



Office 365  
for Education

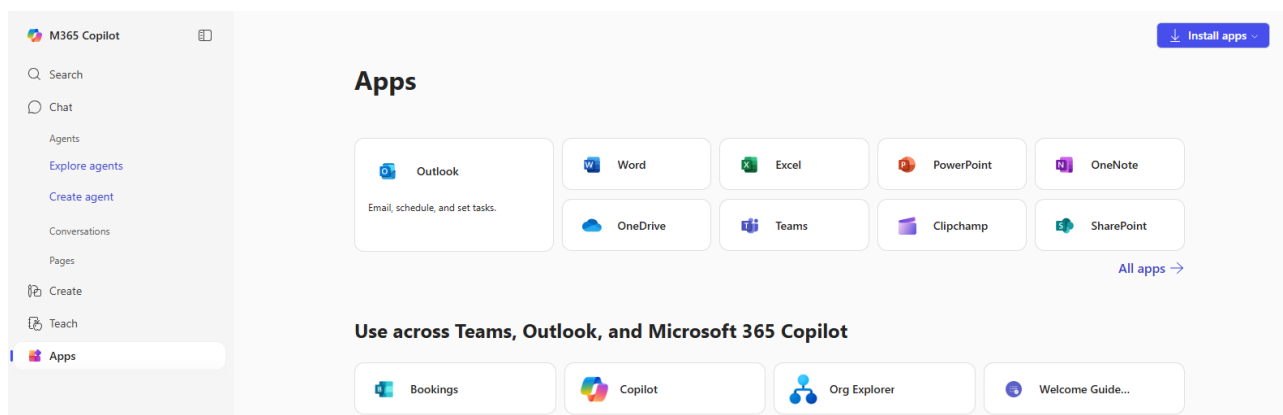
## What is Office 365?

St Laurence School is participating in the Microsoft Education Program. Through the program, current students and staff can install the latest version of Microsoft Office on multiple PCs, Macs, and tablets **for no cost**.

## How do I Install Office 365?

### Windows and Mac Install

1. Open this link <https://m365.cloud.microsoft/apps> I
2. Select 'Install Apps' and log in with your *full* email address - e.g. [25danmegh@st-laurence.com](mailto:25danmegh@st-laurence.com)
3. Select the 'Install apps' blue button and follow the instructions to install.



4. The installation will begin and when completed shortcuts to the Office Apps will be available in your start menu.

### iPad & iPhone Install

1. Go to the *App Store* (you'll need to use your iTunes account).
2. Enter the name of the app you'd like to install (Word, Excel or PowerPoint).



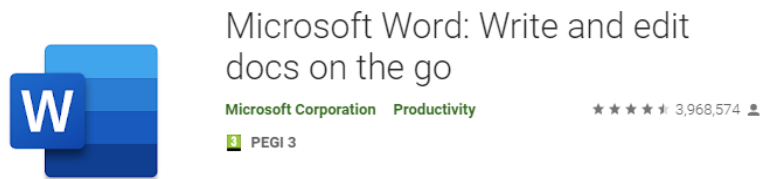
Microsoft Word for iPad  
Microsoft Corporation  
★★★★☆ (51)

FREE

3. Sign in to activate the install using your school username and password (remember your username is your *full* school email address).
4. If prompted to select the 'Microsoft Account' or 'Organizational Account' select 'Organizational Account'.

## Android Install

1. Open the *Play Store* and sign in with your Google account if prompted.
2. Search for the Office applications required

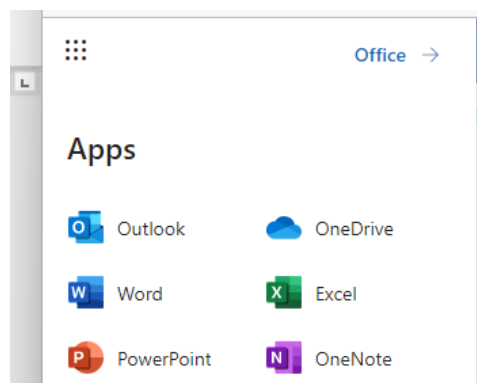


3. Sign in using your school username and password (remember your username is your *full* school email address).
4. If prompted, select 'Organizational Account'.

## Chromebook is NOT Supported

Microsoft will no longer support its native Android Office apps on Chromebooks. Instead, Microsoft will be advising those users to use its web-based Office.com and Outlook.com apps.

1. Sign into your school email
2. Choose the Office App from the 9-dot menu on the left



## What happens when I leave St Laurence School?

The Microsoft Student Advantage Program is for current students and staff of St Laurence School. Once your school account is deleted, you are no longer eligible, and Office 365 will go into *reduced functionality mode*. You will no longer be able to create or edit documents

until you change plans. It is highly likely that if you are moving to a new school, college or University they will be on the same scheme and your subscription can move across.