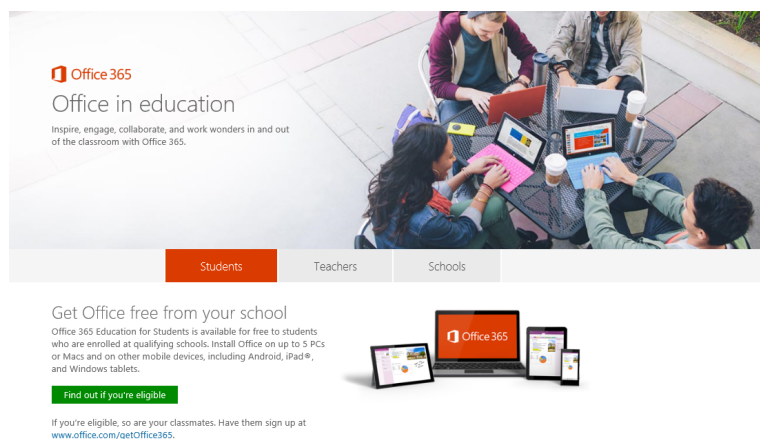


Office 365

Student/Staff Download Process.

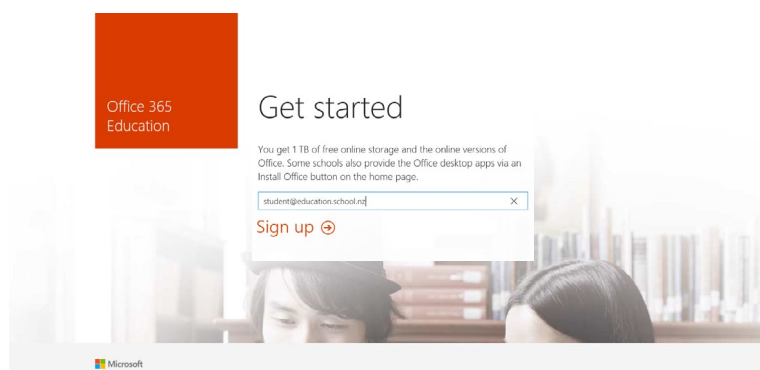
Step One.

Go to the Microsoft Self Service Portal and click the "Get started for free" button.



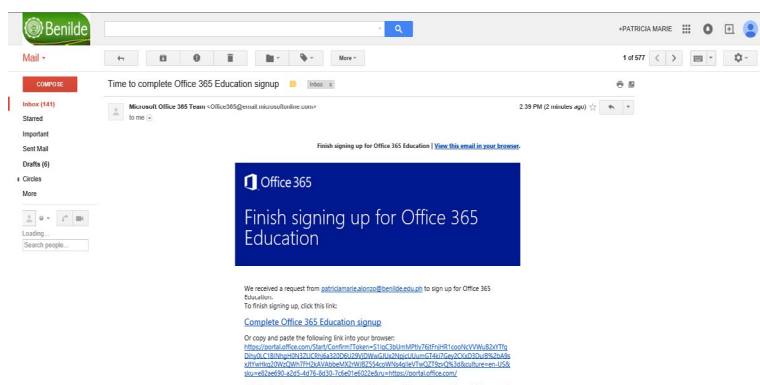
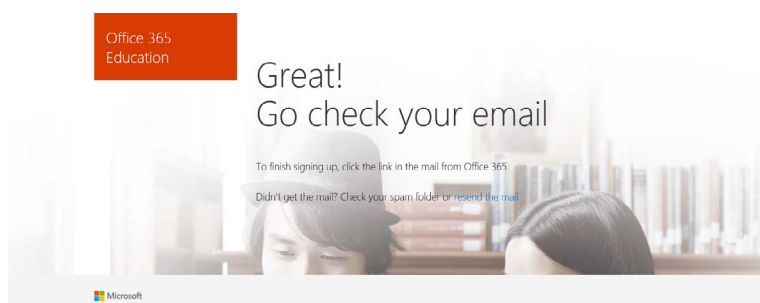
Step Two.

Enter a valid New Zealand school email address into the field and click "sign up".



Step Three.

A verification email will be sent to the email address you entered. You will need to click on the link in the email and follow the link to the Office 365 sign-in page.





Student/Staff Download Process.

Step Seven.

A "User Account Control" box may appear. You will need to allow access by selecting "Yes" for the install to continue.

Step Eight.

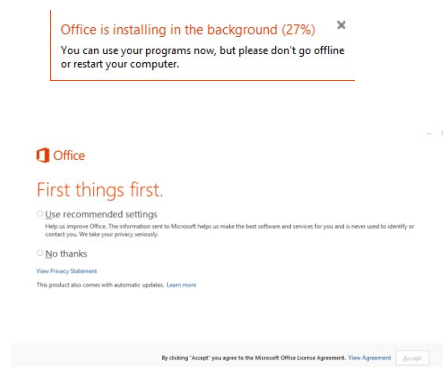
The Install Wizard will run through the installation of Office 365 Pro Plus to your device

An Office logo will appear. It may take several seconds to load the information for the next step. When it is done, a "Welcome to your new Office" screen will appear. Select "Next"

During the following steps, you will see a pop-up window in the bottom right of your screen that says "Office is installing in the background" along with a number indicating the percent complete. Do not turn off your machine or disconnect it from the internet until Office has completed installation.

Step Nine.

You will be prompted to either "Use recommended settings" or "No thanks". Select which option you prefer and agree to the Microsoft license to continue your install.

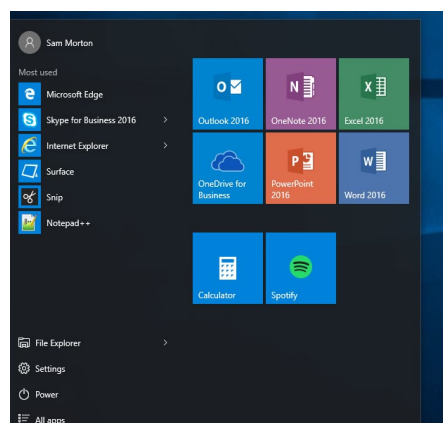


Step Ten.

Once the install is completed, you will be asked to log in to Office 365. Simply log in with the same details you signed up with and you are ready to go.

Step Eleven.

You will now see Office 365 Pro Plus installed under "All Programs". We recommend pinning these to your Start Menu and Task Bar for easy access.





Keep in touch.

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