



**ONE IT**  
SERVICES & SOLUTIONS

## OFFICE 365

Downloading Office 2016/2013

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**Please Note:**

- These notes are for home machines only – All school Laptop/PC device's will have office installed automatically for you.
- Before you are able to download Office 2013/2016 for home use. Your school must have previously logged a call with the One IT Helpdesk to have this feature enabled.
- These instructions are for PC/Laptop only – the process is very similar on an Apple Mac however the steps may vary slightly.
- For iOS / Windows Mobile / Android you should download the Word / Excel / PowerPoint apps direct from the app "Store" on the device then follow the onscreen instructions to install and Sign in to activate.

**Warning:**

- Before you continue ensure you are NOT using a mobile broadband connection – e.g. 3/4G or tethering – Office is very large and will consume a lot of data.
- You are entitled to install Office on up to 5 devices, including mobile devices.
- Please do not share your email address and password with anyone else as they would be able to access confidential data held in your email account and schools SharePoint site.
- Anyone who is found to have shared their account details will have access to Office 365 removed and the Head teacher will be informed.

**Installation:**

**Step 1: Login to Office 365**

- Open Internet Explorer and navigate to the link below or search for “365 Login”:  
 ○ <https://login.microsoftonline.com/>
- Sign in with your Office 365 email account  
 (If you are unsure of your email address, please contact your schools support engineer or the One IT Helpdesk).



Work or school, or personal Microsoft account

BLjsmith@sbcschools.org.uk

Password

Keep me signed in

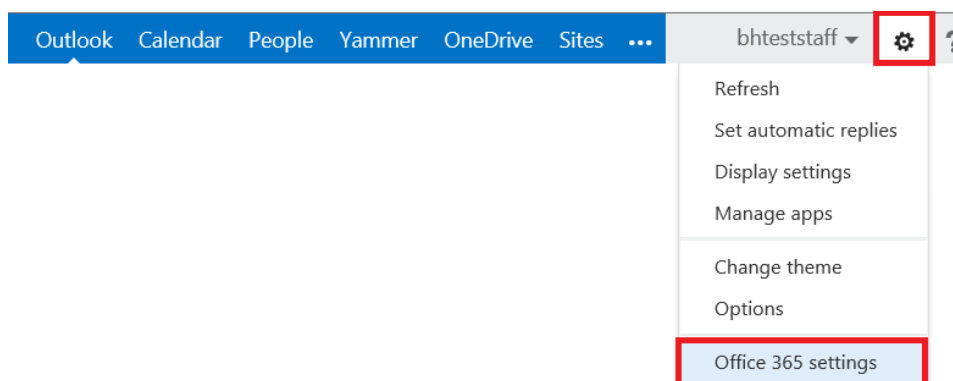
Sign in

Back

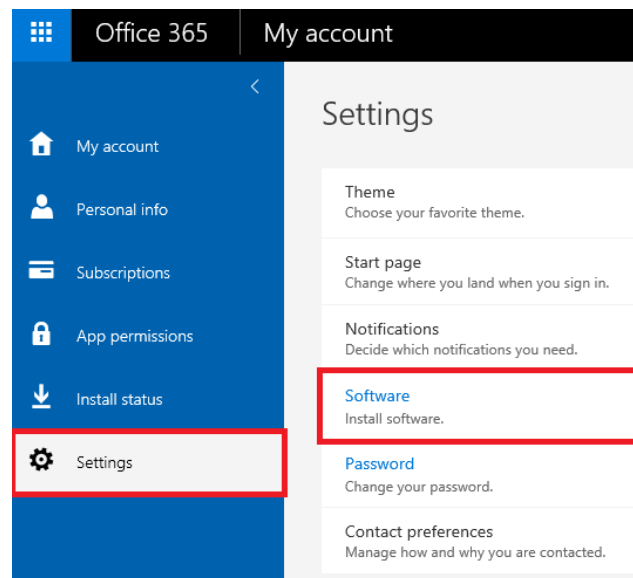
[Can't access your account?](#)

**Step 2: Download Office**

- Once Signed in you will be taken to your e-mail inbox, from here locate the settings menu ‘cog’ in the (top right corner) of the screen. Click the cog then select ‘Office 365 Settings’



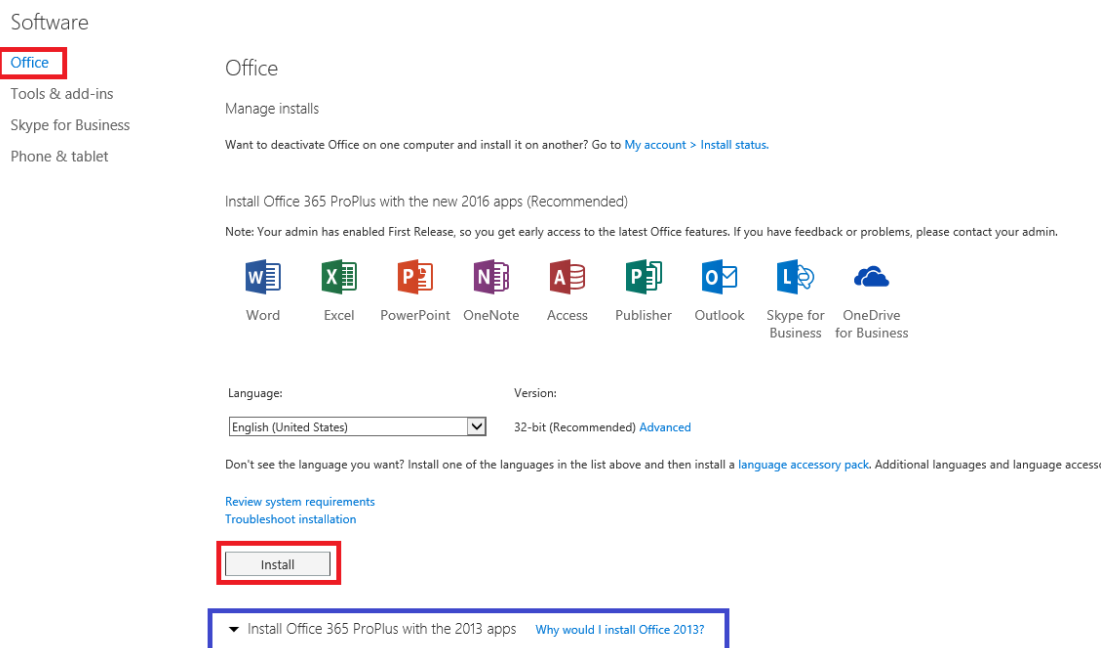
- Select the “Settings” tab on the left hand side, then select “Software” tab on the right.



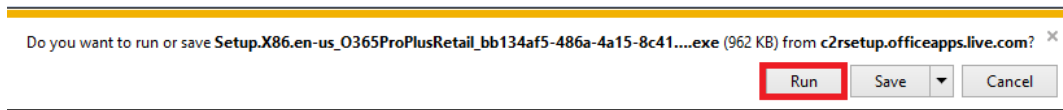
- You will be taken to the Software download page, from here ensure ‘Office’ is select from the top left (Software) menu.

### Step 3: Choose Office version

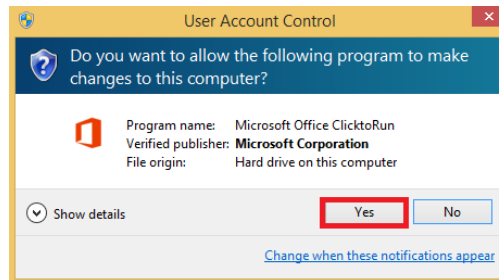
- To Install Office 2016 (The default and latest version), click ‘Install’ (Highlighted **Red**)
  - This will start the installation for the latest version of “Office 2016”
- To Install Office 2013 (Older version), Expand the ‘Install Office2013 apps’ (Highlighted **Blue**) and click ‘Install’
  - This will start the installation for the older version of “Office 2013”, sometimes the older version is needed to work alongside other older apps



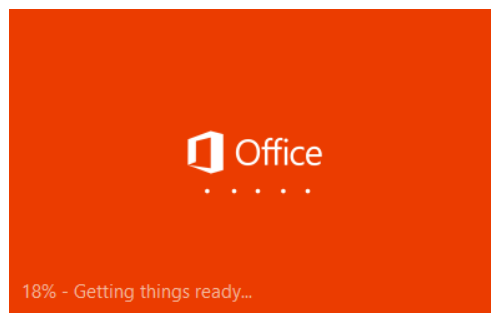
- Select Run when prompted



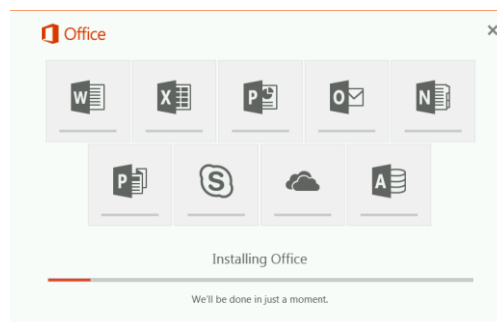
- You may also receive a UAC warning – select Yes on this if prompted



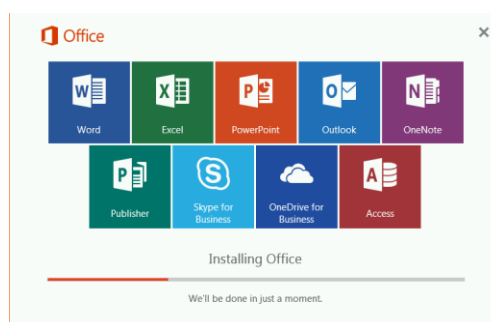
- Office will now start to download the setup files



- Once the setup files are download, the 'Installing Office' box will appear on screen.



- As each Office app is installed, that app icon will light up.

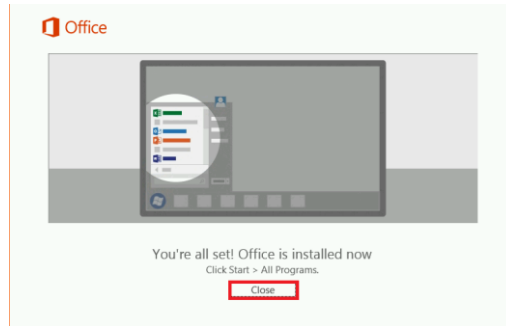


Note: Although all the icons light up, Office still needs to install background files so please wait...

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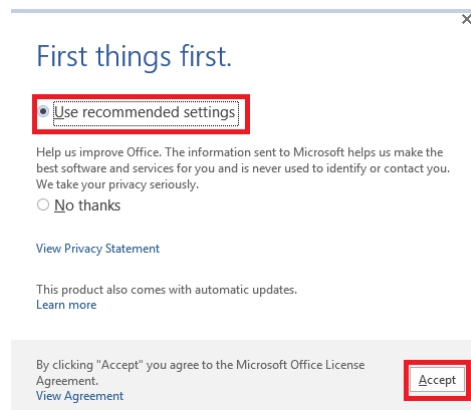
Helpdesk: (01642)635570 | F: (01642)692491 | E: [Enquiries@OneITss.org.uk](mailto:Enquiries@OneITss.org.uk)



- Once complete, click 'Close'

#### Step 4: Activate Office

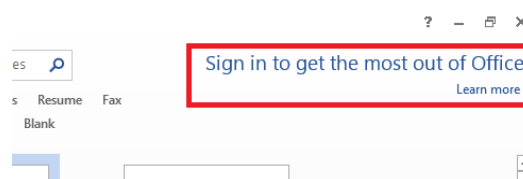
- From your start menu open one of the office apps such as Word 2013
- When prompted Select "Use recommended settings" and click "Accept"



- Select "Office Open XML formats" and click Ok



- Select Next on the welcome screen then press the X in the top corner of the animation to skip the intro
- From the top right click "Sign in to get the most out of Office"



- Enter your Office 365 email address and click Next

## Sign in

Type the email address of the account you would like to use with Office.

bhteststaff@mcschools.org.uk

Next

- Select “Organizational Account”

## We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online  
[Learn more](#) | [Privacy statement](#)

- Enter the password for your Office 365 email address and click “Sign in”

## Sign In

User ID:

bhteststaff@mcschools.org.uk

Password:

\*\*\*\*\*

Keep me signed in

Sign in

[Can't access your account?](#)

### Step 5: (Done) Start Using Office

Office is now fully installed and ready to use – because you have signed in.

Your OneDrive has also been connected to Office so you can easily save data to your OneDrive and access it via Office 365 / OneDrive App's from anywhere!

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