Installing Microsoft Office on Your Device



Through your Bromsgrove School email address you have access to the full suite of Microsoft Office applications. You may already have access to these on your device, but this could be a free trial version only. We recommend that you download and install this suite to avoid any issues moving forward.

1. Go to <u>www.office.com</u> and "Sign In" with your Bromsgrove School email address and password.



2. Once logged in, navigate to the top right corner and click "Install Office" and select the "Office 365 apps" option.

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(+)	All My recent Shared Favourites			$\underline{\downarrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.			
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3. Once downloaded, click the installer and follow the on-screen prompts.

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		Click Run	2 Say "yes"	Stay online		
41	*: [1]	Click the Setup file at the bottom of the screen.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: abaker@bromsgrove-school.co.uk.		
		Close Need help installing?			Feedback	