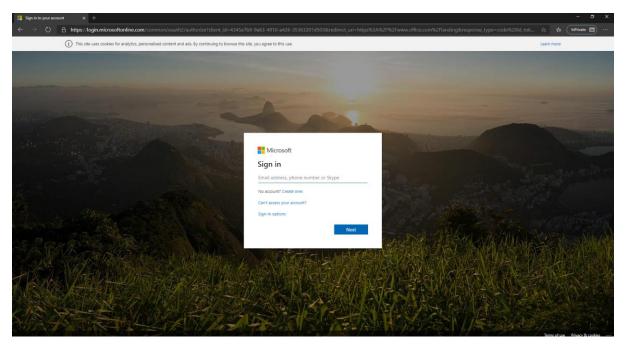
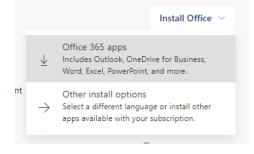
1. Navigate to <a href="https://portal.office365.com/">https://portal.office365.com/</a>



2. Login with your office 365 username and password, e.g. <u>JBloggs@warnefordschool.org</u> + Network Password. You should see the following Page.

 Highworth Warneford School	Office 365	P Search	¢°	0	?	Student	s
		Good morning					Î
		+ use and					
		Recent Pinned Shared with me Discover					
		No recent online Office documents Share and collaborate with others. To get started, create a new document or drag it here to upload and open New					
		OneDrive Recent folders					
		No recent folders Go to OneDrive, and we'll put a list of the folders you opened recently here. Go to OneDrive →			∎ Feed	lback	

3. In the top right click the button that says Install Office and choose office 365 Apps.



4. This should download the application through your web browser an example for google chrome is below.

		Just a few mo	re steps	×		N	4	ų	s	→ All apps
	Recent Pinned	Setup_	-	2 Se	Yes"		with the ac	Advise Office International In	Office 365:	pload and open
		Close No recent folders	Need help installing							
Setup.Def.en-us_036e. 44/53 MB, 0 secs loft.	G	io to OneDrive, and we'll	put a list of the folder	rs you opened re	cently here.					

5. Click the application to run and follow through the steps on the screen. Once it is installed you should have access to the following applications:

Access Excel Powerpoint Word Outlook.

6. When loading up the applications you maybe asked to sign in please sign in with the same office 365 username and password that you did in step 2.