

Microsoft Office Installation Guide

How to install Office 365 software on your device

- 1. Open your favourite web browser and go to https://portal.office.com
- 2. You will need to enter your school email address (e.g. <u>username@villa.school.nz</u>) and your school password to log in
- Install Office ∨

 Install Office ∨

 Office 365 apps

 Includes Outlook, OneDrive for Business,

 Word, Excel, PowerPoint, and more.

 Other install options

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 Select a different language or install other apps available with your subscription.
- 3. Click on Install Office in the top right corner of the page, then click Office 365 apps

- 4. Follow the prompts on your device to install the software. It may take up to 20 minutes.
- 5. Once your software is installed, open Word. If it prompts you to sign in, use your school email address and password.