

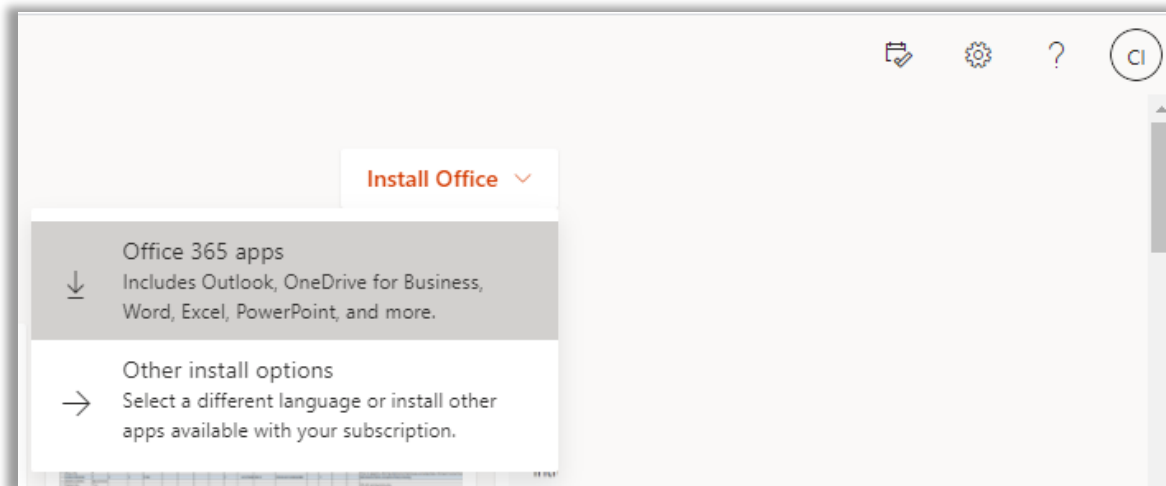


Villa Maria College
T E W H A R E O M E R I
L E A R N T O P R I Z E W H A T I S O F V A L U E

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. username@villa.school.nz) and your school password to log in
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.