We have instructions on the front page of the school intranet on how staff and students can install Office for use at home, these steps are simplified below:

1 - Go to [https://www.office.com](https://www.office.com/)

2 - Click Sign in and enter your school e-mail address and Password if prompted.

3 - Click Install Office and select Office 365 Apps from the drop down List

4 - Follow the on screen prompts.  When requested for an account name again enter your school e-mail address and password.