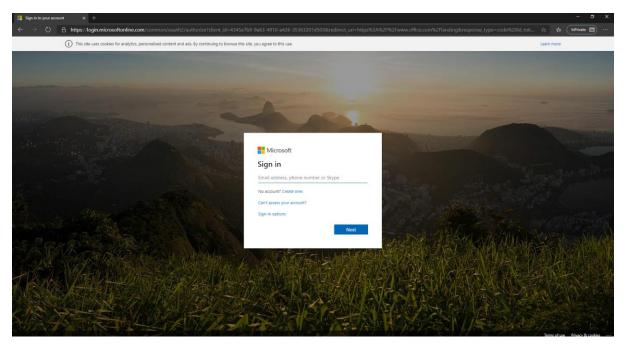
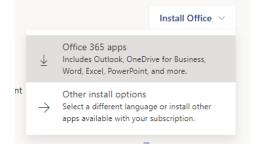
1. Navigate to https://portal.office365.com/



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.