and version you want (64 or 32-bit), and then select **Install**.

Installing Office

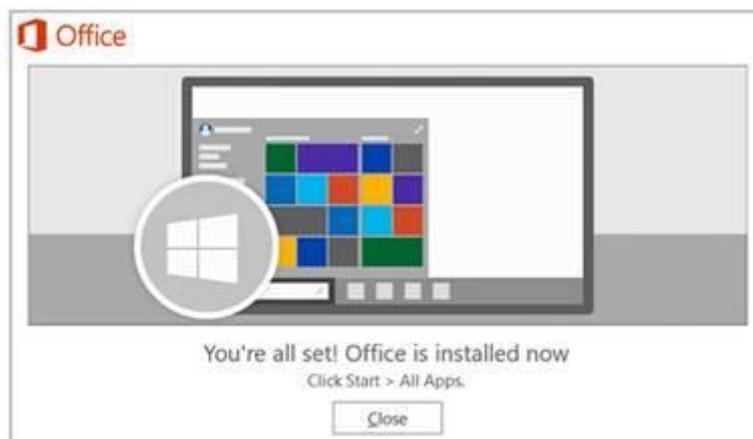
1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

The install begins.



2. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select **Close**.



Installing Office at Home on a Mobile Device

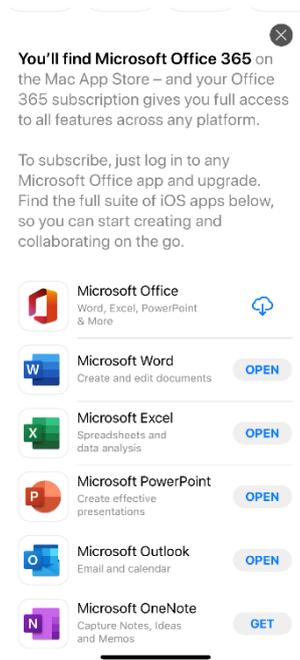
The process will vary depending on the make and model of your device but should very similar.

This guide was created on an iOS Product (i.e. iPhone, iPad)

Visit the App Store on your Device



Install the Microsoft office apps you need



Microsoft Word, Excel, PowerPoint are just mobile versions of the apps you use at school for most lessons.

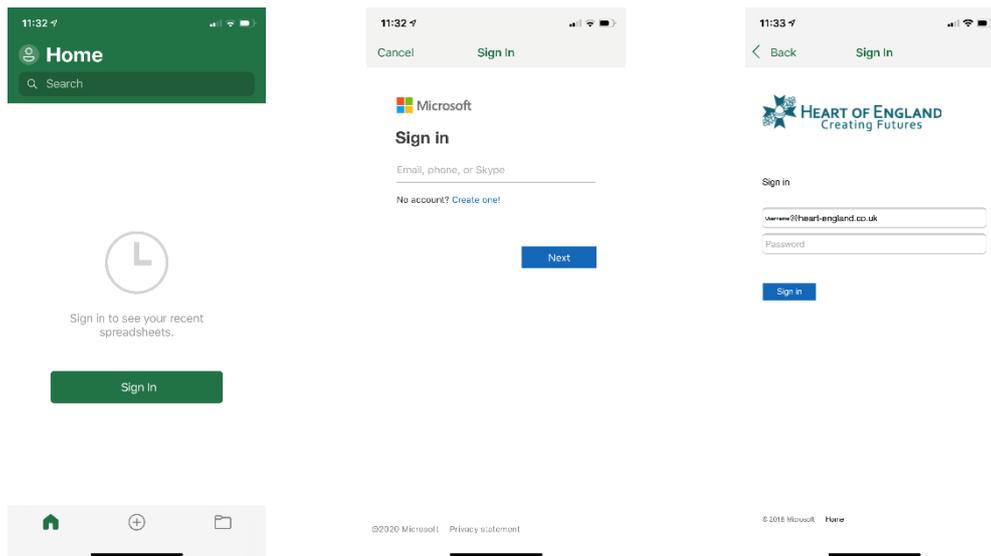
Microsoft Outlook is an email application that will pull in all your school email, this would save you visiting the school website and logging in to check your email.

“Sign In” to the Office apps

Once installed please make use you are using a valid school email address and password to sign in to your apps, if your password has expired you will not be able to login.

You will need;

1. your school email, for example, “Username@heart-england.co.uk”
2. your school password



Once you have signed in you will be able to Create and edit and view documents on your mobile device

The shared with me tab should automatically pull documents you have been sent via email

