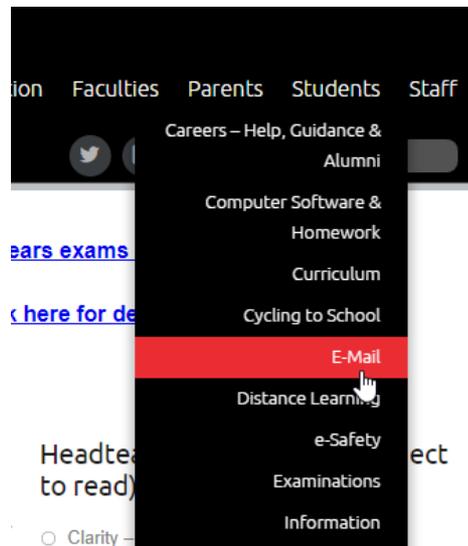


## How to install Microsoft Office on your home computer - Windows

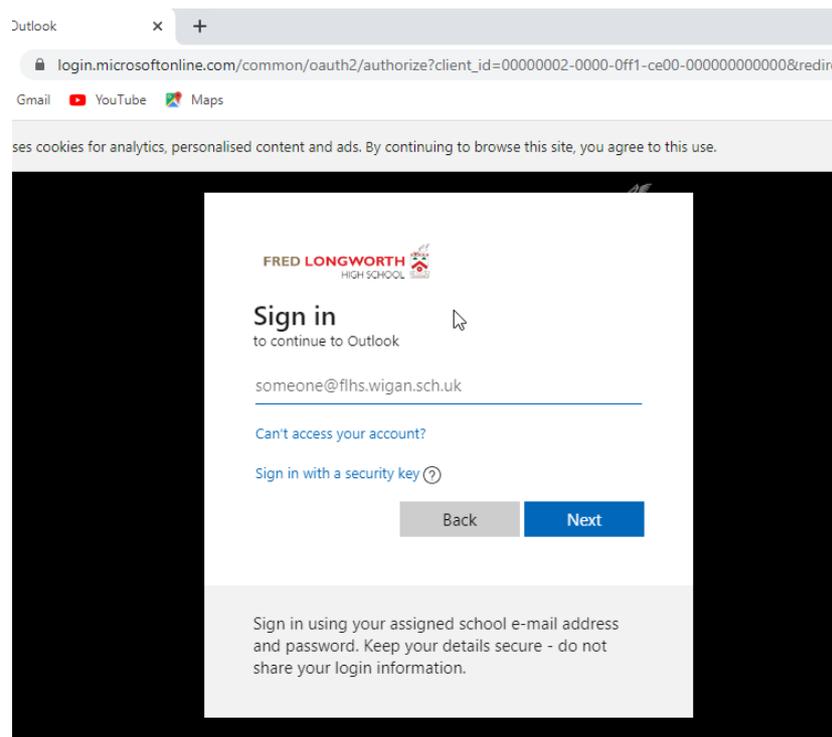
1) Open up your web browser and access your school e-mails

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

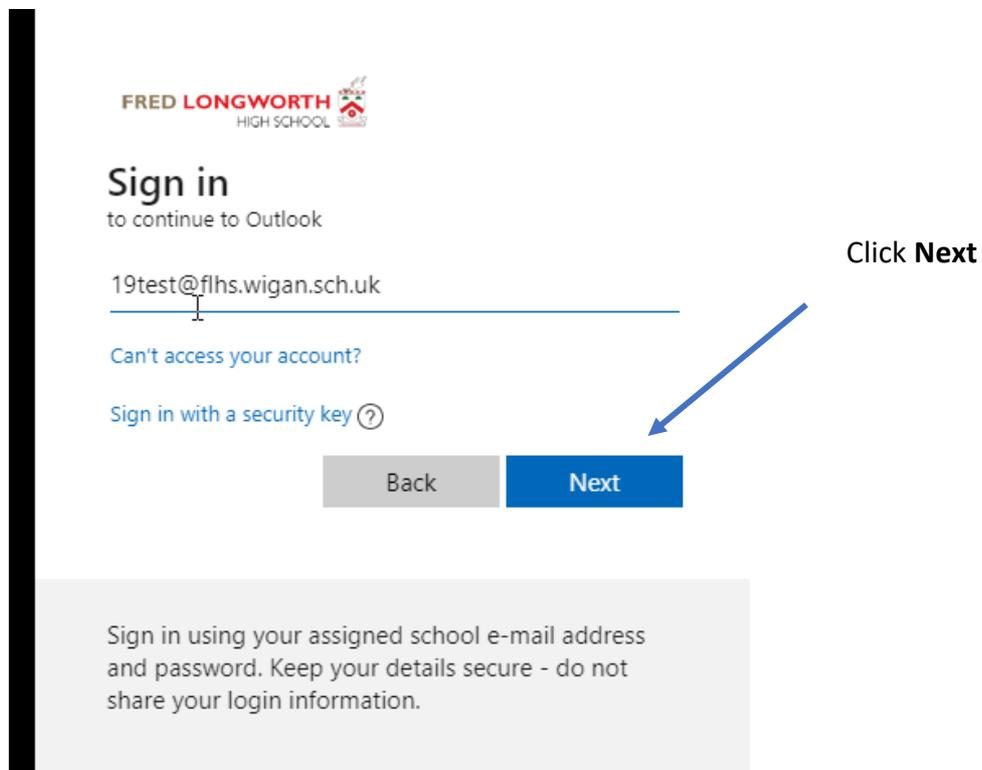


2) You now need to log in using your school e-mail account

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

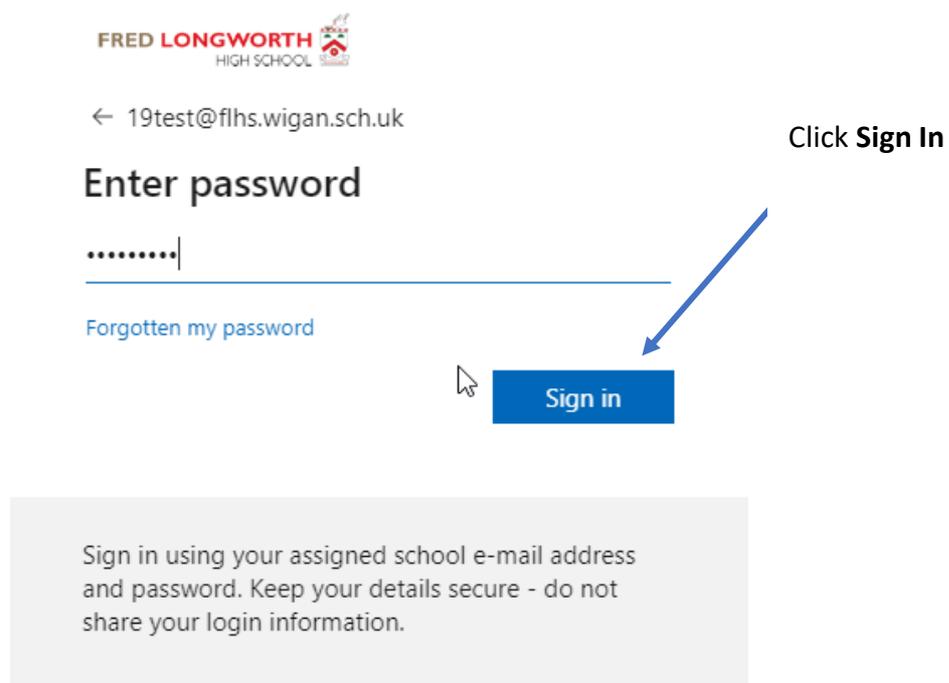
[Can't access your account?](#)

[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



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HIGH SCHOOL

← 19test@flhs.wigan.sch.uk

## Enter password

.....|

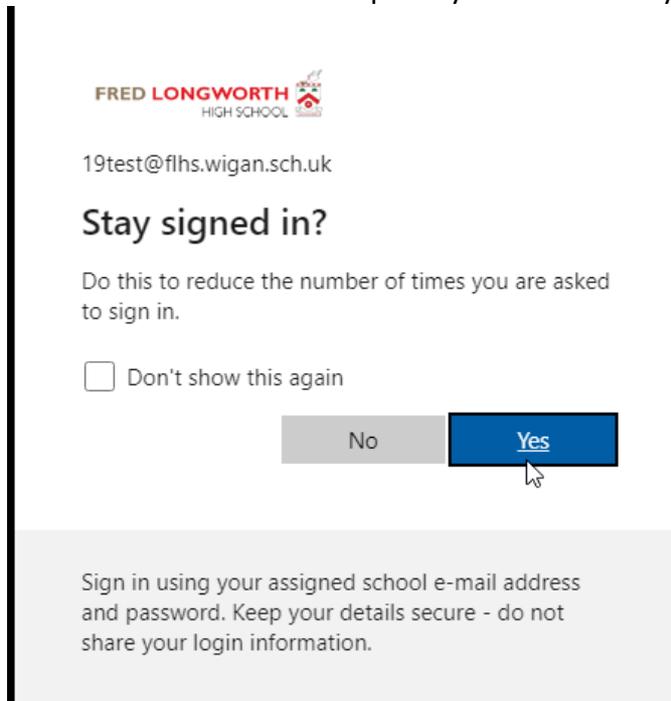
[Forgotten my password](#)

[Sign in](#)

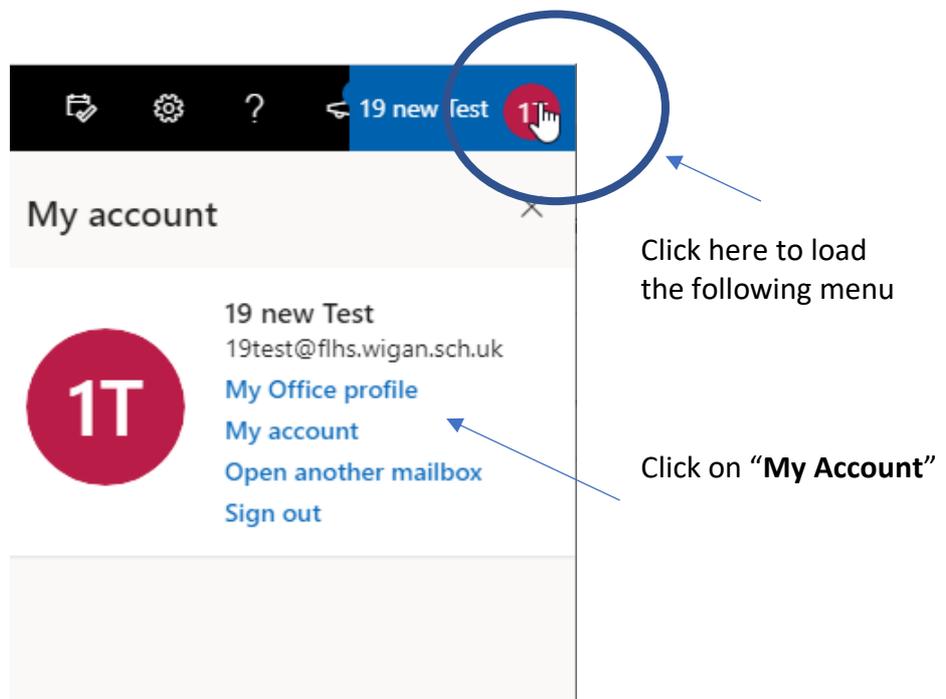
Sign in using your assigned school e-mail address and password. Keep your details secure - do not share your login information.

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

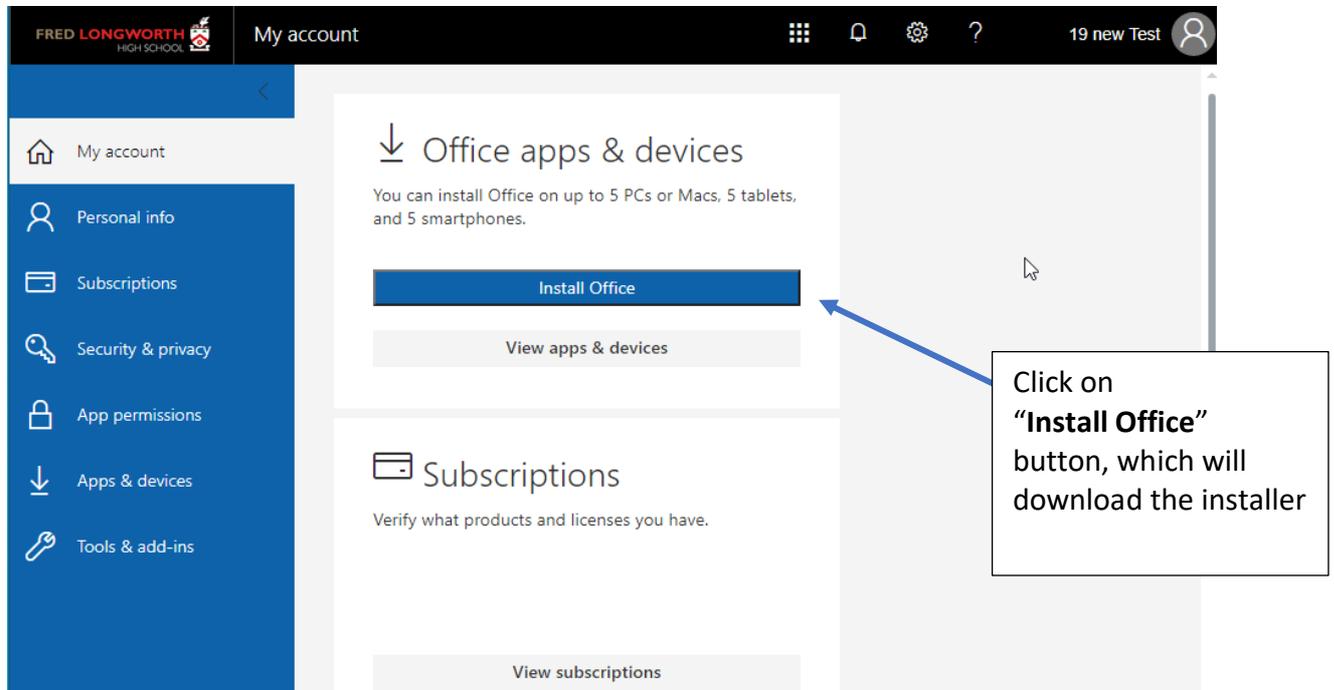


6) Now that you have access to your account, you need to click on your initials (logo) in the top right hand corner of your screen. From the menu you now need to click on **"My Account"**

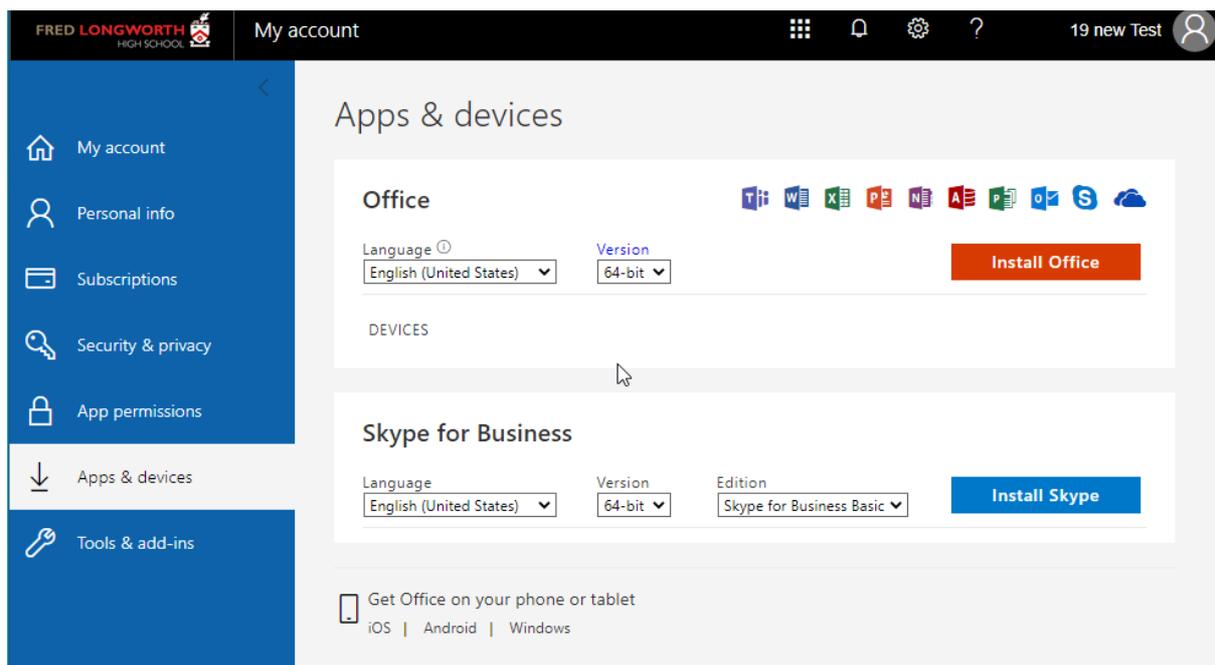


7) You will now see that you can install Microsoft Office onto your device.

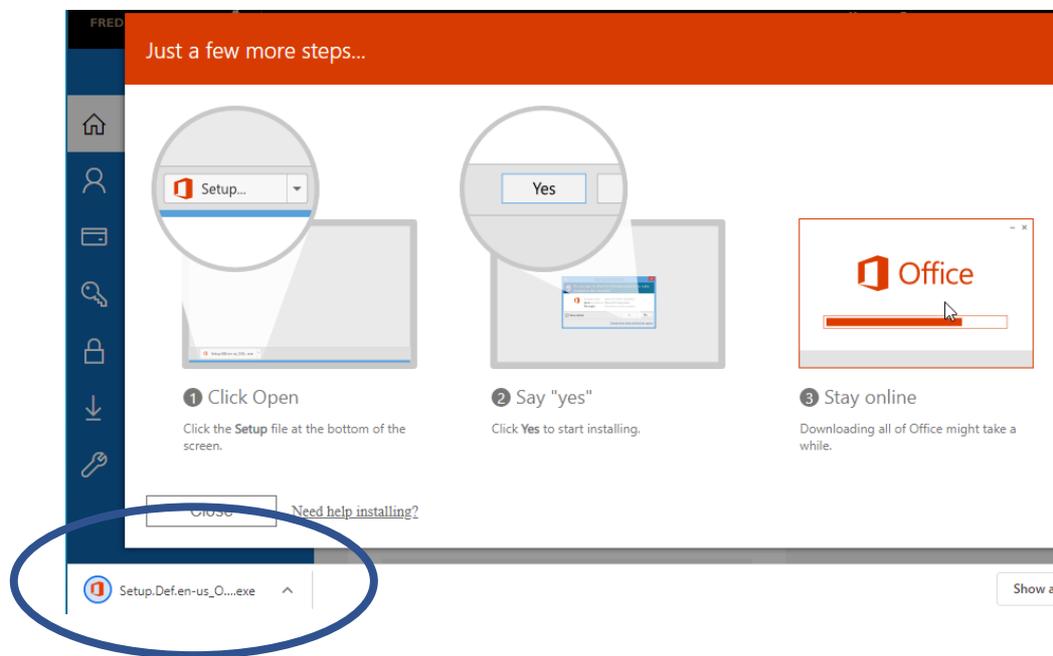
**Note:** you can only install office onto a maximum of 5 devices



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



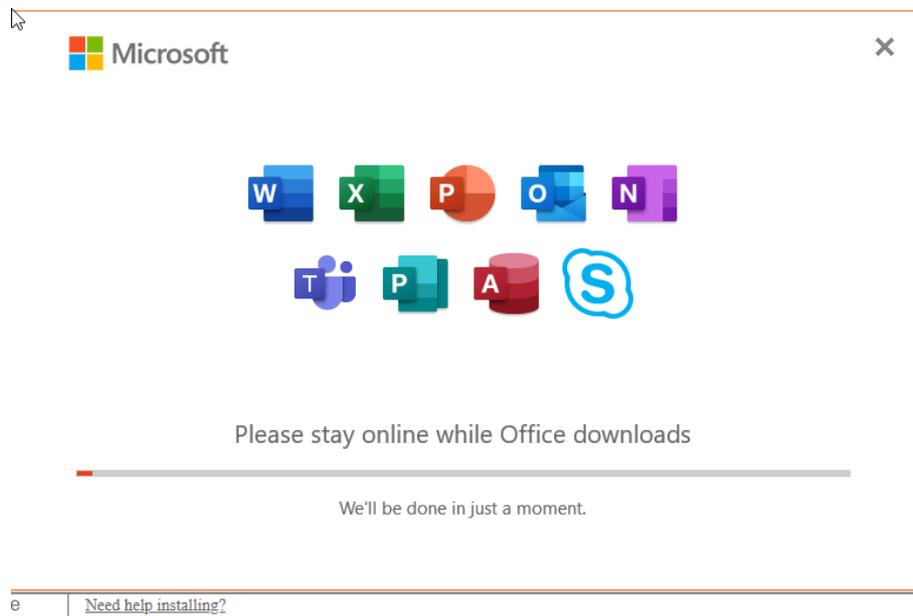
9) You will now notice a file is downloaded, and instructions will appear on your screen as to what steps you need to follow to complete the installation of Microsoft Office



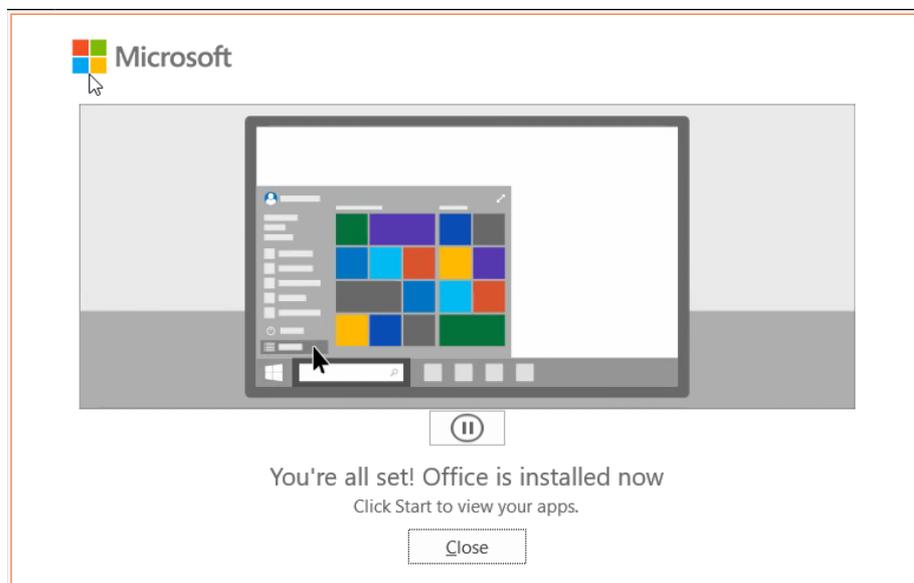
10) Once you have opened the file as per instructions, clicking on **Yes** to proceed with the install



11) Ensuring you stay connected to the internet and wait for the installation to complete

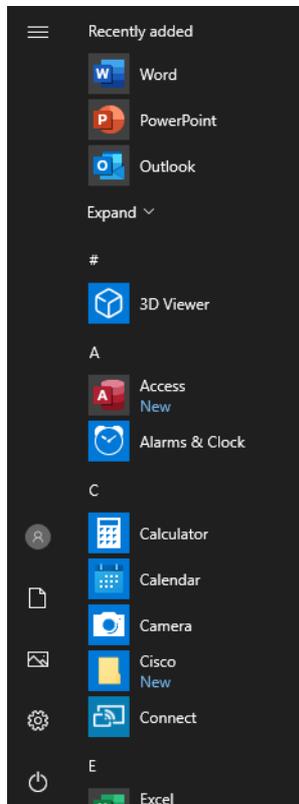


12) Eventually you will be presented with the following screen confirming your installation has successfully finished installing



13) If you now look on your computers start menu you will now notice you have new applications available (this will differ depending upon your operating system)

### Windows 10 Start Menu



14) 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

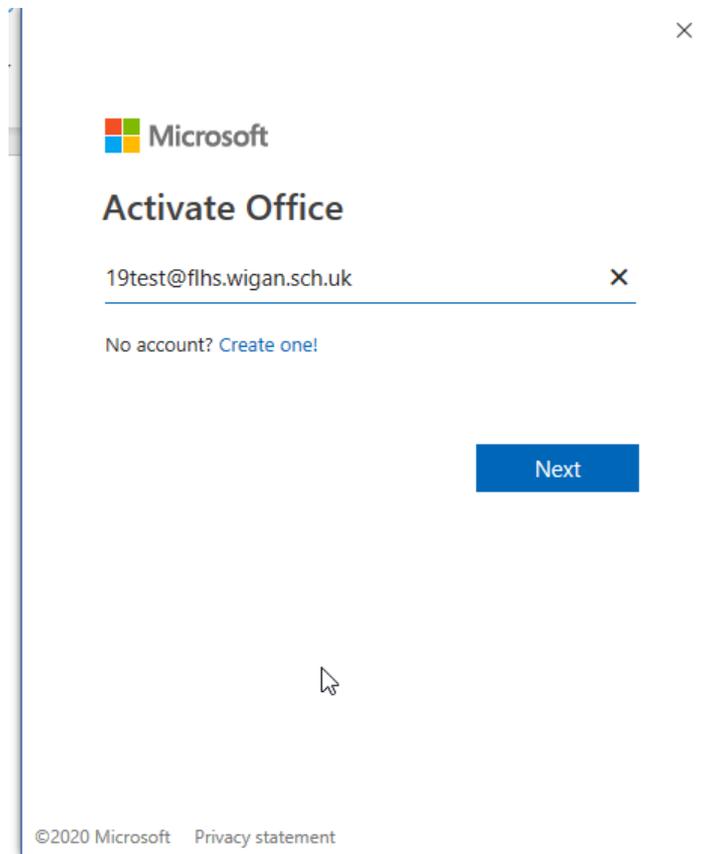


19test@flhs.wigan.sch.uk

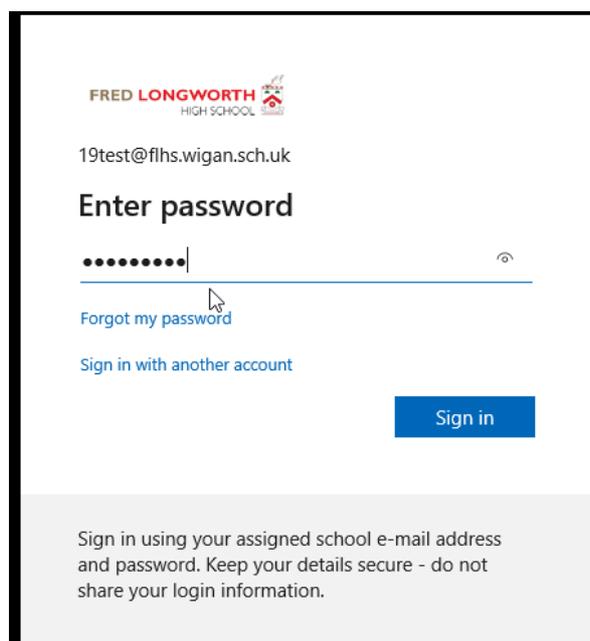
[Change account](#)

[Continue](#)

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

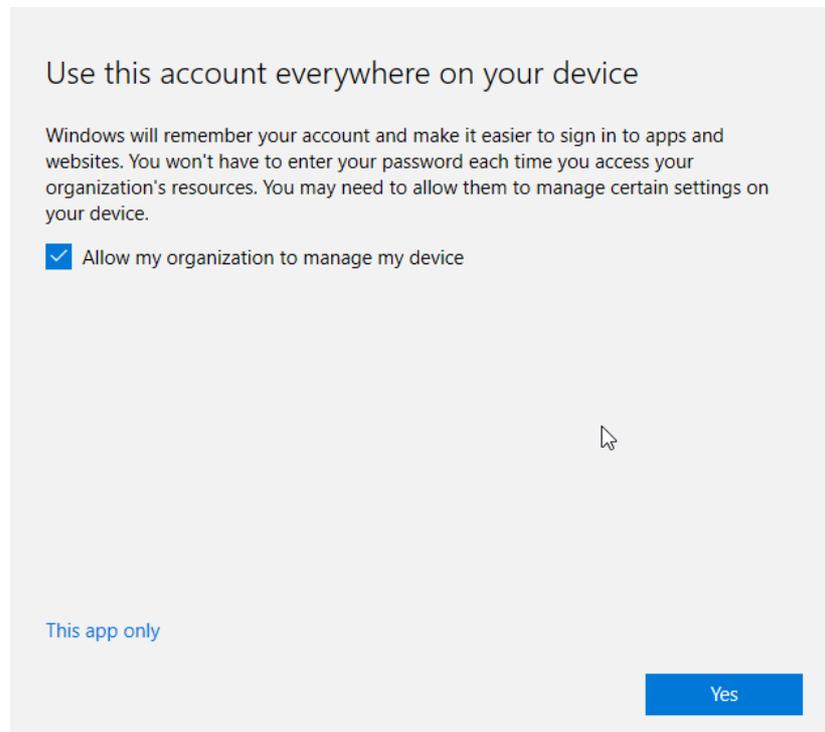


16) Entering our school network password again, clicking on **Sign In** to confirm



17) 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



18) 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.

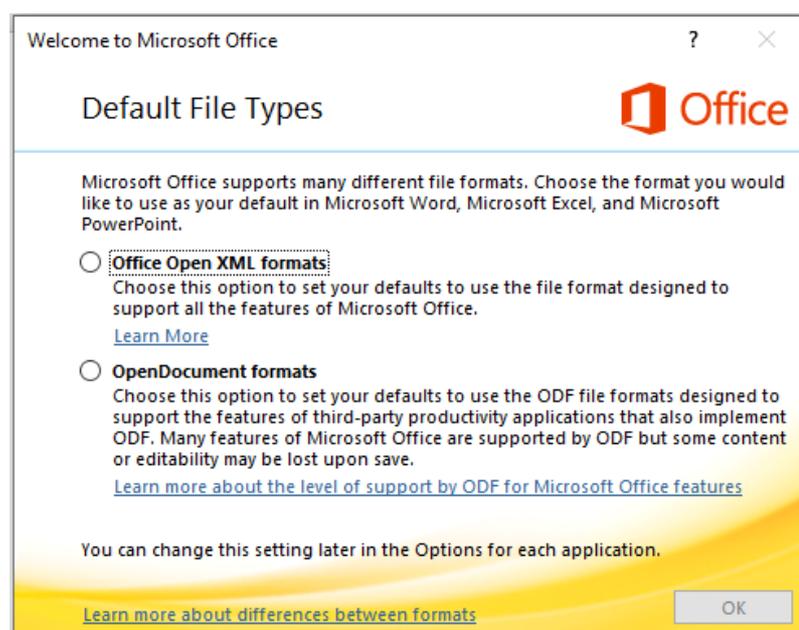
[Learn more](#)

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

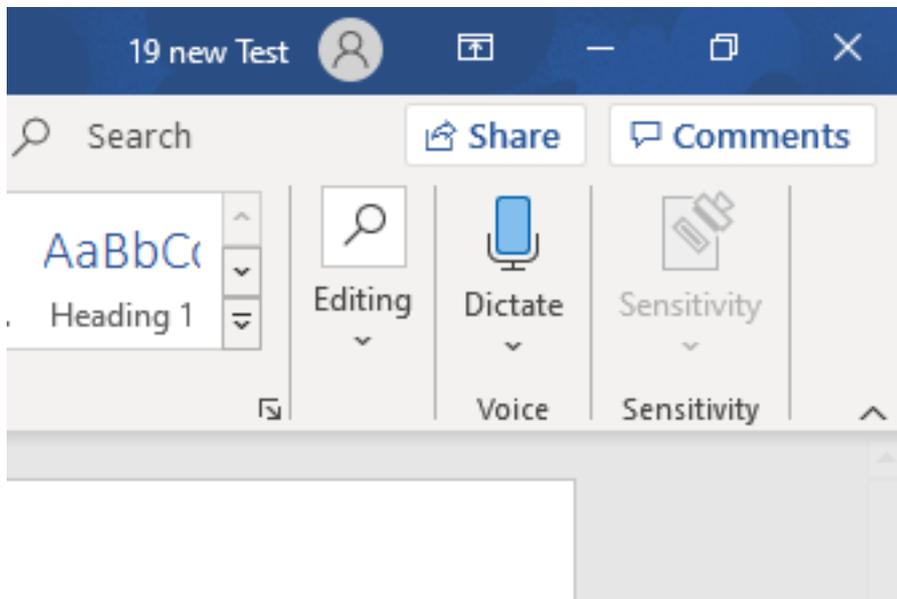
[View Agreement](#)

Accept

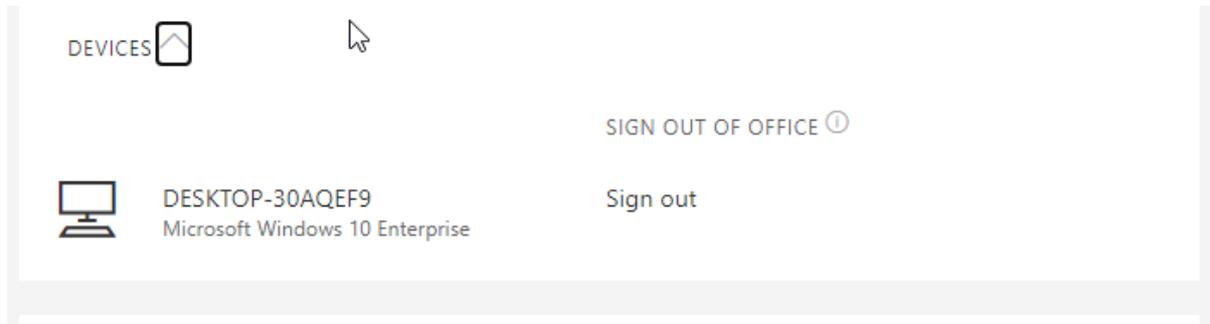
19) In the following screen clicking on “**Office Open XML formats**” and selecting OK



20) You will now notice in the top right hand corner of your computer you are now signed into your school account and can start using Microsoft Word, PowerPoint, Excel etc



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.