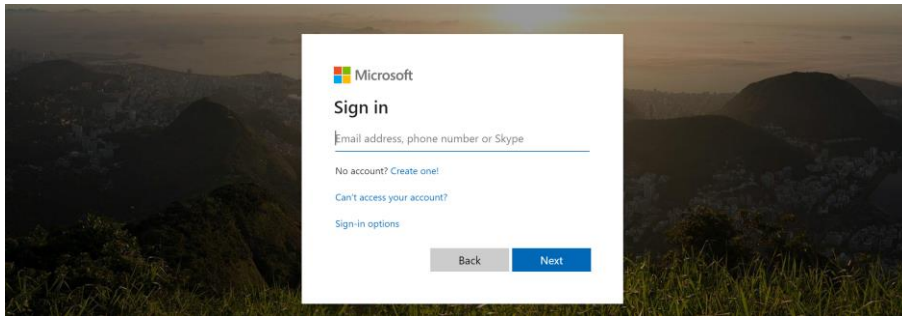


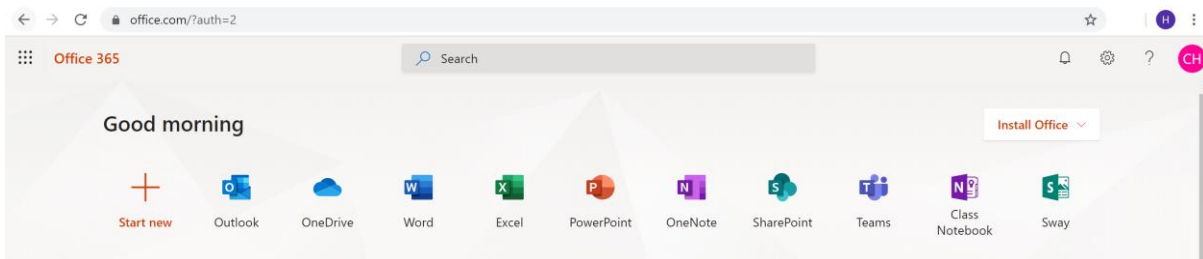
User Guide: Downloading Office 365 at home

Office 365 is available for all our staff and students to download for free. Please follow the below instructions to download on your home computer.

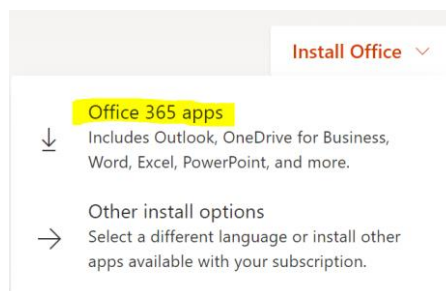
1. Open a new internet browsing window and follow this link <https://www.office.com/>



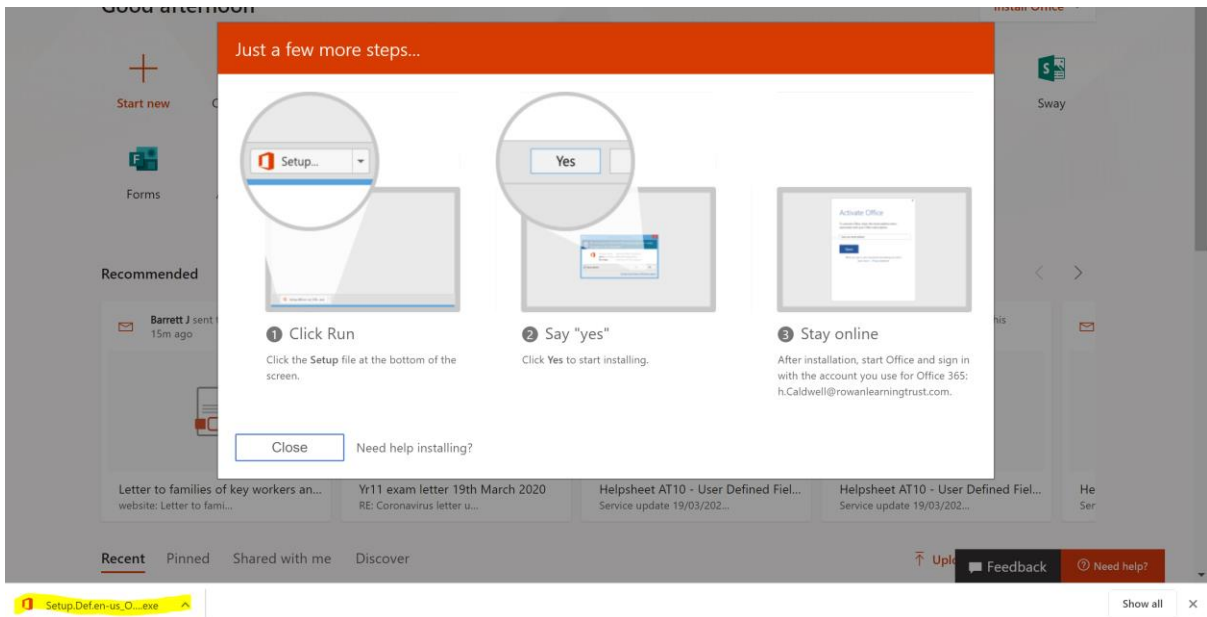
2. Login using your school email and password (For students please see the end of this document for help logging in)



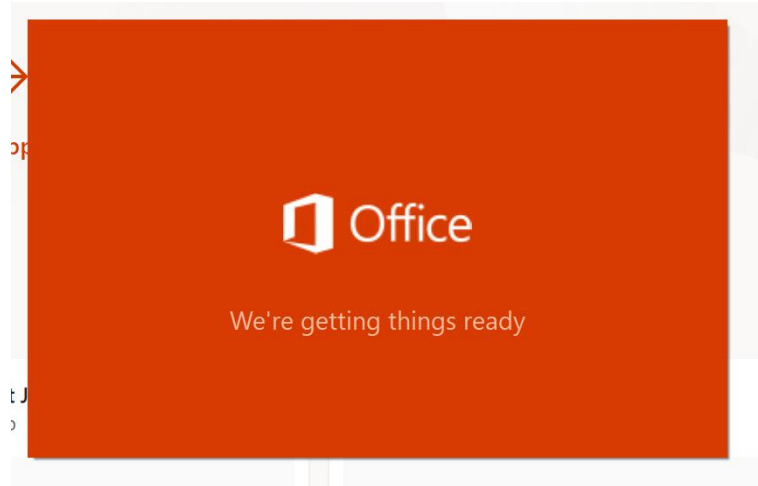
3. Click on the 'Install office' button in the top right corner of the screen shown above.



4. Click on 'Office 365 apps' as highlighted above.



5. The setup file should appear at the bottom of the screen, as highlight above.
6. In the next window click 'Yes' to agree to changes.



7. The above progress window will then display. Installation of Office may take some time, if you already have an older version of Office on your computer, please close any open applications.
8. For any more support in this process please email your schools IT Support Helpdesk.

Student Login

Students should log in using their normal school username followed by:

- “@student.hhhs.net” for Hawkley Hall High School students in Years 7, 9, 10 & 11
- “@student365.hhhs.net” for Hawkley Hall High School students in Year 8

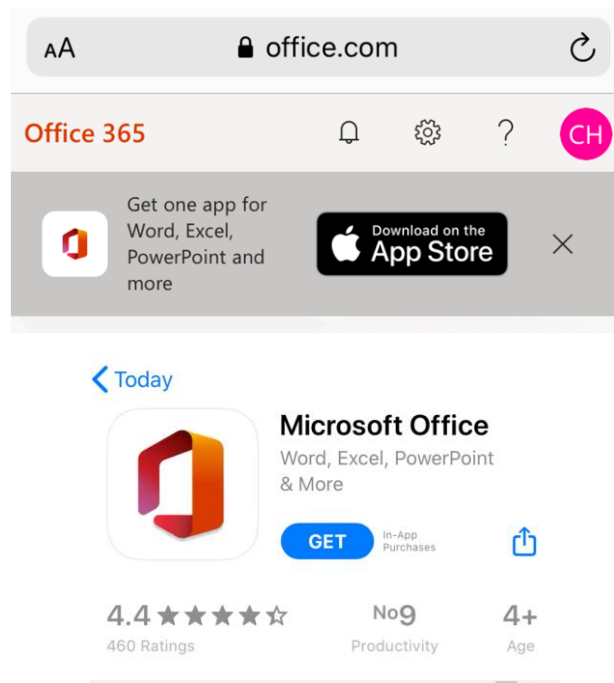
- “@student.kirkbyhighschool.net” for Kirkby High School students
- “@student.marusbridge.co.uk” for Marus Bridge Primary School students
- “@student.ttapa.net” for Three Towers Alternative Provision Academy students

Example 1 – Username

J.Bloggs@student.hhhs.net

Mobile App Download

1. Open a new internet browsing window and follow this link <https://www.office.com/>
2. Sign in to your account as explained above on a computer.



3. When logged in, click on the button at the top of the screen to download on the app store. On the next screen select get to start the download. You may need to authorise the download at this point.
4. When it has downloaded open the app.