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Installing Microsoft 365 on Your Home Computer

A quick guide for North Oxfordshire Academy students

MICROSOFT 365 THROUGH YOUR SCHOOL ACCOUNT

Word • Excel • PowerPoint • OneDrive and more*

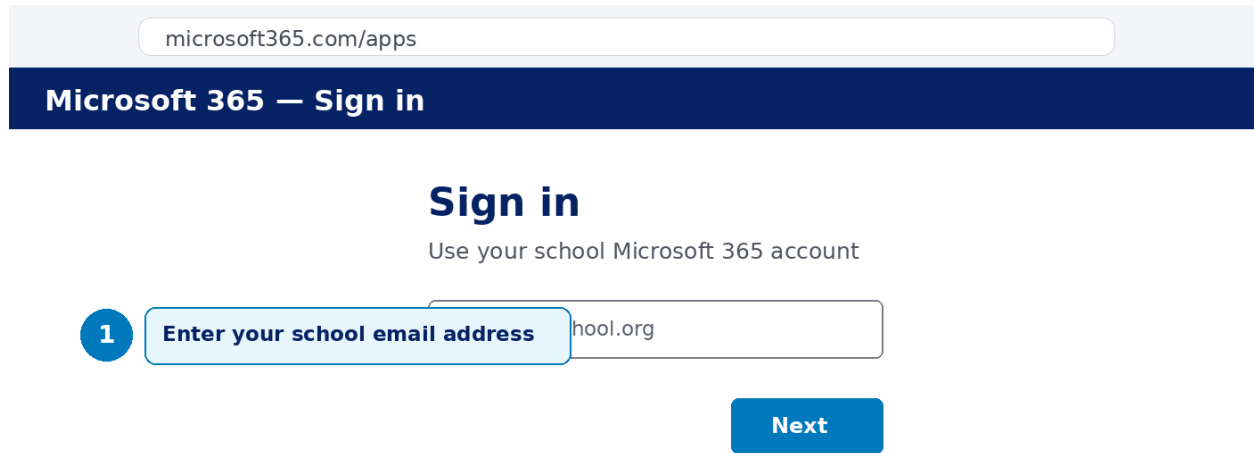
Before you start

You will need your school Microsoft 365 email address and password, an internet connection, and permission to install software on the computer.

*Desktop apps are available only where the school Microsoft 365 licence includes them. If you do not see **Install apps**, please contact the school for support.

1. Go to Microsoft 365 and sign in

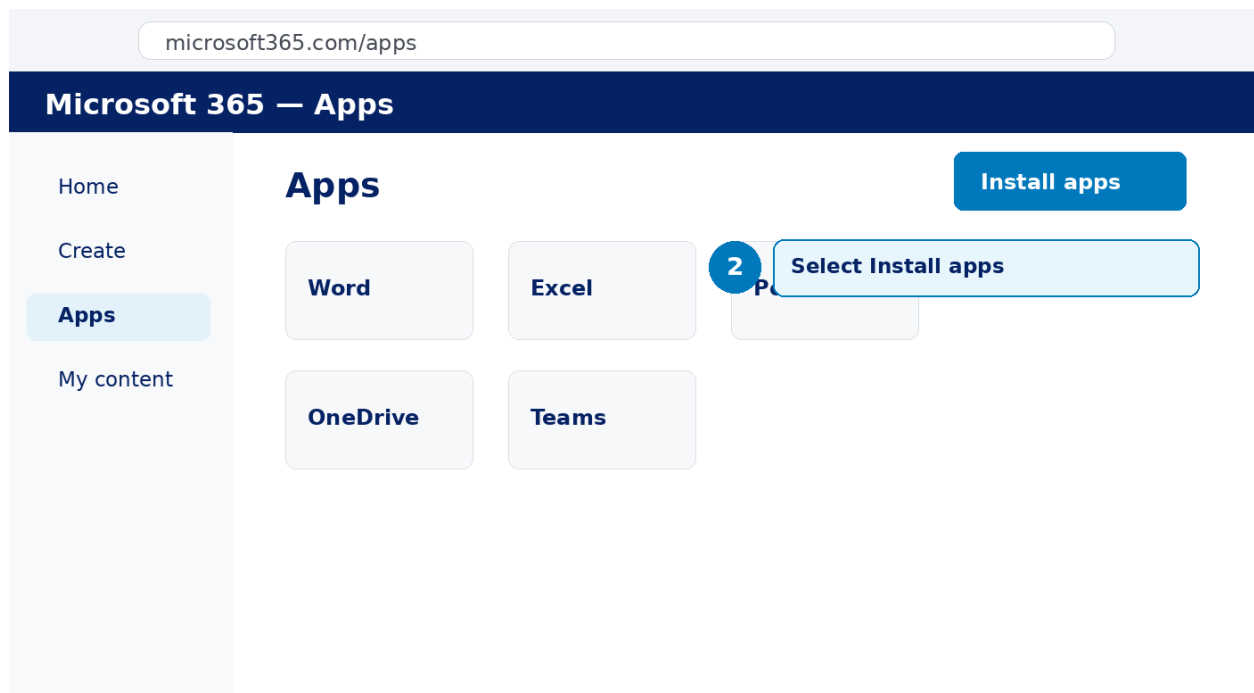
Open a web browser and go to **microsoft365.com/apps**. Select **Sign in** and enter your school Microsoft 365 email address and password. If asked which type of account you are using, choose **Work or school account**.



The screenshot shows the Microsoft 365 sign-in interface. At the top, a search bar contains the URL 'microsoft365.com/apps'. Below it is a dark blue header with the text 'Microsoft 365 — Sign in'. The main heading is 'Sign in', followed by the instruction 'Use your school Microsoft 365 account'. A blue circle with the number '1' highlights a text input field labeled 'Enter your school email address' which contains the text 'hool.org'. To the right of the input field is a blue button labeled 'Next'.

2. Find the Install apps button

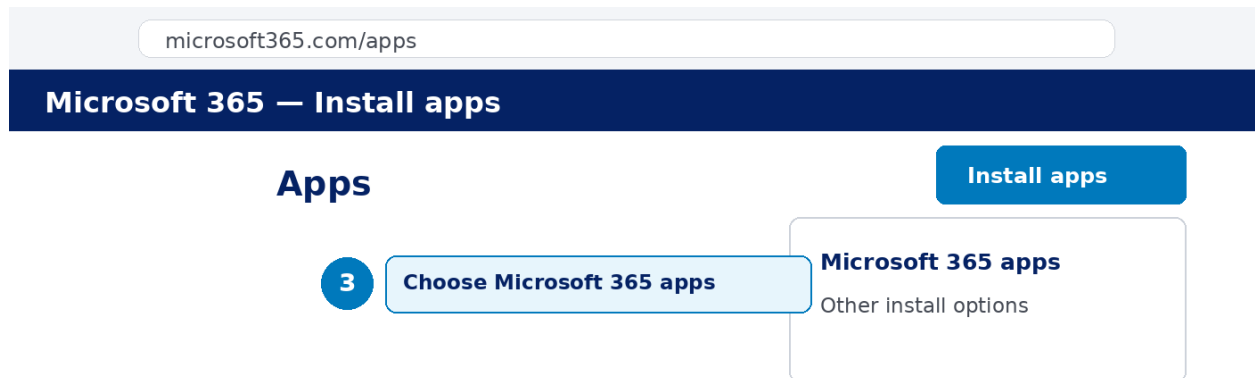
Once you are signed in, open the **Apps** area if needed. Look towards the top-right of the page for **Install apps**.



The screenshot shows the Microsoft 365 'Apps' page. At the top, a search bar contains the URL 'microsoft365.com/apps'. Below it is a dark blue header with the text 'Microsoft 365 — Apps'. On the left is a sidebar with links: 'Home', 'Create', 'Apps' (highlighted), and 'My content'. The main area is titled 'Apps' and contains a grid of application tiles: 'Word', 'Excel', 'PowerPoint', 'OneDrive', and 'Teams'. In the top right corner of the main area is a blue button labeled 'Install apps'. A blue circle with the number '2' highlights a text input field labeled 'Select Install apps'.

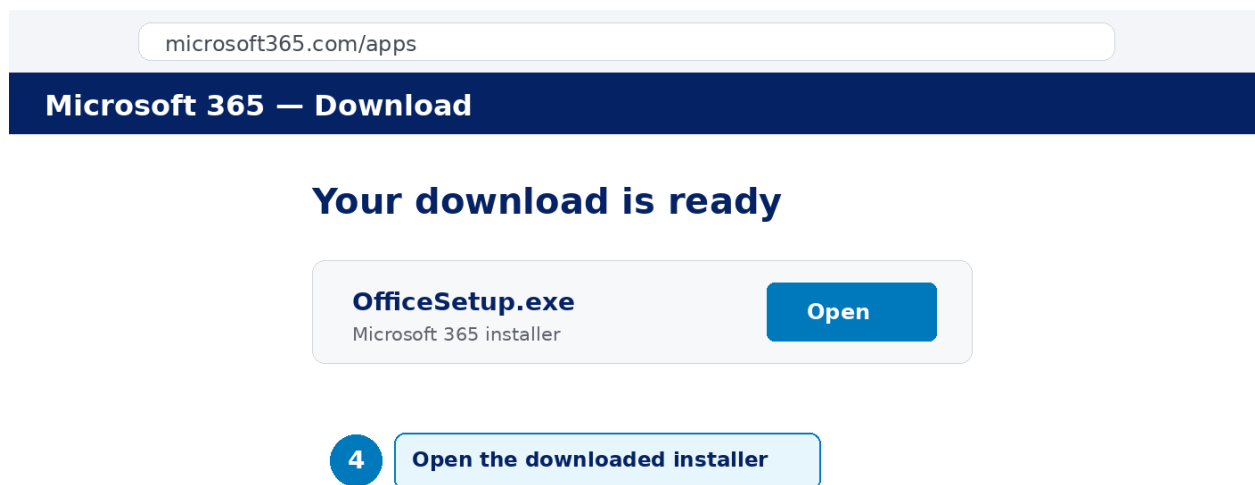
3. Choose Microsoft 365 apps

Select **Install apps**, then choose **Microsoft 365 apps**. Your browser should begin downloading the installer.



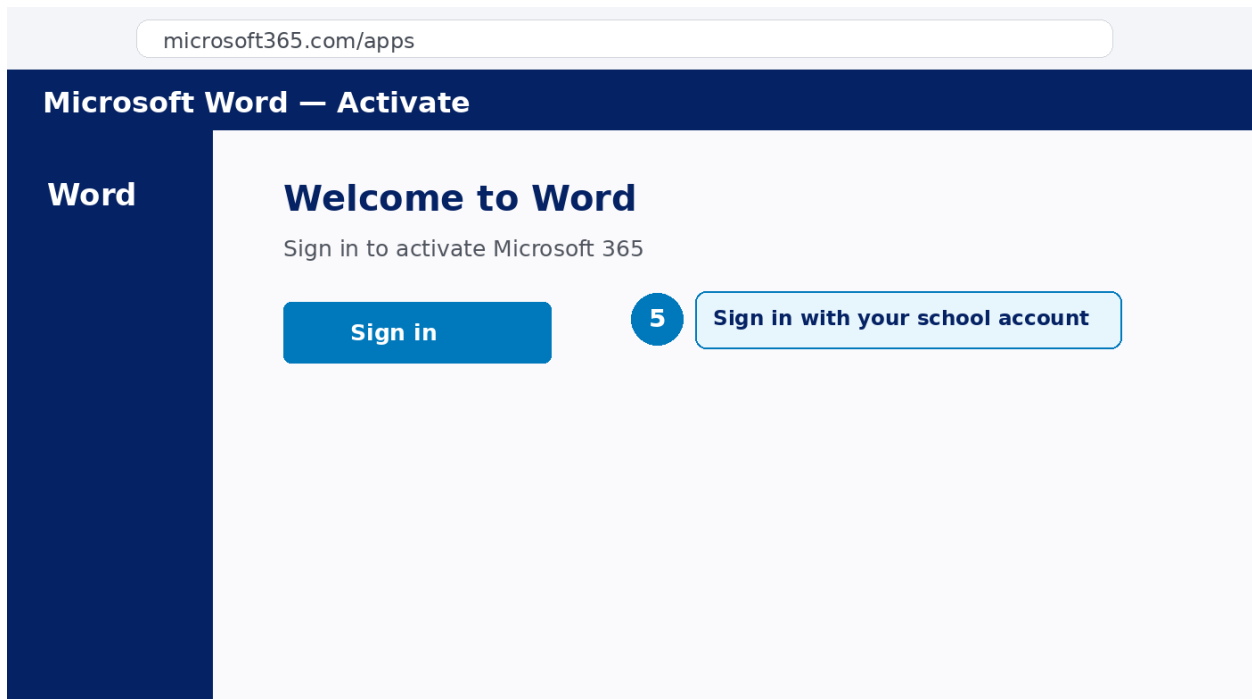
4. Run the installer

Open the downloaded installer. On a Windows computer this will normally be a file such as **OfficeSetup.exe**. Follow the on-screen installation instructions.



5. Open an app and sign in

When installation is complete, open an app such as **Word**. If asked to sign in or activate Microsoft 365, use the same **school Microsoft 365 account**.



Having trouble?

No Install apps button? Your school account may only include the web versions of Microsoft 365, or the desktop-app licence may not be assigned to your account. You can still use the apps available online after signing in.

Forgotten your password? Please use the school's normal password-support process rather than creating a new personal Microsoft account.

Remember: Always use your school Microsoft 365 login for school files and school-provided Microsoft 365 access.

Illustrations are simplified examples. Microsoft may update the appearance or wording of its website.