

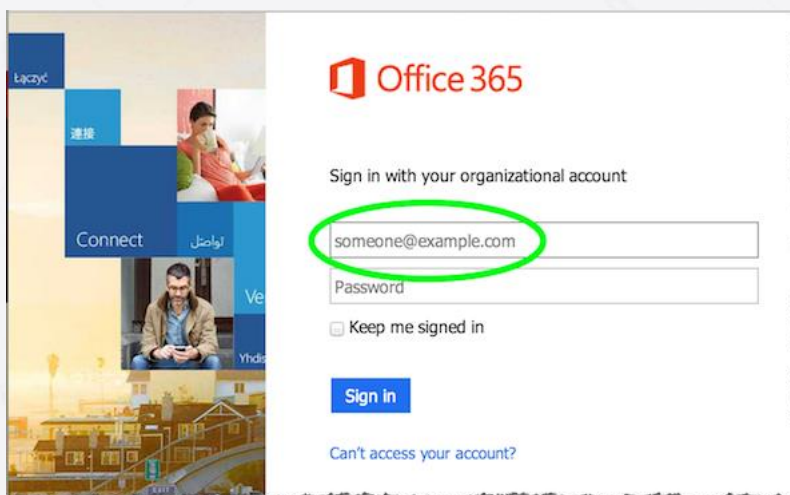
Install Microsoft Office on Home Computers

Free Office downloads are part of Microsoft Office 365 ProPlus services, which are available to Chew Valley School students and Staff as a result of Microsoft's Student Advantage program.

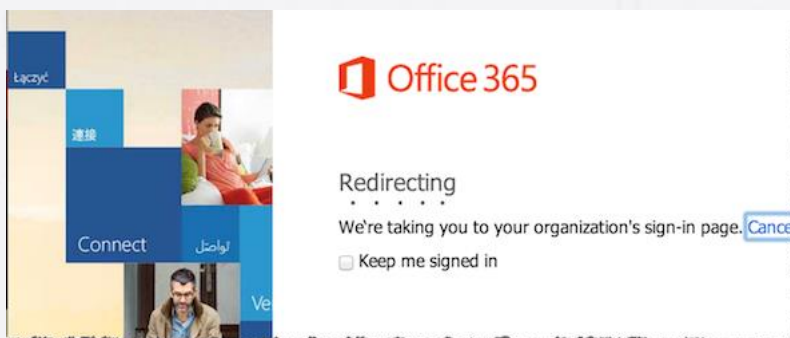
To install Microsoft Office applications on windows computers:

Note: Open this email on the computer you want to install Microsoft Office.

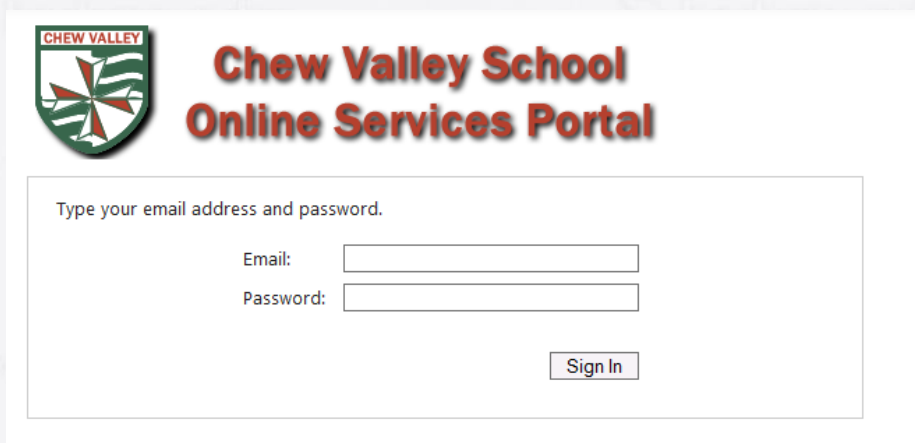
1. Go to <https://portal.microsoftonline.com/OLS/MySoftware.aspx>
2. If you are asked to log in follow steps 3-4-5. If not skip to step 6.
3. Under Sign in with your organizational account, where it says someone@example.com, enter your school email.



4. Click anywhere outside the field. You will be directed to Chew Valley School

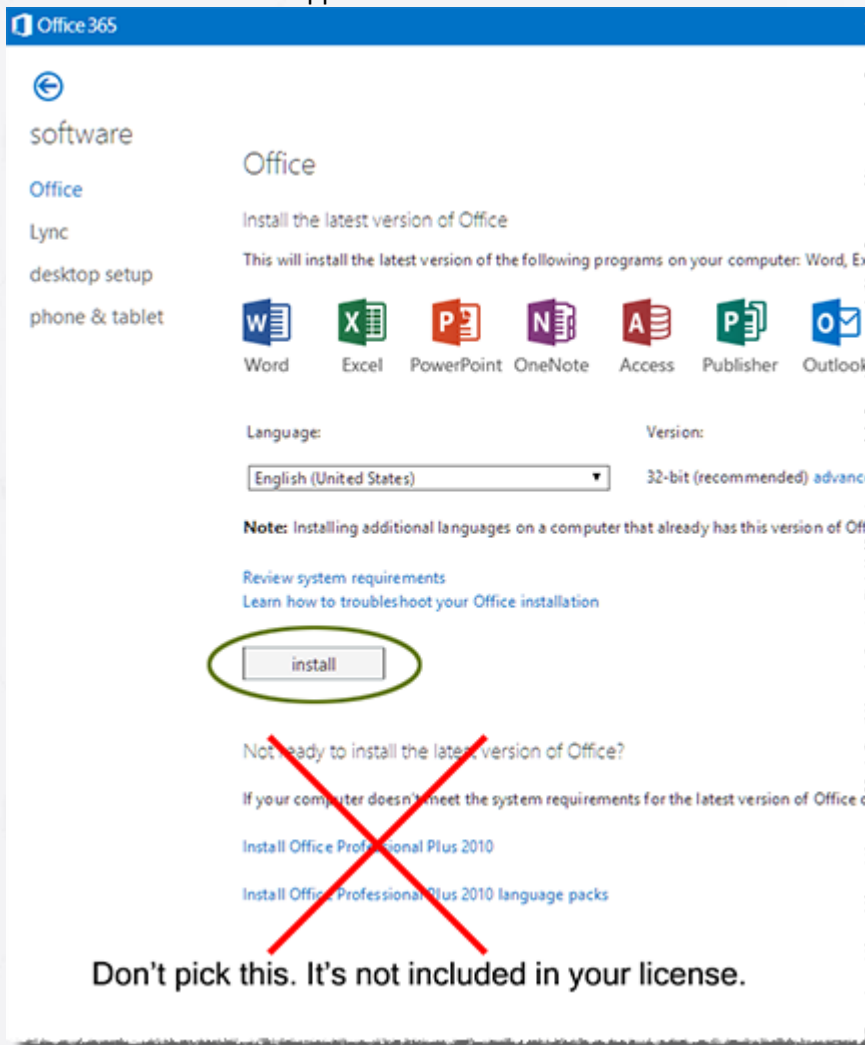


5. On the Chew Valley School Login page, enter your school email and password.



The image shows the login page for the Chew Valley School Online Services Portal. At the top left is the school's crest, which features a green shield with a white cross and a red cross. To the right of the crest, the text "Chew Valley School Online Services Portal" is displayed in a bold, red, sans-serif font. Below the header, there is a white rectangular box containing the login form. The form starts with the instruction "Type your email address and password." followed by two input fields: "Email:" and "Password:". Below these fields is a "Sign In" button.

6. You will see a list of the applications in Microsoft Office. Click Install.



The image shows the Microsoft Office 365 installation page. The page has a blue header with the "Office 365" logo. On the left side, there is a navigation menu with links for "software", "Office", "Lync", "desktop setup", and "phone & tablet". The main content area is titled "Office" and includes the text "Install the latest version of Office" and "This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook". Below this text are icons for each application: Word, Excel, PowerPoint, OneNote, Access, Publisher, and Outlook. The "install" button is circled in green. Below the icons, there are dropdown menus for "Language:" (set to "English (United States)") and "Version:" (set to "32-bit (recommended)"). A red 'X' is drawn over the bottom half of the page, with the text "Don't pick this. It's not included in your license." at the bottom.

The software will be installed on your computer. Your copy of Office will remain active as long as you maintain your status as a student/staff.