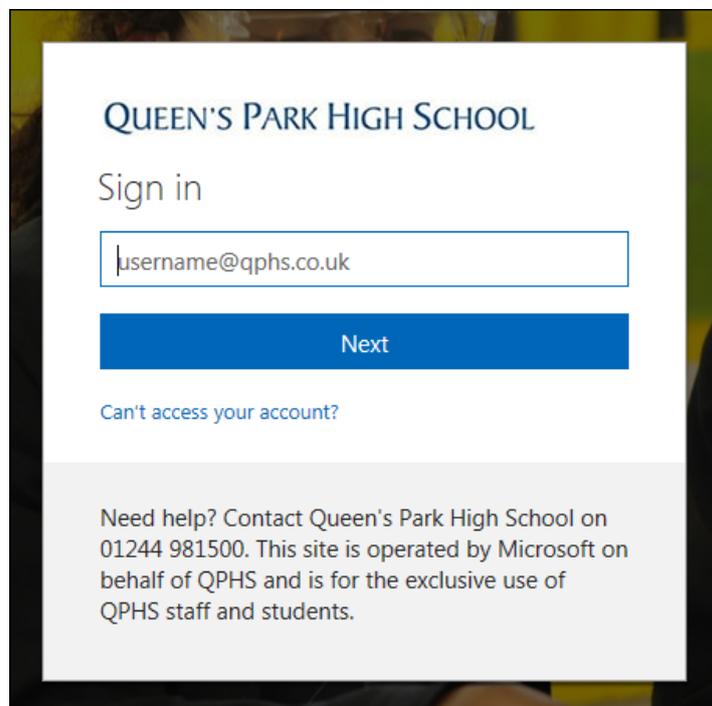


Office 365 Installation Guide for PC/MAC

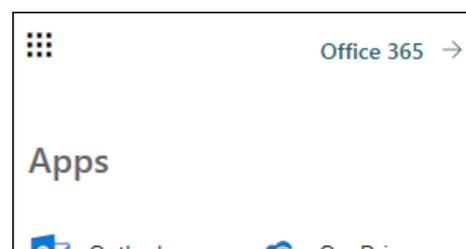
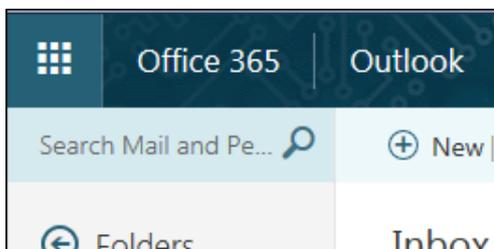
From the school website click on the email icon at the top of the page.



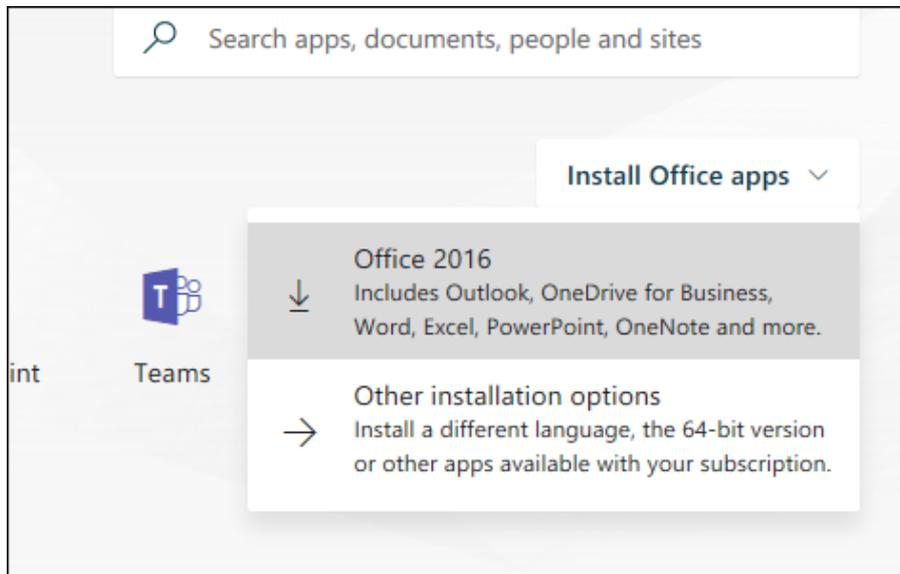
Sign in to your email account using the same credentials you use to sign in to the school computers.



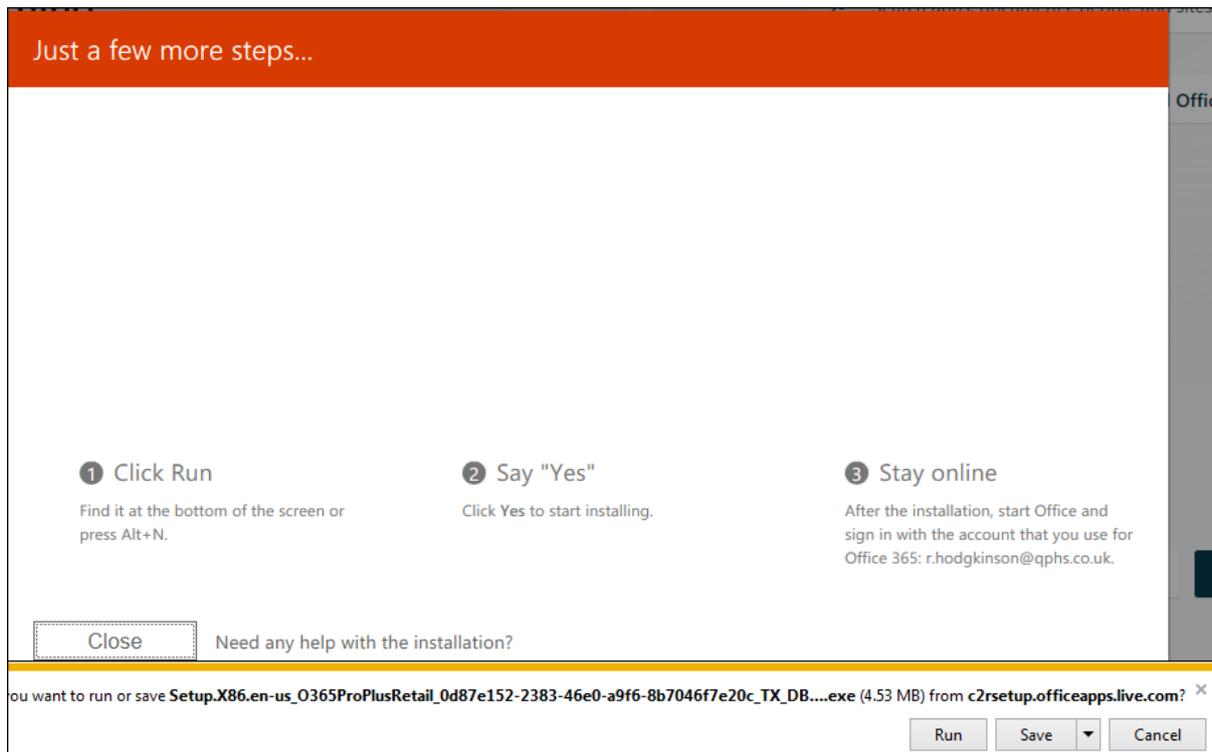
Once signed in, click on the menu button at the top left of the page and click on the Office 365 link.



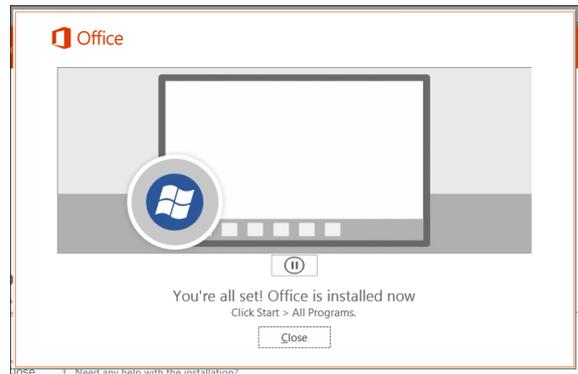
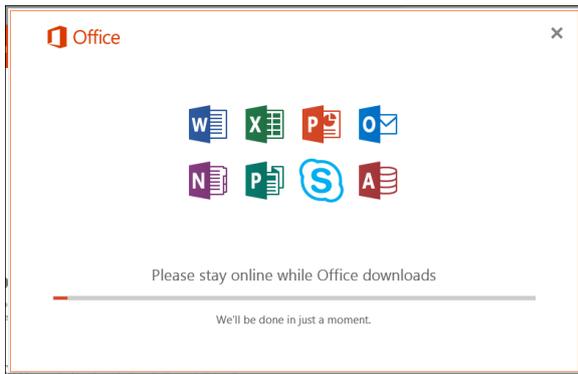
You will now have the option to install 365 onto your computer by clicking on the “Install Office apps” drop down and select “Office 2016”.



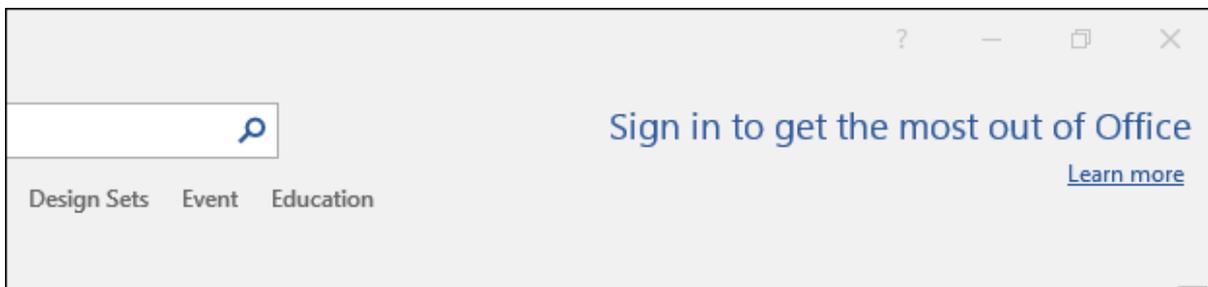
Run the setup utility that will download and install Office 365 on to your computer.



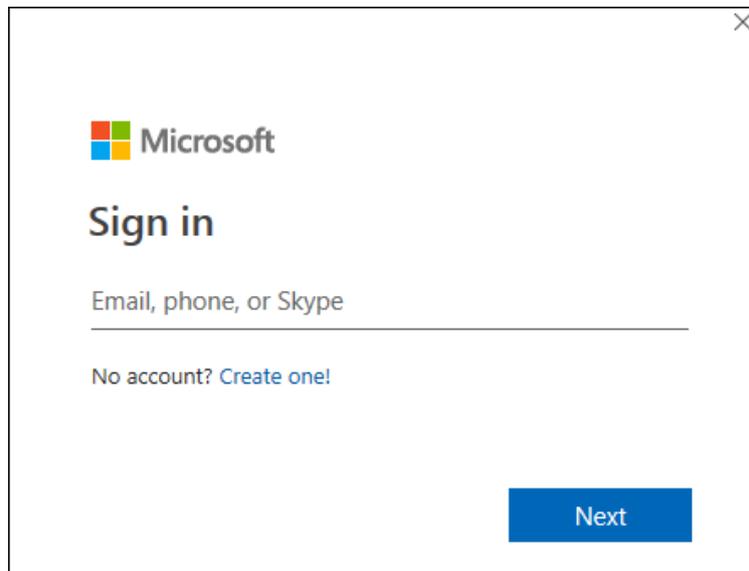
While running the setup utility you will see the progress of the download on the first screen and prompted to close the setup when the installation has finished.



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.



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



Minimum System Requirements

Windows

- 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