Office 365 Installation Guide for PC/MAC

From the school website click on the email icon at the top of the page.



Sign in to your email account using the same credentials you use to sign in to the school computers.

QUEEN'S PARK HIGH SCHOOL Sign in username@qphs.co.uk Next	
Can't access your account?	
Need help? Contact Queen's Park High School on 01244 981500. This site is operated by Microsoft on behalf of QPHS and is for the exclusive use of QPHS staff and students.	

Once signed in, click on the menu button at the top left of the page and click on the Office 365 link.



	Office 365 \rightarrow
Apps	
Outlook	CooDrivo

You will now have the option to install 365 onto your computer by clicking on the "Install Office apps" drop down and select "Office 2016".

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		Install Office apps $$			
	Teams	Office 2016 ↓ Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote and more.			
nt		Other installation options Install a different language, the 64-bit version or other apps available with your subscription.			

Run the setup utility that will download and install Office 365 on to your computer.

st a few more steps		
1 Click Run	2 Say "Yes"	Stay online
Find it at the bottom of the screen or press Alt+N.	Click Yes to start installing.	After the installation, start Office and sign in with the account that you use for Office 365: r.hodgkinson@qphs.co.uk.
Close Need any help with the	e installation?	In TXIDB ever (4.53 MB) from c2rsetup officeapps live of
		Run Save Car

While running the setup utility you will see the progress of the download on the first screen and prompted to close the setup when the installation has finished.

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Please stay online while Office downloads We'll be done in just a moment.	You're all set! Office is installed now Click Start > All Programs. Cose

When complete, open up Microsoft Word 2016 and click File, you should see a link at the top right of the screen asking to sign in.

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Design Sets Event Education	Sign in to get the most out of Office Learn more

You can then sign in with your school account to activate the licence for all Office 2016 programs.



Minimum System Requirements

<u>Windows</u> 1 GHz processor 2 GB RAM 3 GB of available disk space 1280 x 800 or higher resolution monitor Windows 7 SP1 or above operating system

MAC

1 GB or more of RAM 2.5 GB of available hard disk space An Intel processor 1280 x 800 or higher resolution monitor OS X version 10.5.8 or later