

Installation Manual

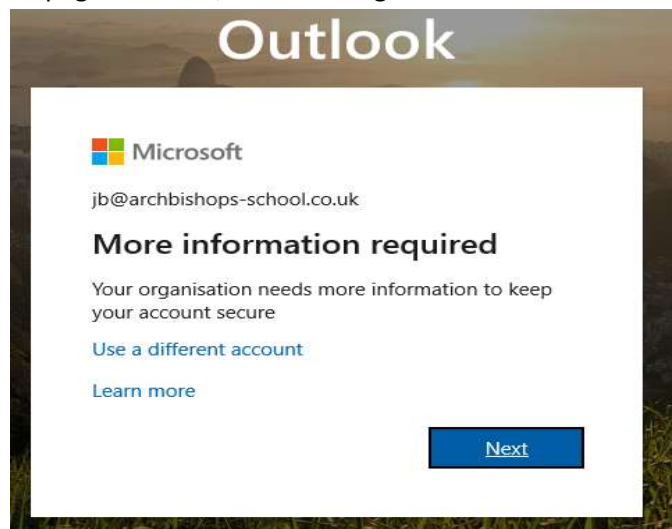
1. Please visit <https://login.microsoftonline.com>
2. Enter the username you use to logon to the school computers (e.g. asmith) followed by *@archbishops-school.co.uk* (e.g. asmith@archbishops-school.co.uk) and click **NEXT**



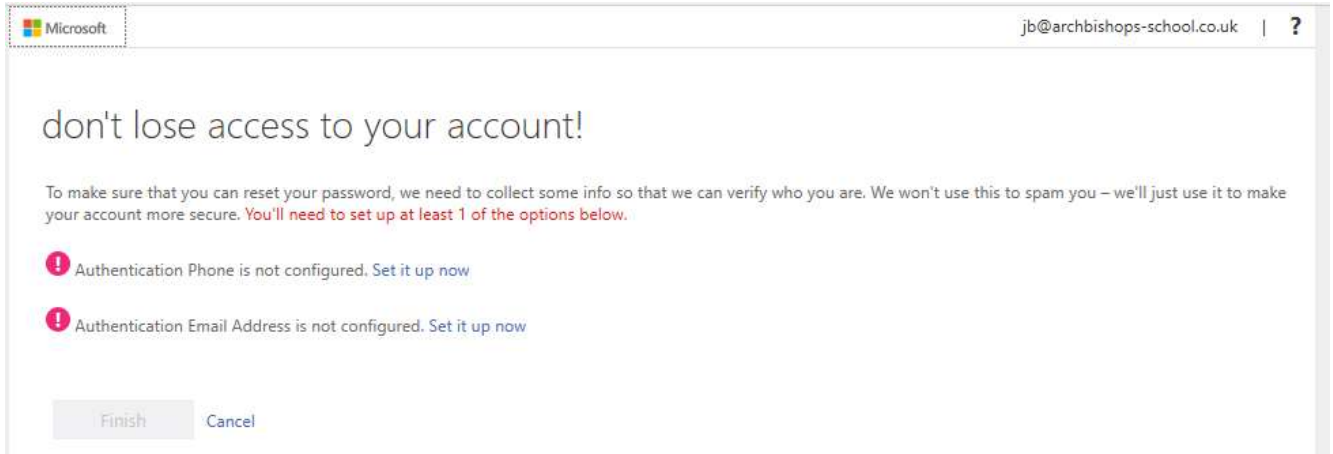
3. Enter the password you use to login at school and click **SIGN IN**



4. If a 'More information required' page is loaded, click **NEXT** again



5. We would suggest that you click **CANCEL** as setting an authentication phone and email address is not necessary



6. If you are asked if you wish to 'Stay signed in' select **YES** if you use a private computer or **NO** if it is a public PC



7. Once logged in click the "Install Office" button and follow the on-screen instructions

