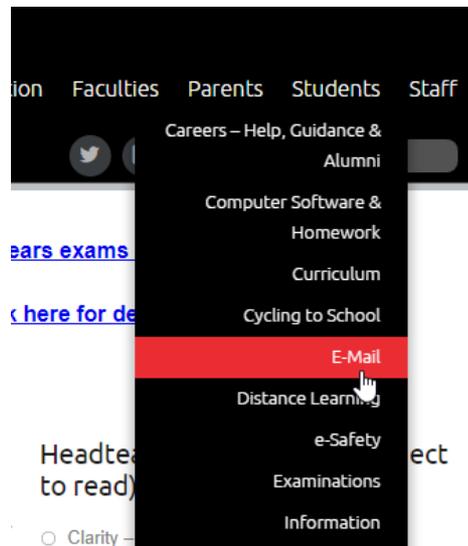


## How to install Microsoft Office on your home computer - Mac

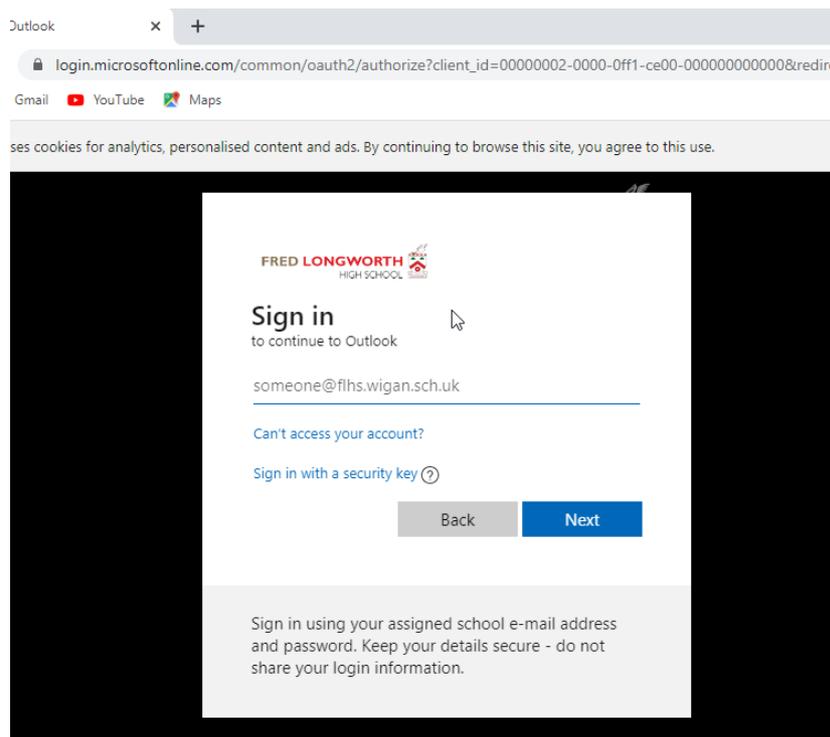
1) Open up your web browser and access your school e-mails

If you go to the school website and click on Students, and from the menu select E-Mail

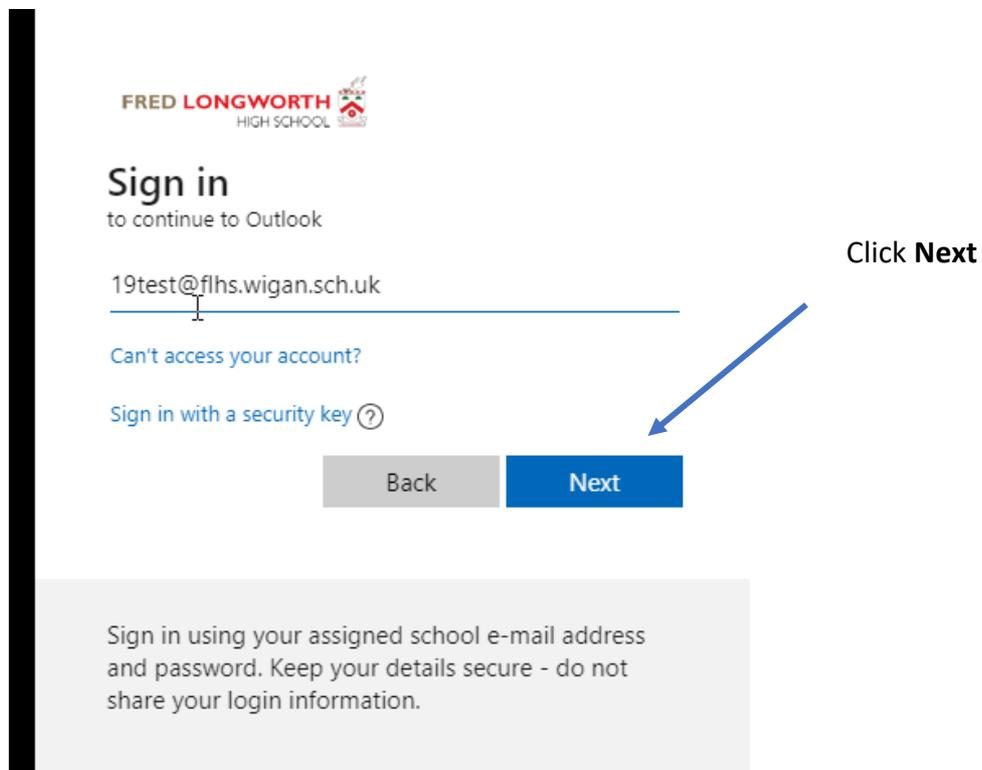


2) You now need to log in using your school e-mail account

If your username is: 19joeblo then your e-mail account will be: [19joeblo@flhs.wigan.sch.uk](mailto:19joeblo@flhs.wigan.sch.uk)  
Your password is the same password you logon to the school computers with



3) In this example we are signing in with the account : [19test@flhs.wigan.sch.uk](mailto:19test@flhs.wigan.sch.uk)



FRED LONGWORTH  
HIGH SCHOOL

## Sign in

to continue to Outlook

19test@flhs.wigan.sch.uk

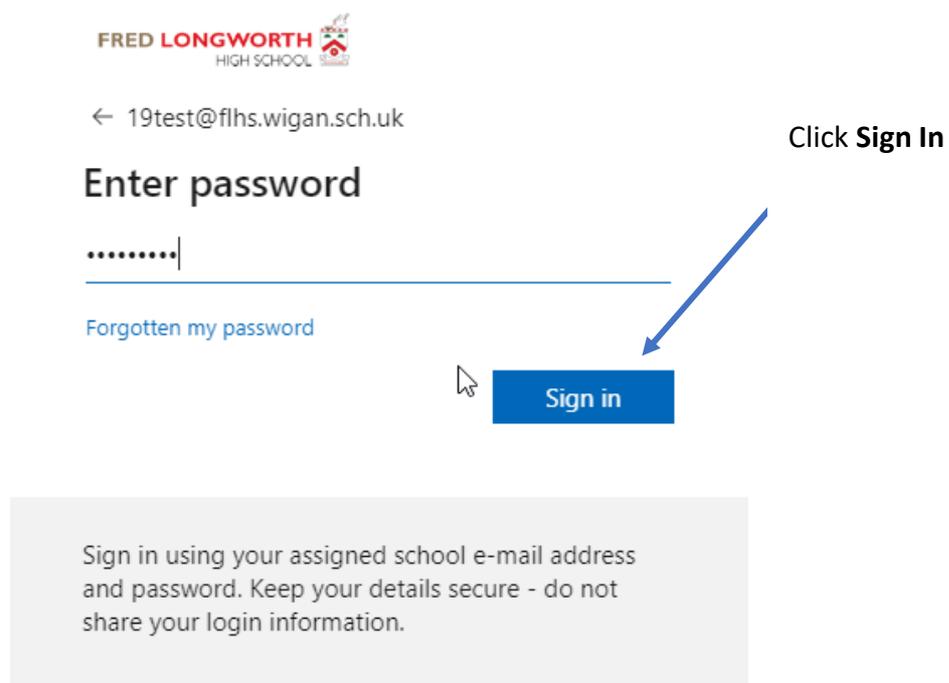
[Can't access your account?](#)

[Sign in with a security key](#) ⓘ

[Back](#) [Next](#)

Sign in using your assigned school e-mail address and password. Keep your details secure - do not share your login information.

4) You now need to enter your password that you use to logon to the school computers with



FRED LONGWORTH  
HIGH SCHOOL

← 19test@flhs.wigan.sch.uk

## Enter password

.....|

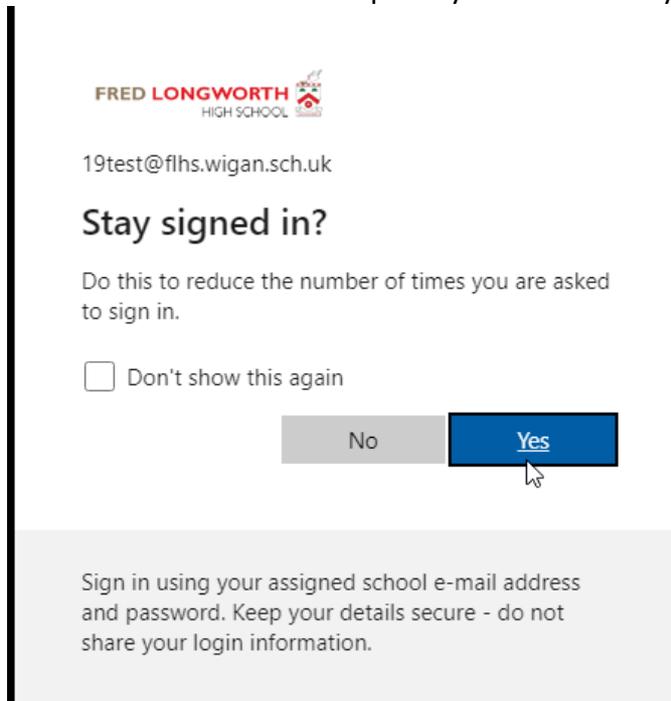
[Forgotten my password](#)

[Sign in](#)

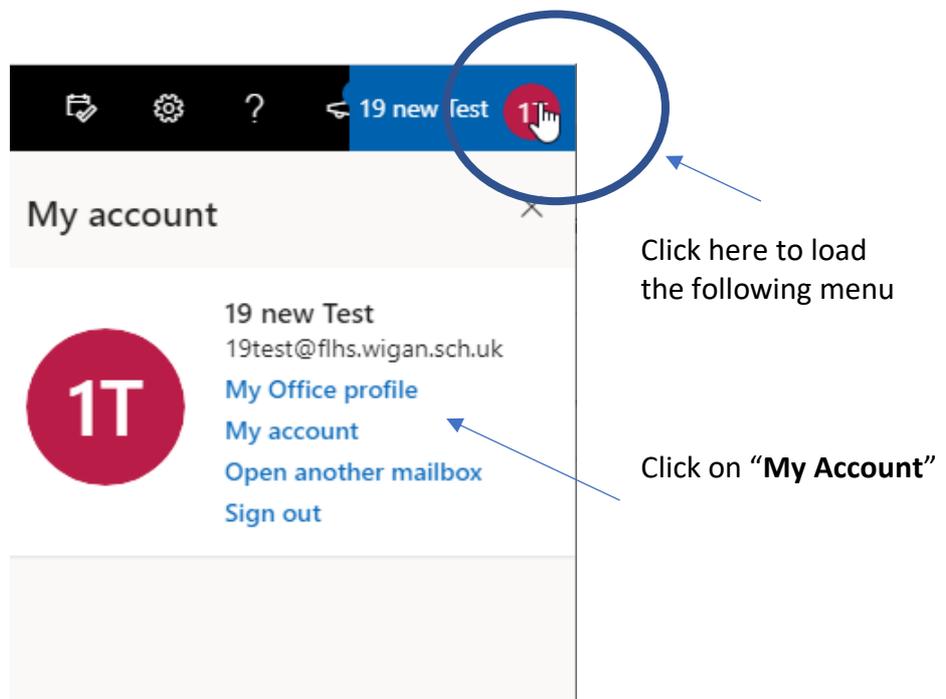
Sign in using your assigned school e-mail address and password. Keep your details secure - do not share your login information.

5) In the following screen you will be asked as to whether you want to Stay signed in?

**Note:** if this is a shared computer you should always click on No

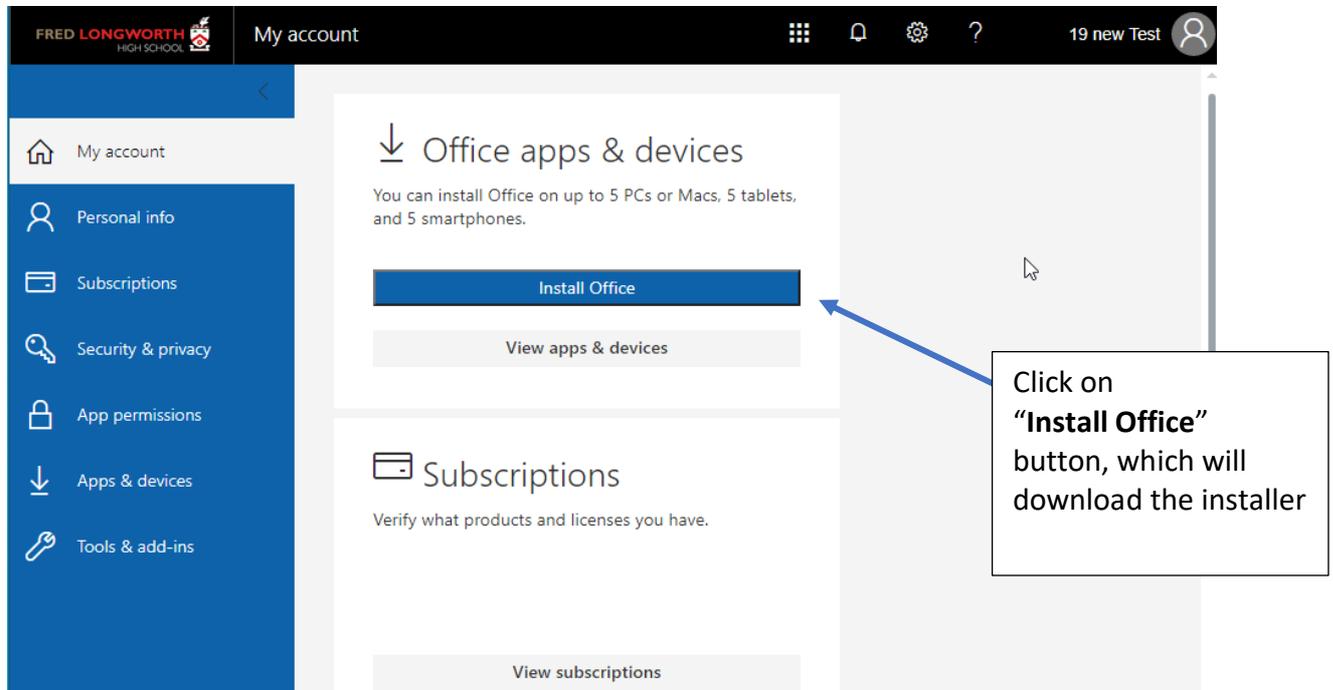


6) Now that you have access to your account, you need to click on your initials (logo) in the top right hand corner of your screen. From the menu you now need to click on **"My Account"**



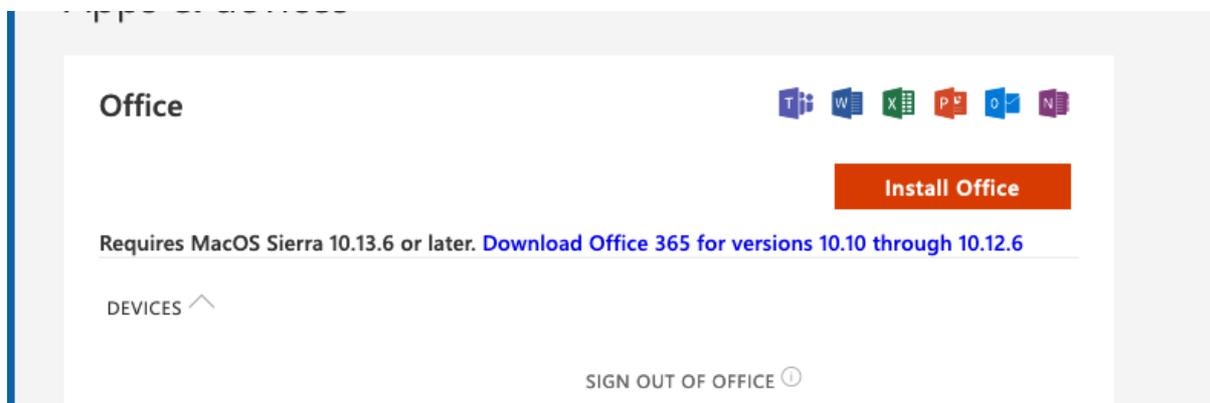
7) You will now see that you can install Microsoft Office onto your device.

**Note:** you can only install office onto a maximum of 5 devices

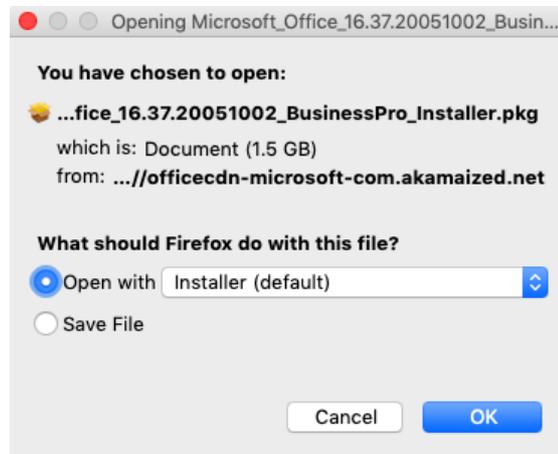


8) If you click on View apps & devices, we can change the default language that we want to use when installing office. Selecting from the drop down menu and then clicking the **Install Office** button

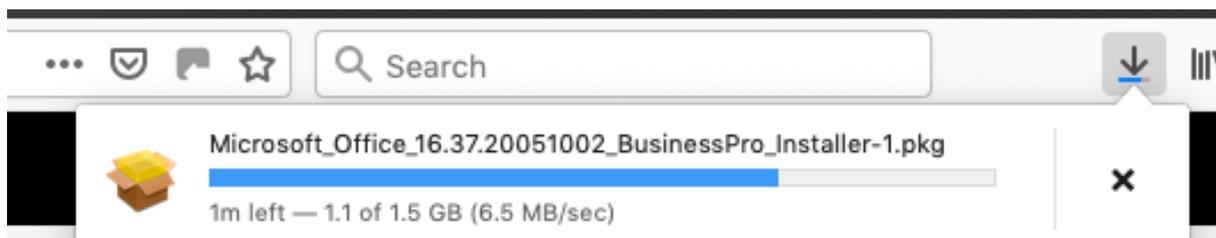
**Note:** depending on your OSX version installed you may need to click on the link: "[Download Office 365 for versions 10.10 through 10.12.6](#)"



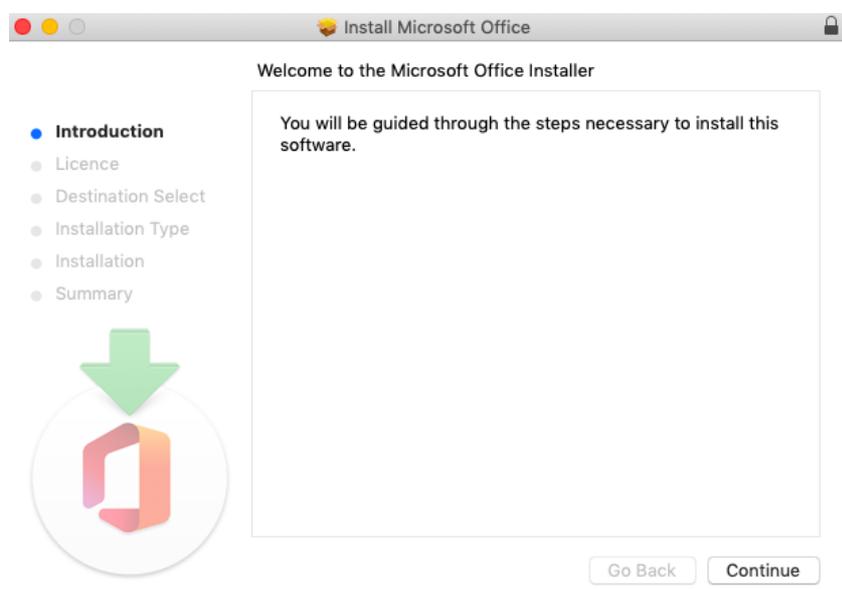
9) You will now notice a file is downloaded, and instructions will appear on your screen as to what steps you need to follow to complete the installation of Microsoft Office



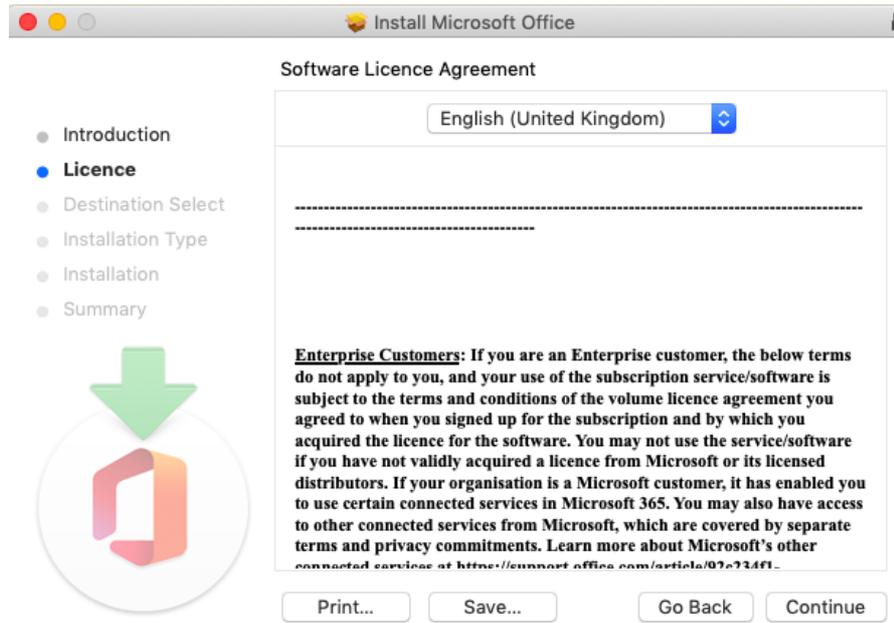
This will now start the download of the installation file, we can check on the progress of this by clicking on the downloads button in our browser



10) Once the file has finished downloading, depending on your setup the installer will auto launch or you may have to double click on the file in **Finder** and **Downloads**. Clicking on **Continue**.



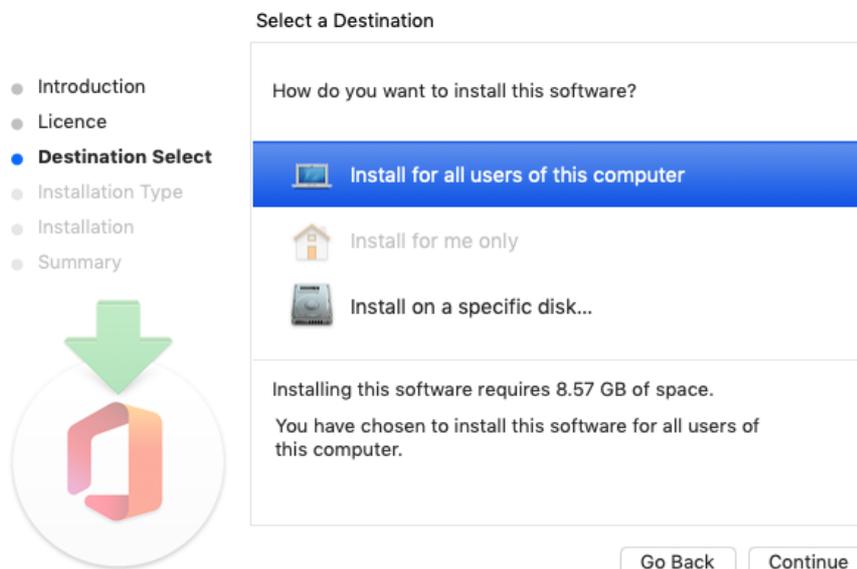
### 11) Click on **Continue**



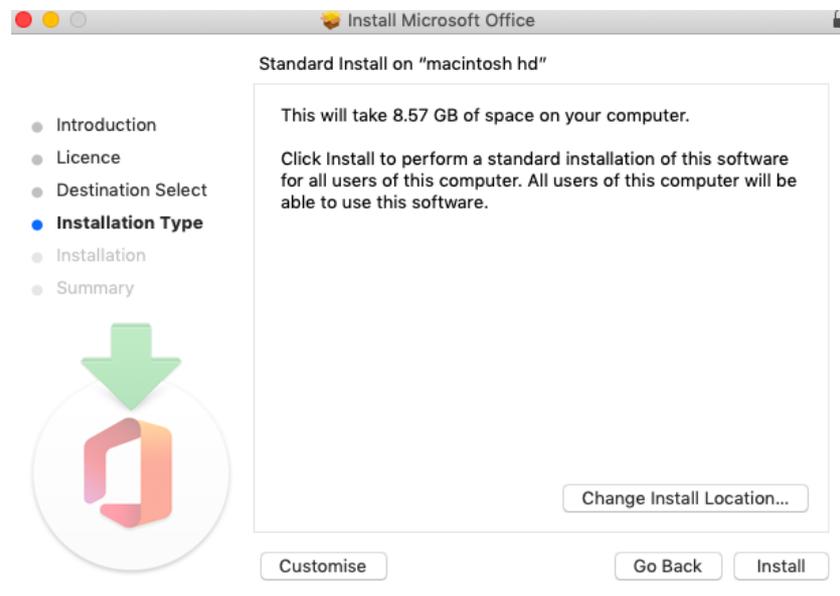
### 12) Click **Agree**



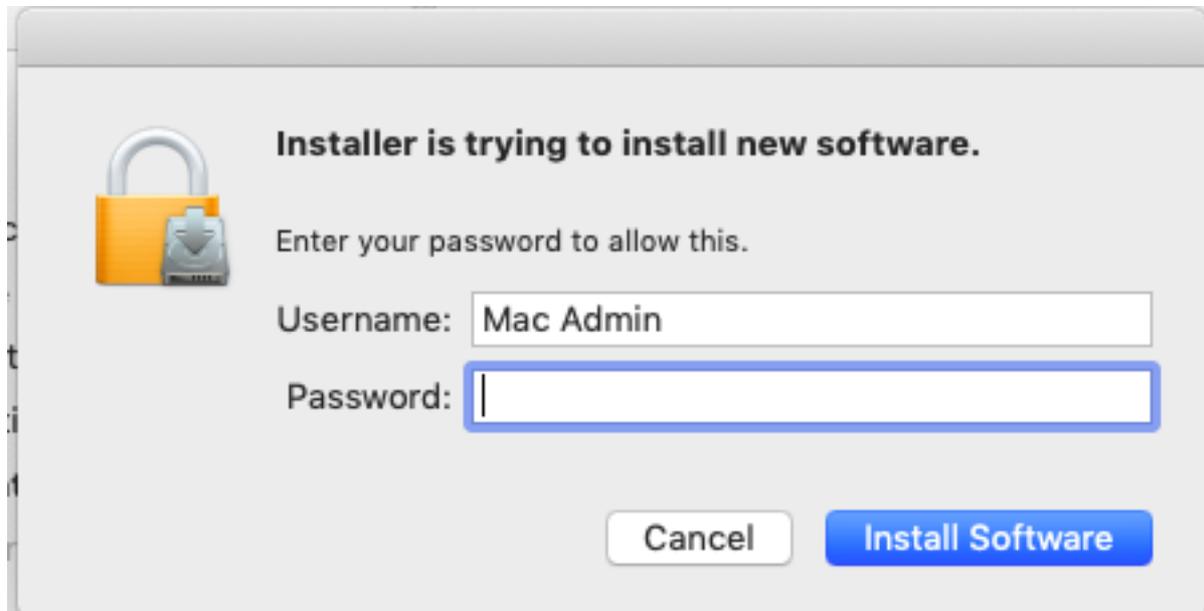
### 13) Clicking **Continue**



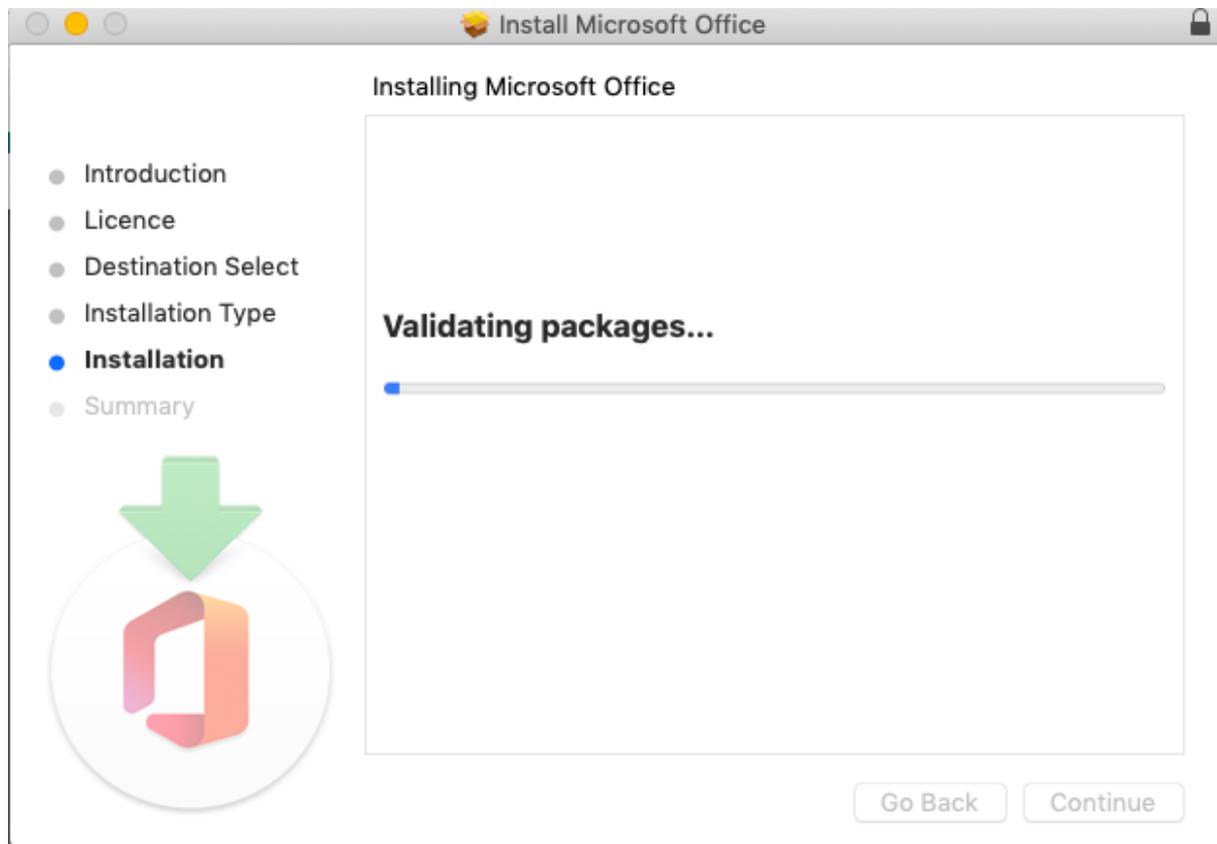
14) This will use at least 8.57GB of storage space on your computer. Click **Install** to confirm



15) You will now be prompted to enter your local account for your computer



16) The installation will now begin



17) Click **OK** if you receive a message as follows



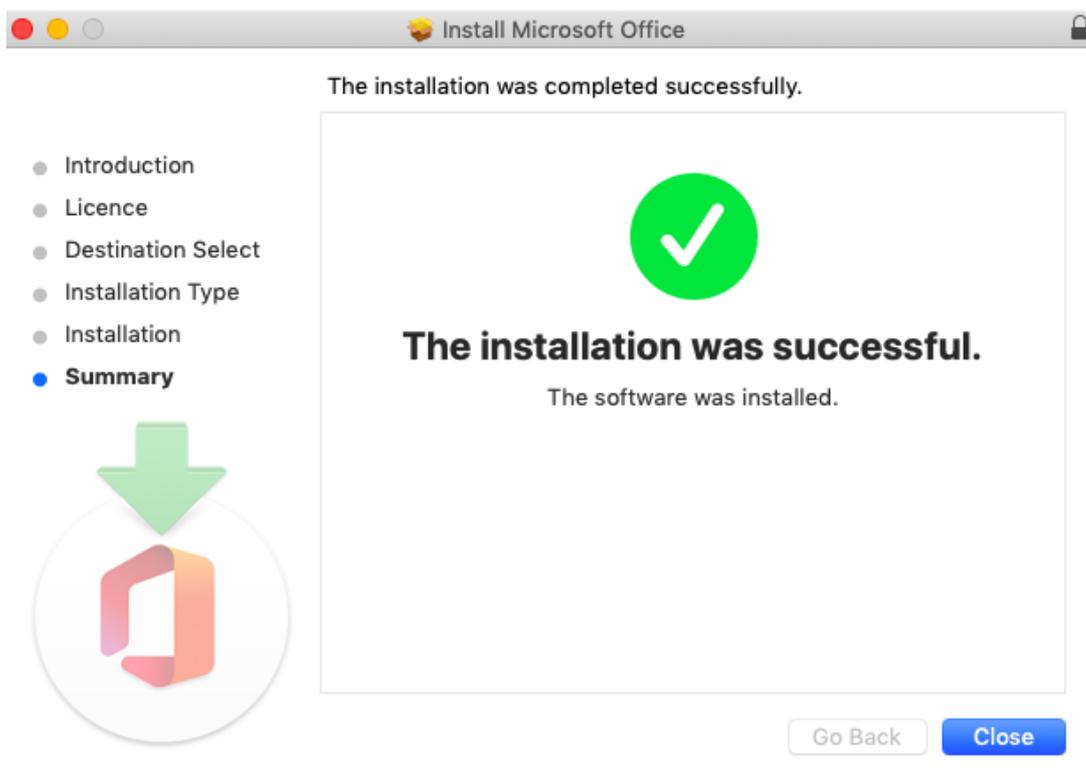
## Required Data Notice

Microsoft AutoUpdate helps update your Microsoft applications for Mac. We collect required diagnostic data to keep Microsoft AutoUpdate secure, up to date and performing as expected on the device it is installed on. This data relates to the basic functioning of Microsoft AutoUpdate and does not include your name, file contents or information about apps unrelated to the Microsoft applications it helps keep up to date. The applications Microsoft AutoUpdate services may provide you with an option to send optional diagnostic data to Microsoft. If you opt in to sending optional diagnostic data, that choice will also apply to Microsoft AutoUpdate.

[Learn More >](#)

OK

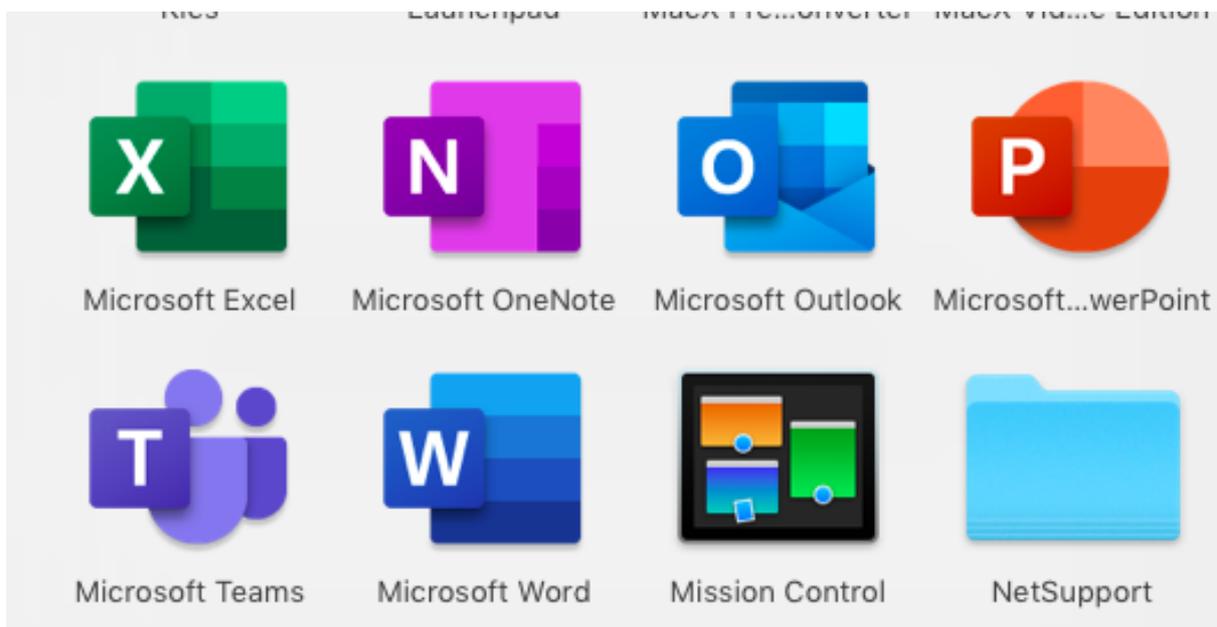
18) Wait patiently whilst the install continues until you see the following message



19) Clicking on **Close** will prompt you to **Move the installer to the trash**



20) From your applications folder on your computer you can now launch Microsoft Word



**Note:** if you have previously accessed your school account on this computer these steps below you may not be required to do. You will have access to the program instantly

21) If we can click to open Microsoft Word, we now need to activate the program. Click on **Continue** to proceed. You will be asked to re-enter your school e-mail account and password.

## Hello 19, welcome to Office

Sign in to activate Office with this account

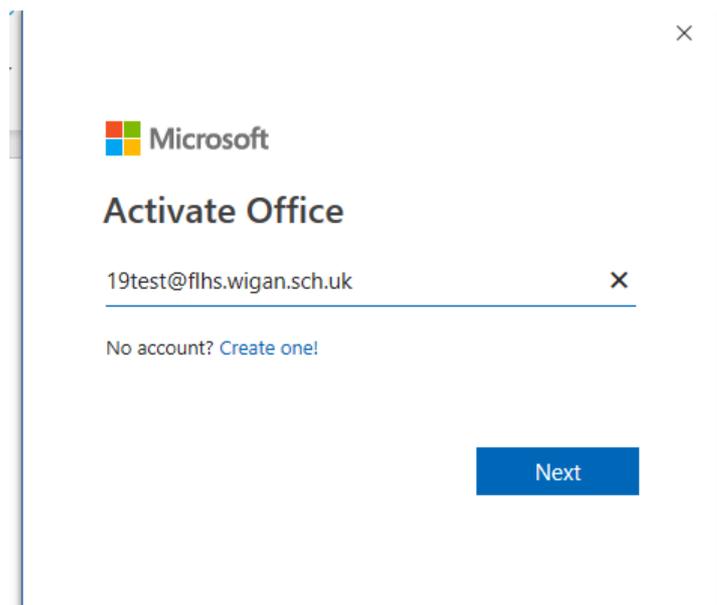


19test@flhs.wigan.sch.uk

[Change account](#)

Continue

22) We can now type in our school e-mail account and click **Next** to start the activation process

A screenshot of a Microsoft Office activation dialog box. The window title is 'Activate Office'. At the top left is the Microsoft logo. Below it, the text 'Activate Office' is displayed. A text input field contains the email address '19test@flhs.wigan.sch.uk' and has a small 'x' icon to its right. Below the input field, there is a link that says 'No account? Create one!'. At the bottom right of the dialog, there is a blue button labeled 'Next'.

Microsoft

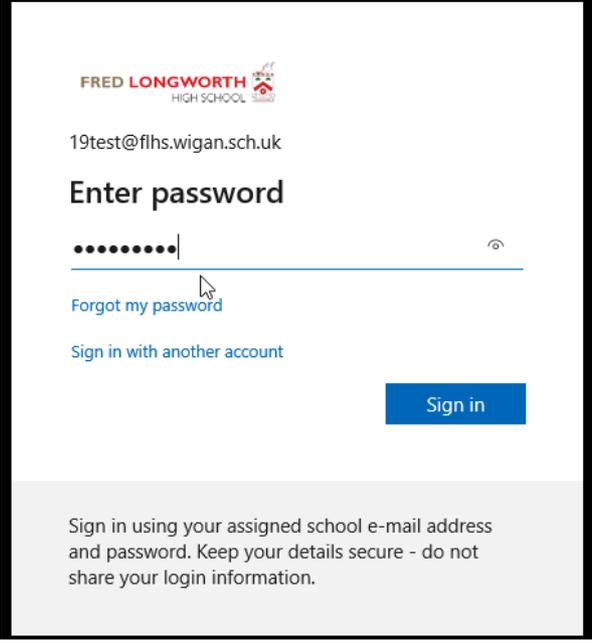
### Activate Office

19test@flhs.wigan.sch.uk

No account? [Create one!](#)

Next

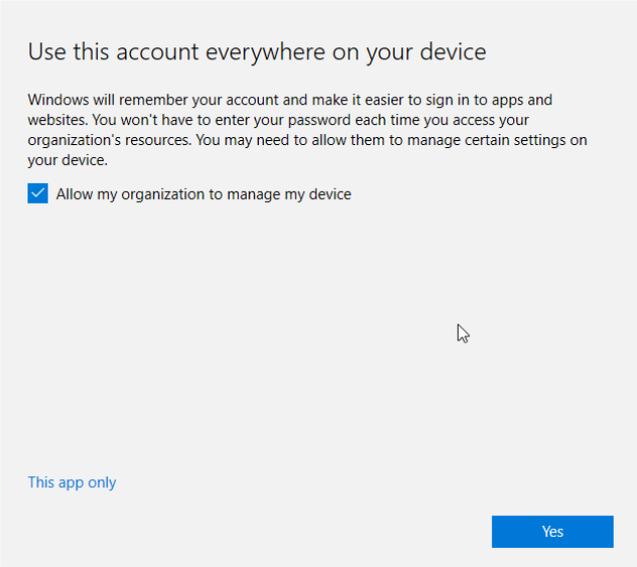
23) Entering our school network password again, clicking on **Sign In** to confirm



The screenshot shows a login page for Fred Longworth High School. At the top left is the school's logo. Below it, the email address '19test@flhs.wigan.sch.uk' is displayed. The main heading is 'Enter password'. There is a password input field with a cursor and a visibility toggle icon. Below the field are two links: 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is positioned to the right. At the bottom, a grey box contains the text: 'Sign in using your assigned school e-mail address and password. Keep your details secure - do not share your login information.'

24) To finally complete the installation clicking on **Yes**

Note: an option does exist to just click **This app only**, however when loading PowerPoint, Excel etc, you will need to repeat these steps if you choose This app only



The screenshot shows a Windows dialog box titled 'Use this account everywhere on your device'. The text explains that Windows will remember the account for easier sign-in to apps and websites, but notes that the organization may need to manage certain settings. There is a checked checkbox for 'Allow my organization to manage my device'. At the bottom left is a link for 'This app only', and at the bottom right is a blue 'Yes' button.

25) You will now need to click on **Accept** to confirm the license agreement, and once you have completed this step you will now be actively signed in and able to use Microsoft Word



## Accept the license agreement



Microsoft 365 for enterprise includes these apps:



This product also comes with Office Automatic Updates.

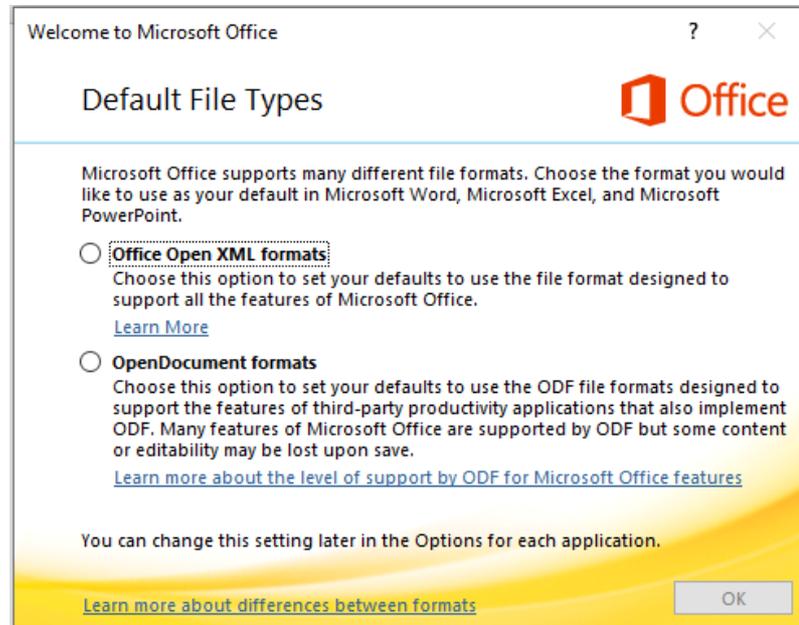
[Learn more](#)

By selecting Accept, you agree to the Microsoft Office License Agreement

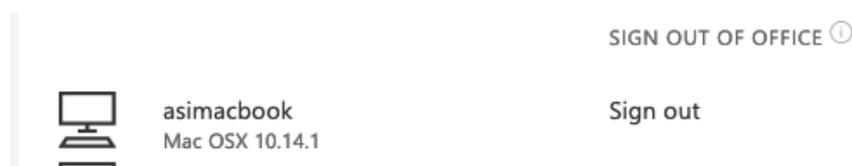
[View Agreement](#)

Accept

26) In the following screen clicking on “Office Open XML formats” and selecting OK



Note: if we return to the My Account section discussed earlier, and click on **View Apps and Devices**, you will now see you have successfully used 1 of your 5 devices you can install office on using your school account.



If the computer/tablet you were accessing office on developed a hardware failure and you had used all your licences you could return to this menu to sign out of your old device and install office onto your new computer/tablet.