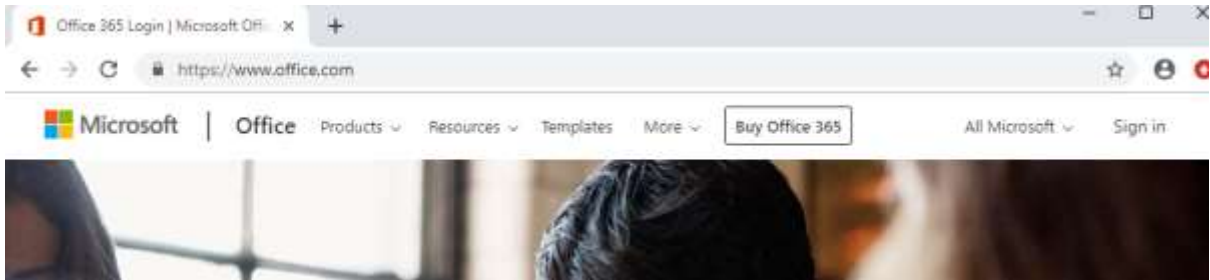


Installing Office at home.

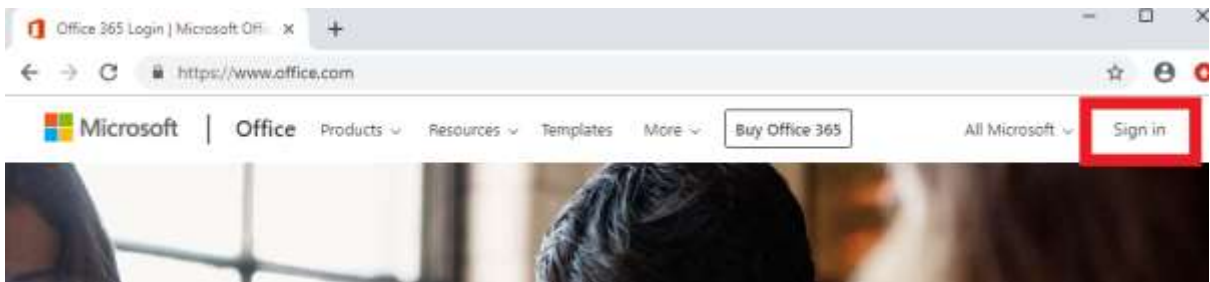
This guide uses Google Chrome as the web browser, so may look different to what you see while doing this.

For this guide we will be logging in as Test Student, their username is TStudent01 – wherever you see this you need to replace it with your own school username.

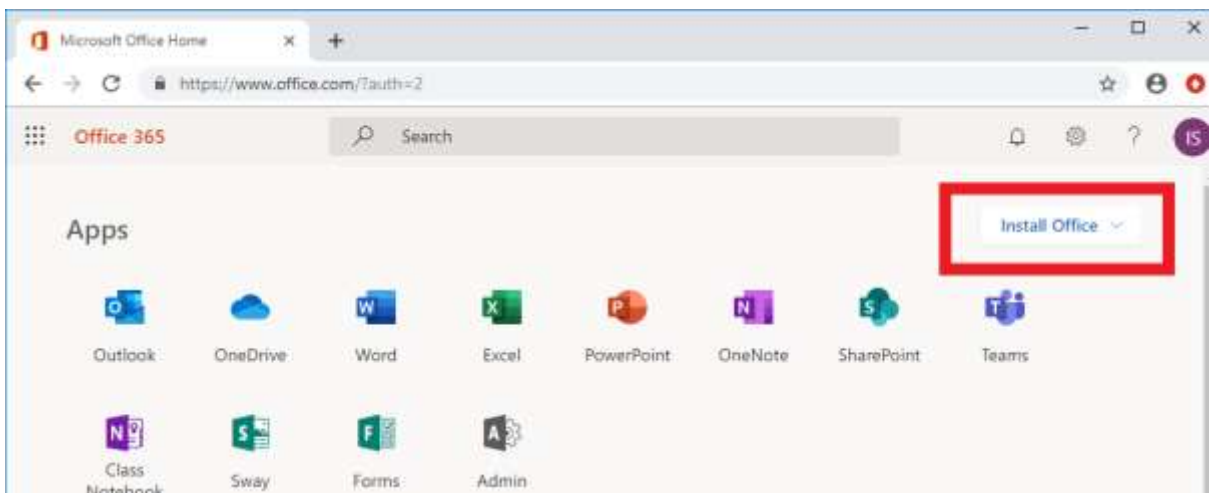
1. Head to office.com



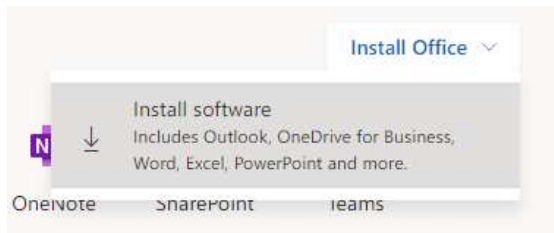
2. Click 'Sign in' in the top right corner



3. Sign in using the following credentials:
 - a. TStudent01@macclesfieldacademy.org
 - b. Your School Password
4. On the next splash page, select Install Office, in the top right corner



5. Select 'Install Office' from the drop down menu



6. Follow any further on-screen instructions.