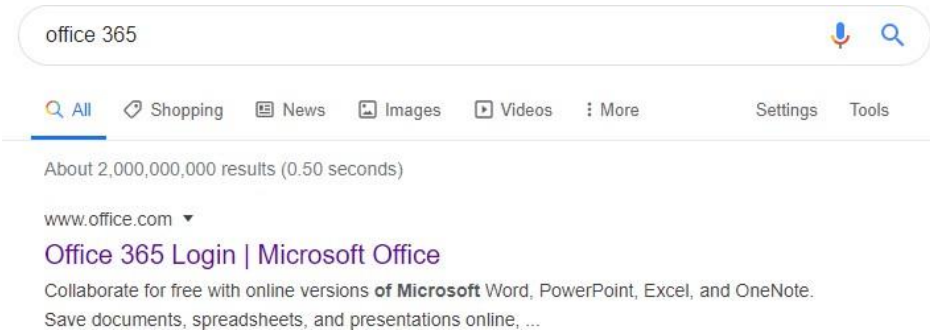


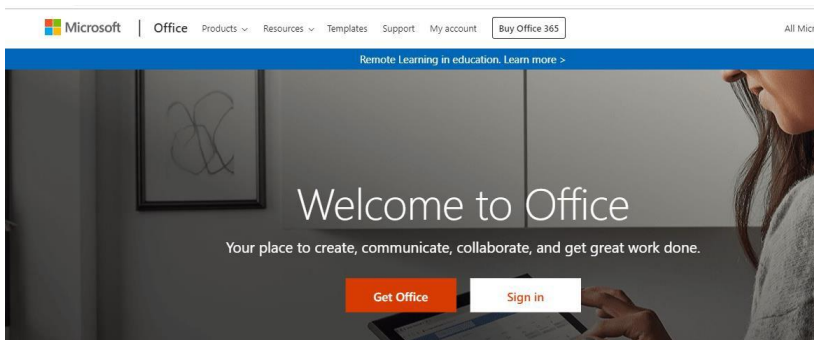
How to Sign into Office 365 & Download Office to your Computer

If you sign into Office 365 you can access your school email, Microsoft Office apps available online and also download a copy of Microsoft Office to your computer.

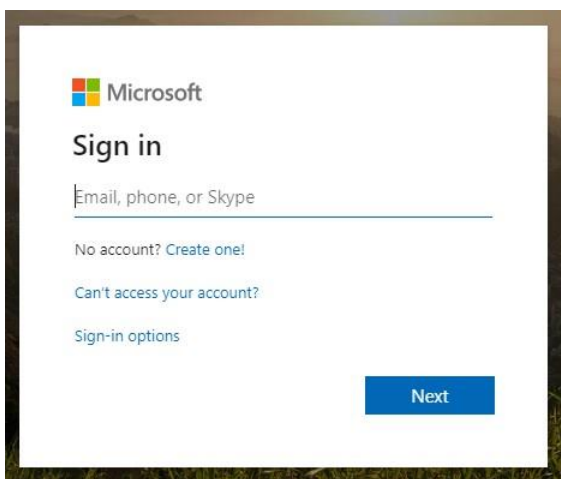
1 – Search for Office 365 using a search engine.



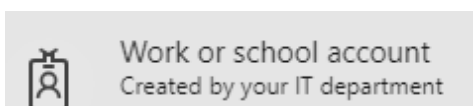
2- Click sign in.



3- Type your school email address which is your username that your use to log into the computers at school followed by @soarvalley.aspirelp.uk



4 – Click on work or school account.



5 – Enter your password that you use to logon to the computers at school.

Enter password

Password

[Forgot my password](#)

6- You get a choice to stay signed in. Choose no if your device is shared by others.

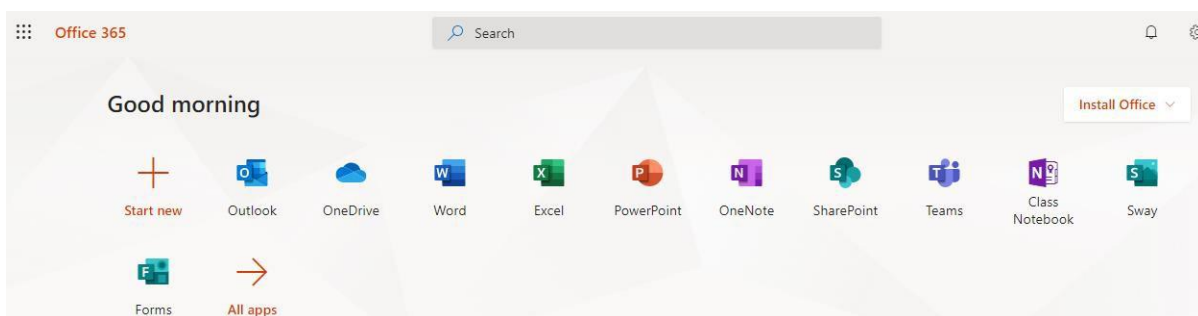
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

7- You can then see all the apps available to you.



If you cannot see the apps available then click on the square in the top left corner.



If you need to install any of the Office products such as Word or PowerPoint onto your home laptop or device then click on install office button in the top right hand corner and follow the instructions. When it asks you to enter a valid email address enter your school email address and password that you use to login to Office 365.

Example :

Email Address - JBloggs123@soarvalley.aspirelp.uk

Password – Is the one you use to logon to the computers in school.