

Download Office 2019

A QUICK-START GUIDE FOR PUPILS AND PARENTS/CARERS

PowerPoint, Word, Excel, Outlook, Teams and more...



DOWNLOADING TO YOUR DEVICE



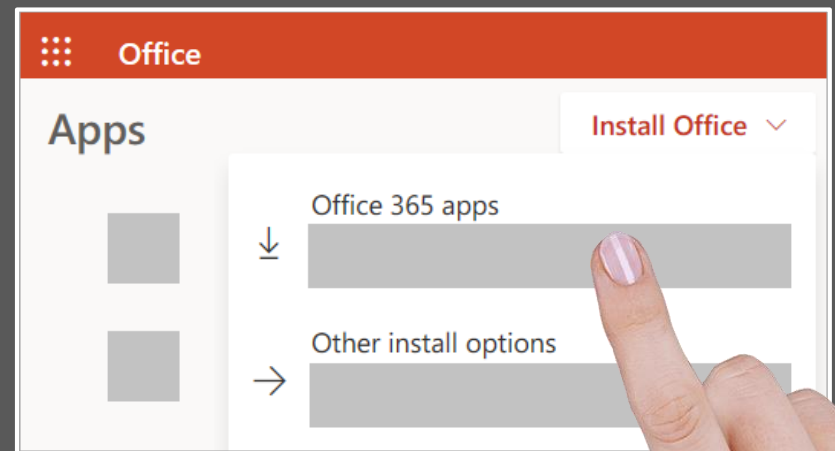
SIGN IN TO DOWNLOAD OFFICE

1. Go to www.office.com and if you're not already signed in, select **Sign in**.
2. Sign in with your school email and password.
 - If you have forgotten your details, you will need to contact your Deputy Head of Year by going to the **Safeguarding Page** on the *Home Learning Hub* to find their address.

a. From the Office 365 home page select **Install Office apps**.

b. Select **Office 365 apps** to begin the installation.

4. This completes the download of Office to your device. To complete the installation, follow the prompts in the "Install Office" section below.



Tip: Don't see an install option after signing in? There could be an issue with your account. Select **Need help?** from above and review the solutions under Account questions.



SETTING UP



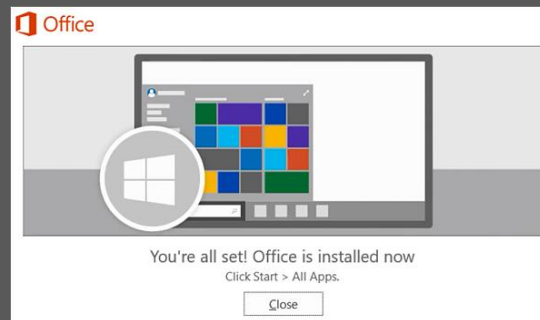
INSTALLING OFFICE

1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

If you see the User Account Control prompt that says, Do you want to allow this app to make changes to your device? select **Yes**.

The install begins.

2. Your install is finished when you see the phrase, "**You're all set! Office is installed now**" and an animation plays to show you where to find Office applications on your computer. Select **Close**.



ACTIVATE OFFICE

1. To open an Office app, select the **Start** button (lower-left corner of your screen) and type the name of an Office app, like Word.

If you have Windows 8.1 or 8.0, type the name of an Office app on the Start screen.

2. To open the Office app, select its icon in the search results.
3. When the Office app opens, accept the license agreement. Office is activated and ready to use.

Note: The Activation Wizard appears if Office has trouble activating. Complete the steps in the wizard to finish activating Office.