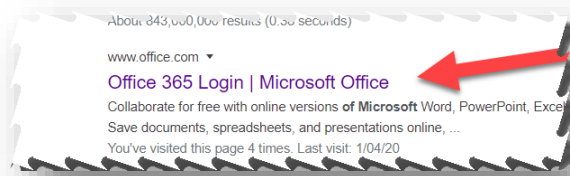


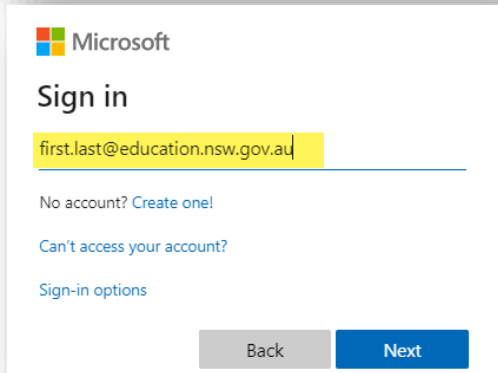
Running Office 365 from a Web Interface

Currently there are two ways that you can use the OFFICE 365 Applications.

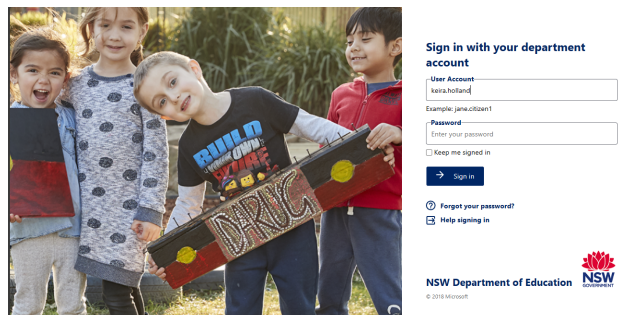
1. Google



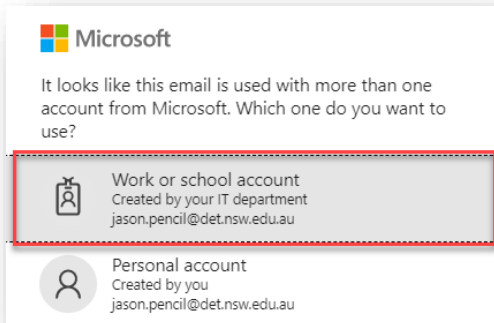
2. Open the first link



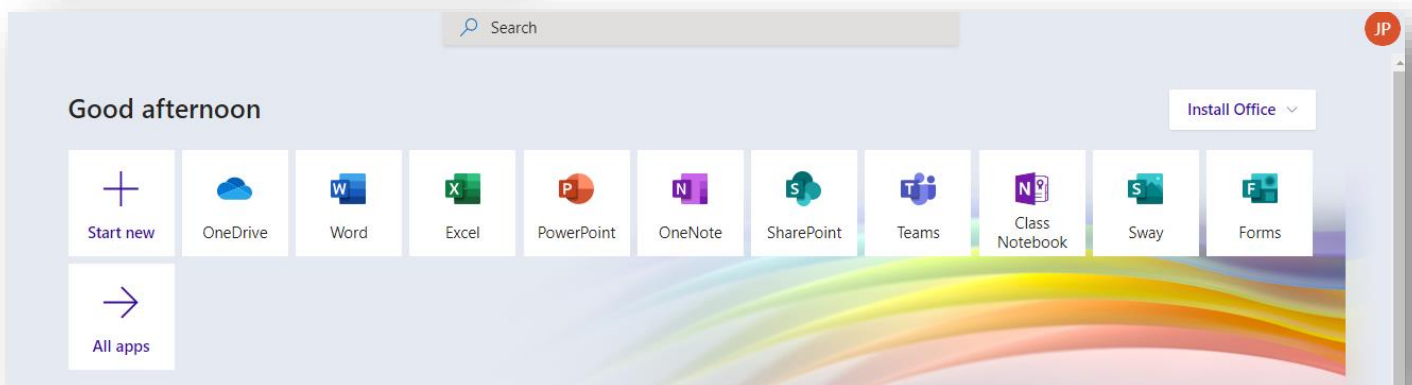
3. Sign in using your school email address remembering that if you have a number in your name that you include this as well.



4 You will be prompted to sign into your school portal account



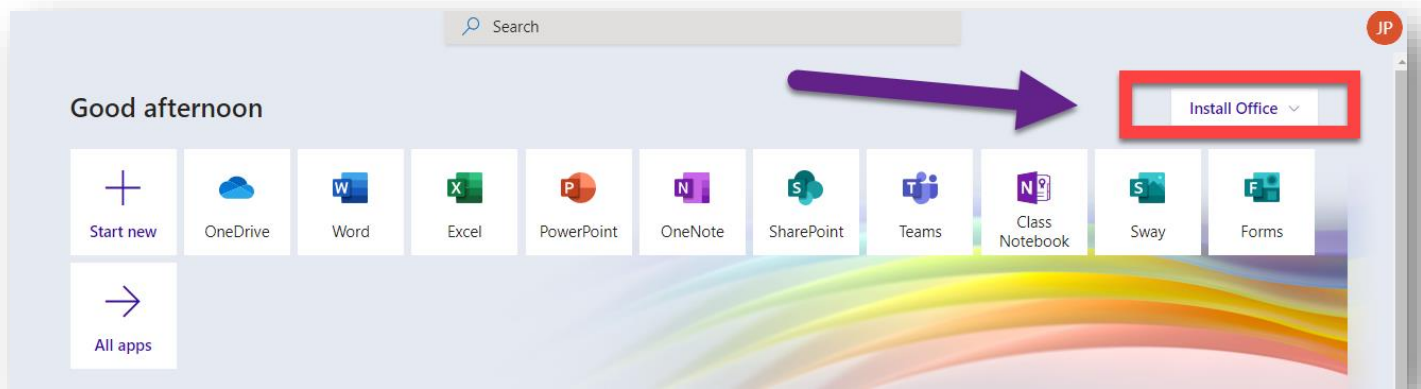
5 Choose Work/School Account



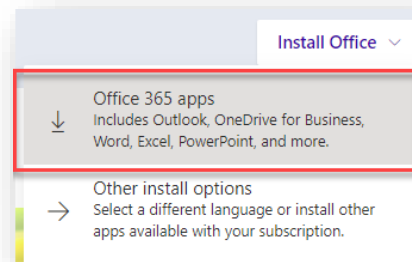
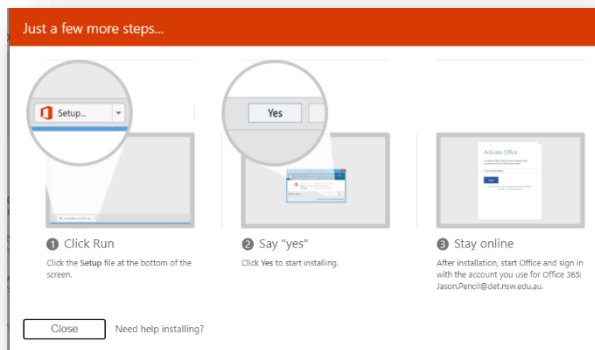
6 You may start using the office application from here, make a bookmark and then choose the application that you want to use.

Remember you do need a constant internet connection

Running Office 365 Desktop Applications



1 You can also download the applications to your computer, once you have logged into the web application site choose **Install Office**



Select Office 365 Apps

A small program will commence downloading then download follow the instructions and Office 365 applications will now be installed.

Office 365 can only be installed on BYOD Laptops and desktops