



Installing Microsoft Office on your personal device

This guide will explain how to download, install and activate Microsoft Office from your school email account.

1. Login to your school email account using the following link: <https://mail.office365.com>.
2. You should be presented with the standard login screen:

The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text reads 'Sign in to continue to Outlook'. A text input field contains the email address 'examplestudent@wetherbyhigh.co.uk'. Below the input field are two links: 'Can't access your account?' and 'Sign in with a security key (?)'. At the bottom right is a blue button labeled 'Next'.

Enter your email address in the space provided. Click on 'Next'.

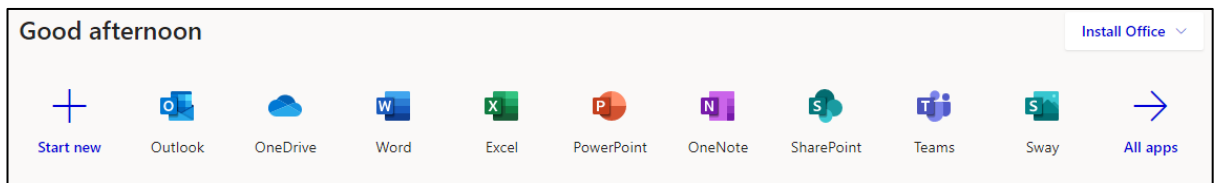
3. You should be asked for your password:

The screenshot shows the Microsoft 'Enter password' screen. At the top left is the Microsoft logo. Below it, the text reads '← examplestudent@wetherbyhigh.co.uk'. The main heading is 'Enter password'. Below this is a text input field labeled 'Password'. Below the input field is a link that says 'Forgotten my password'. At the bottom right is a blue button labeled 'Sign in'.

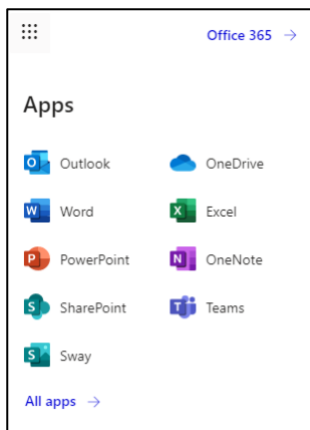
Enter your email password and click 'Sign In'.



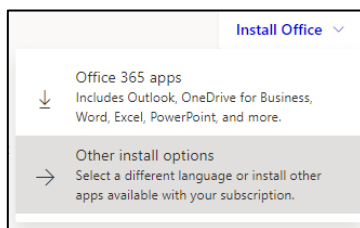
- You may be asked if you would like to stay signed in, this is your choice.
- Once you have logged in, you should be presented with the Mail365 Dashboard:



If you do not see this, click on the grid in the top left-hand corner of the screen, and click Office 365:

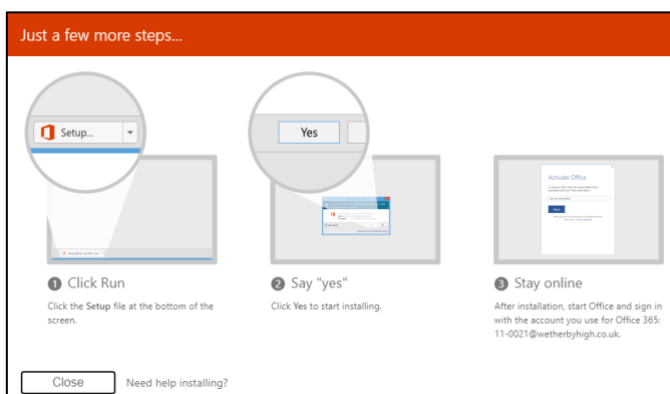


- On the dashboard, click on 'Install Office' on the right-hand side. This should open a drop down menu:



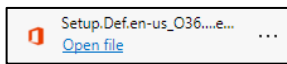
To download Microsoft Office, click on 'Office 365 Apps'. **If you do not see the option to download Office 365 Apps, please contact your coach via email and we will add this for you.**

- The software should now download, you will see this appear on the screen:



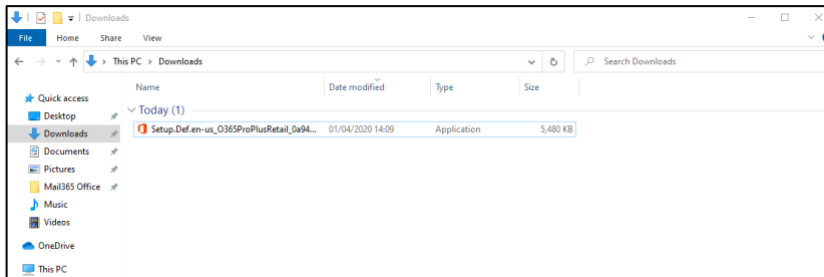


- Once the software has downloaded, you should see it in the bottom left corner:



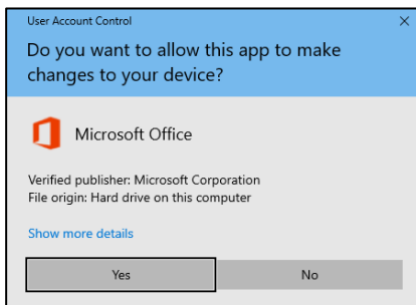
Click on it to start the installation process.

If the file hasn't appeared in the bottom left, it may be in your downloads folder:



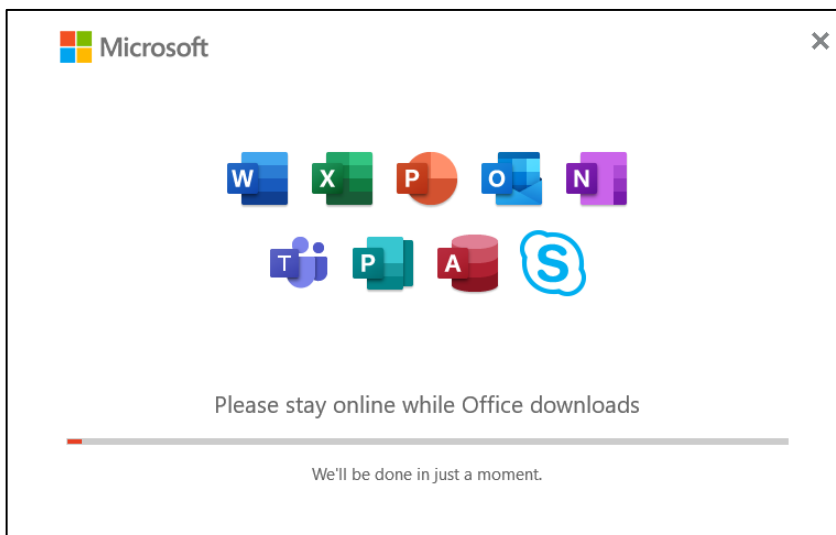
If you still cannot find the file, repeat step 6 again and the application should download.

- The installer needs administrative privileges on your device, a box will pop up like this:



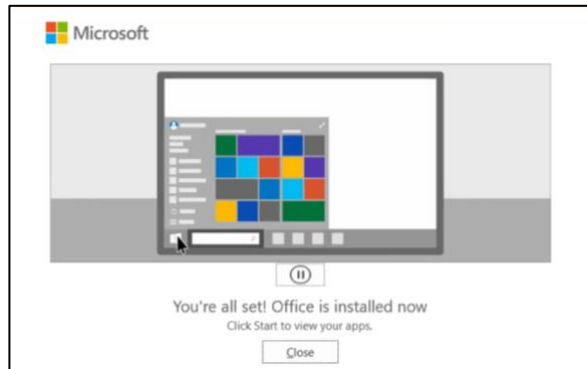
Ensure the Verified publisher is Microsoft and continue with the installation by pressing 'Yes'.

- Another window will now open and begin installing Microsoft Office, this is a completely unattended install and will not require any user input. The download may take some time depending on the speed of your internet connection and computer.



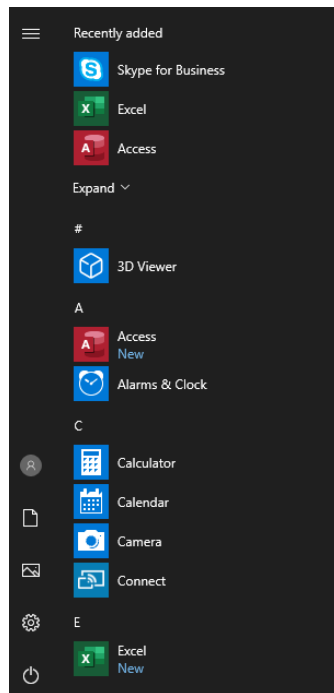


11. Once the installation has finished, the screen should look like this:



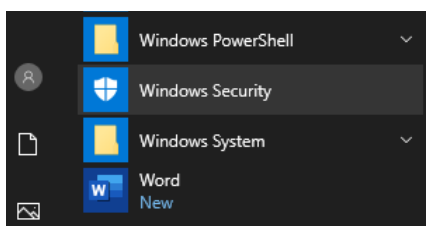
The installation of Office has now completed. If you see an error or the installation didn't complete properly, follow any on-screen instructions to help fix the issue.

12. You should see the applications appear in the start menu:



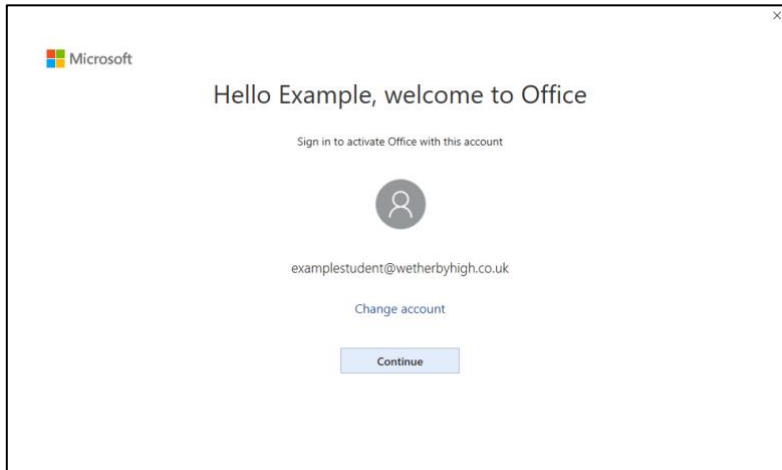
13. You can now open any Office application and activate the whole product.

For example, open Microsoft Word:



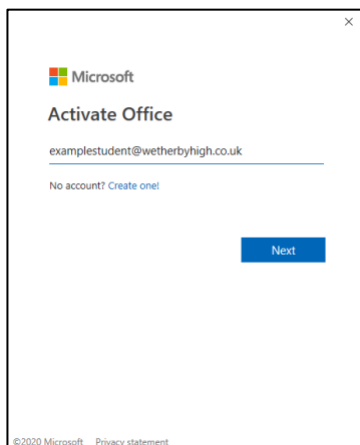


14. When Microsoft Word loads, you will see a welcome screen:

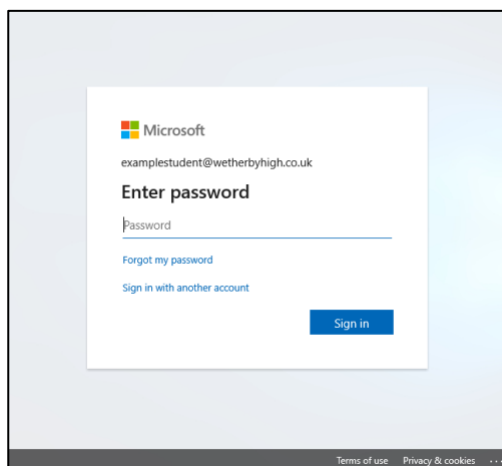


You should see your name and email address listed. If they are correct, click 'Continue'

15. You should be asked your username; this is your school email address:

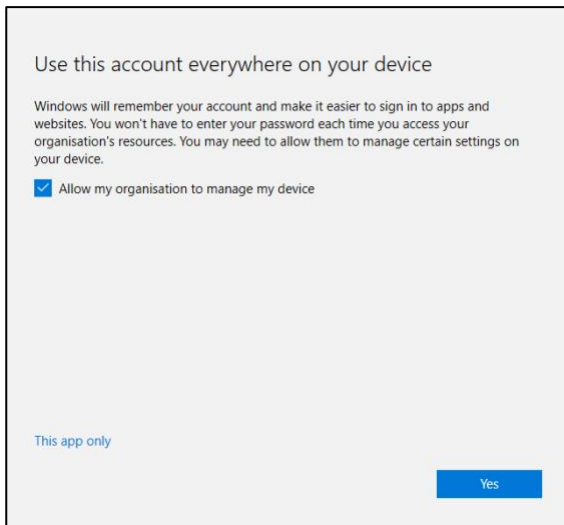


Once you have entered your email address, click 'Next'. You will then be asked for your email password.



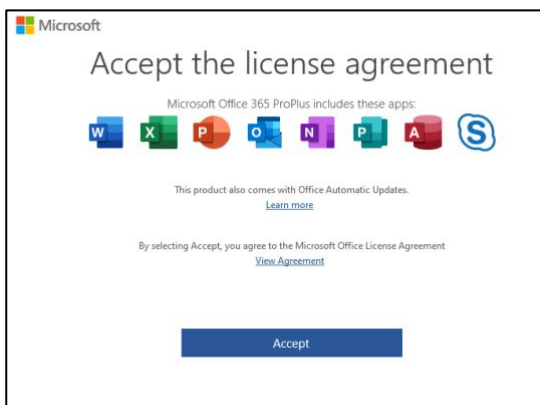


16. You will then see an account confirmation screen:



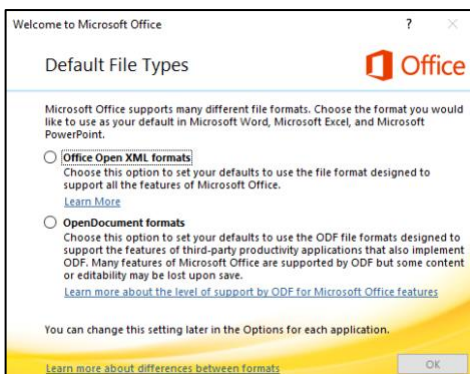
Click on 'This app only'.

17. You will be asked to accept the license agreement:



Click on 'Accept' to say that you accept the license agreement.

18. You will then see a Default File Types dialogue appear:

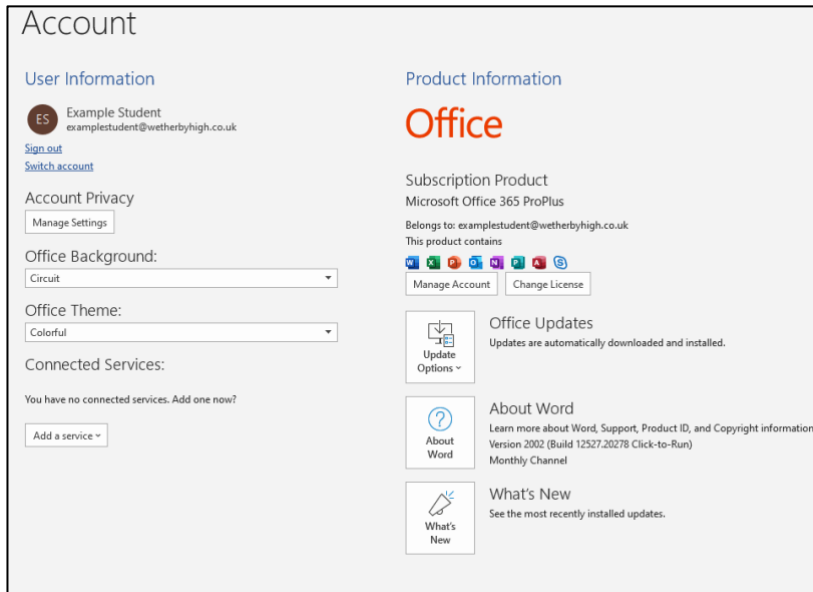


Click on 'Office Open XML formats' and click 'OK'



19. You have now activated Microsoft office with your school email account.

To verify this, click on 'Account' in the bottom left hand corner, you should then see a screen like this:



This screen confirms that you have licensed the product and then email account associated with the product.

If your email password every gets changed at school, you will most likely have to enter the new password when you try and open any office product on your device.

Other Device Installations

The installation on MacOS is very similar to the instructions outlined here, you will be guided through the installation and then asked to login to your school account to activate it.

Likewise, the installation on a tablet is also very simple, all you need to do is open the app store and download the applications you want. Once downloaded you will be asked to sign into your account when you launch them for the first time.



Frequently Asked Questions

1. **How is Microsoft Office licensed?**
 - a. The product is licensed via the student's school email account (@wetherbyhigh.co.uk)
2. **How many installs can I have?**
 - a. There is a maximum of 5 installs per account (across all devices Windows/Mac/Tablets)
3. **What device can it work on?**
 - a. Windows 10 primarily, however Office can be activated on a mobile device like a phone or tablet using their school account. Windows 7 is no longer supported.
4. **What version is available?**
 - a. The latest version, updates are rolled out monthly. These will be installed as per the device settings
5. **What devices can it be installed on?**
 - a. Windows 10 primarily, however Office can be activated on a mobile device like a phone or tablet using their school account. Windows 7 is no longer supported.
6. **It is only linked to my pupil account**
 - a. Yes, the pupils email account is the only linked account
7. **What applications are available within the package**
 - a. Applications available are:
 - Word
 - Excel
 - PowerPoint
 - Outlook Desktop
 - OneNote
 - Publisher
 - Access
 - Skype For Business
8. **How long does it last?**
 - a. This will last the duration of the student's education at Wetherby High School
9. **What's happens when the software expires?**
 - a. The software will go into a product activation failed state and prevent most aspects of the program working
10. **How big is the install?**
 - a. The installation is about 3GB in size
11. **How to remove it/uninstall it?**
 - a. This can be uninstalled like any application through the control panel.