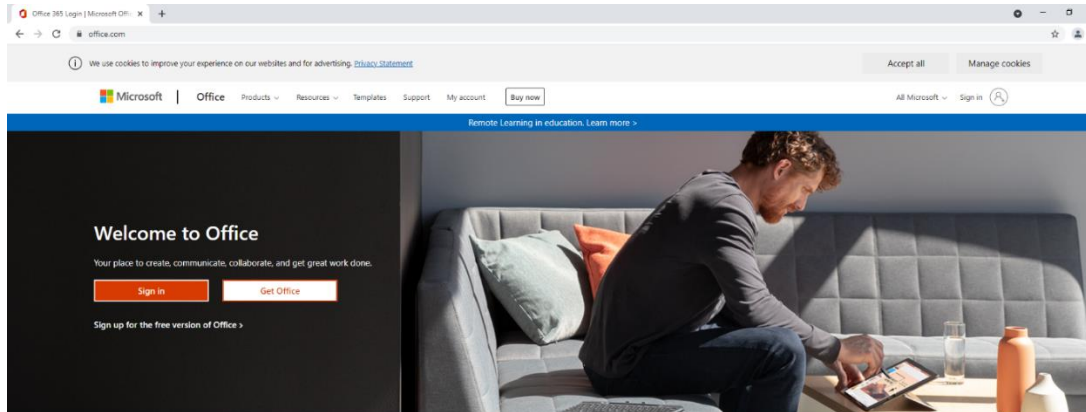




## Installing Office from Home Guide

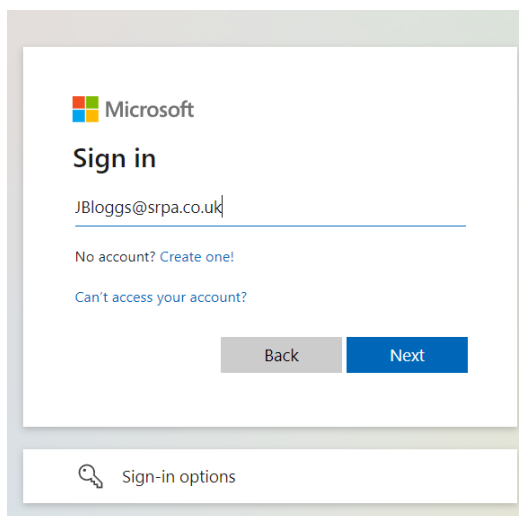
1. Open your browser and either click on the following link or browse to <https://www.office.com> . The website should look like this.



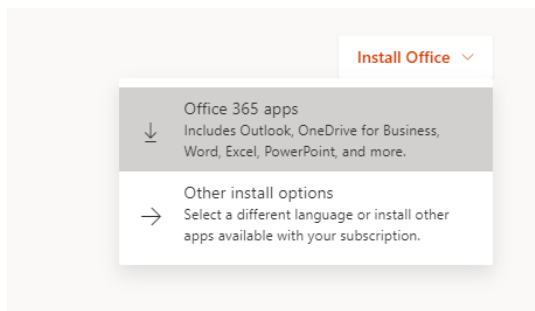
Sign in to use your favorite productivity apps from any device



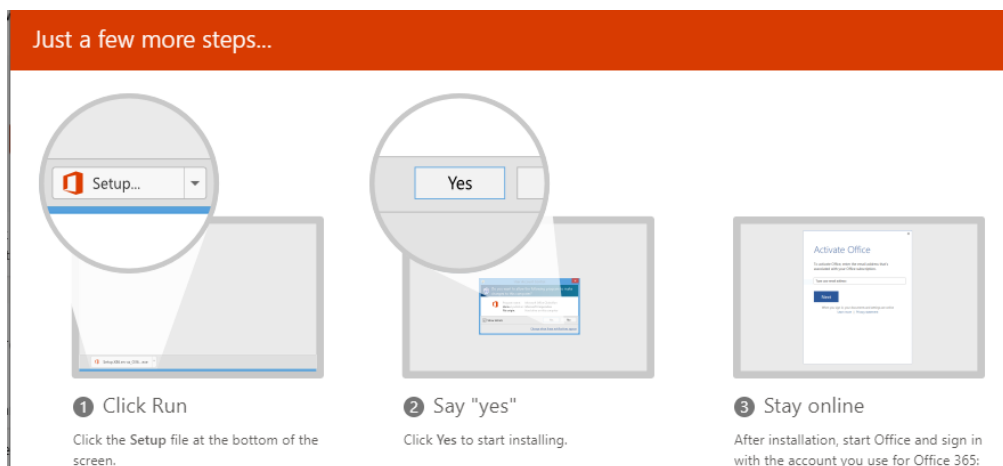
2. Then press “Sign in”. Once pressed you will be asked for your login details. This will be your Email address ([JBloggs@srpa.co.uk](mailto:JBloggs@srpa.co.uk)) and the password will be the password used to log on to the computers in school.



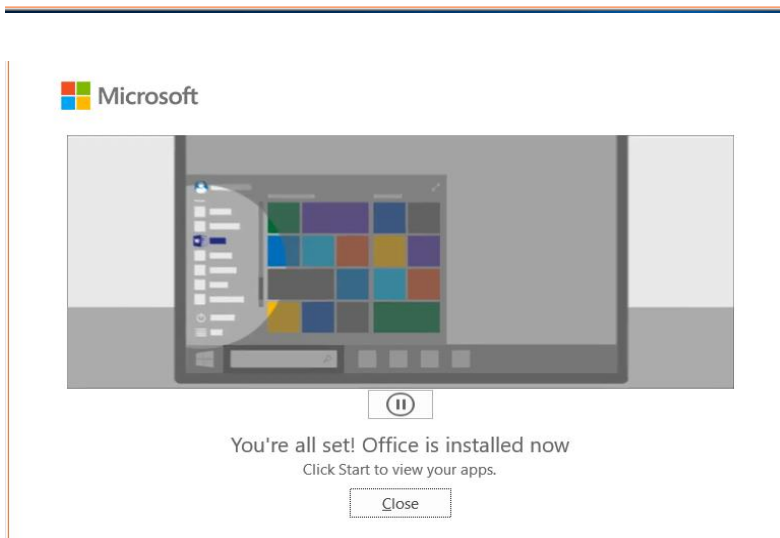
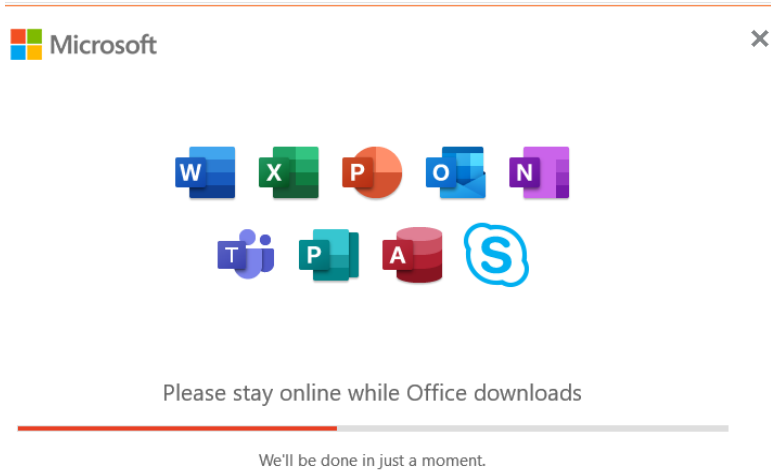
- Once logged in you will be greeted by your home page. There will be an option to install Office on the right of the screen. Click on Install Office and then select Office 365 apps from the options that are then shown.



- Once Office 365 apps is selected follow the guide that pops up and you will have your Office apps ready to go.



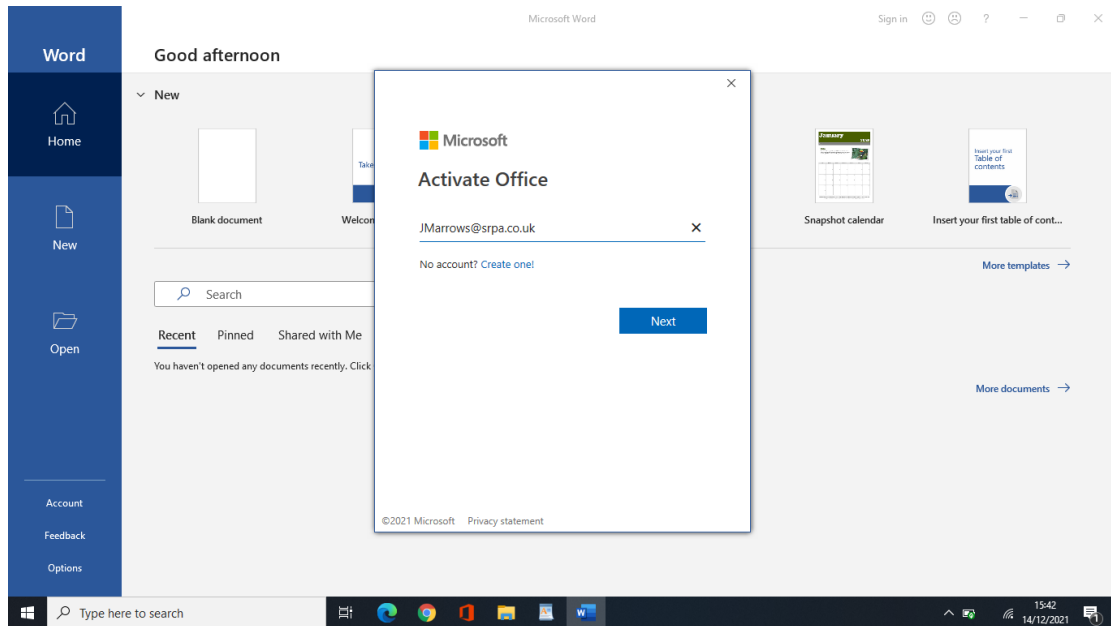
5. Your Office apps will then download.



"This is a calm, happy and caring school."

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6. After the installation is finished all you have to do now is open one of the Office Apps; For example, Word. Once the app is open, you will be asked to sign in to your @srpa.co.uk email in order to activate the account.



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