Login to <u>https://outlook.office365.com</u> using school credentials, email address and password.

Click the App Launcher button in the top left of the screen



Then choose Office 365 (as indicated below)



On the far right of the of the screen, choose 'Office 365 Apps' from the 'Install Office' drop down menu (as indicated)



A setup program will download at the foot of your browser, choose 'Open Now' and then follow the process of install Office.

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