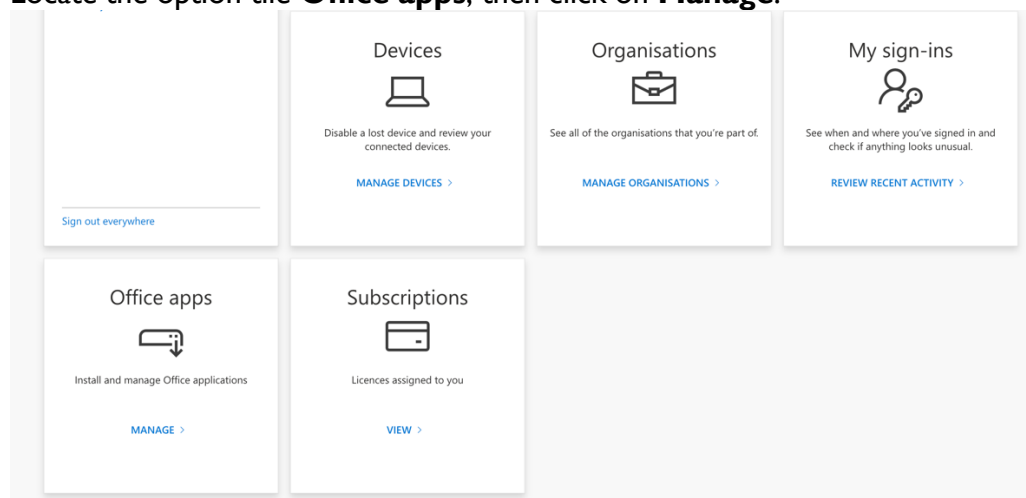


How to install Microsoft Office on your home computer – Windows and Mac

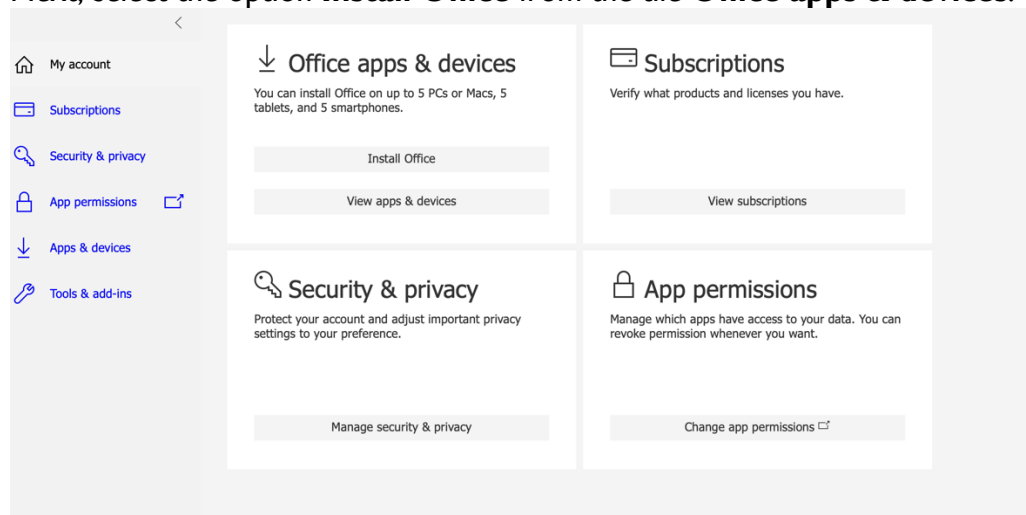
- 1) From your computer, open a web browser and access your **school email**. Visit the school website <https://flhs.org.uk/> and from the main menu click on **Students**, and then select **Email**.
- 2) **Log in to your school email account:** Your school email account is your network username (what you use to log in to a computer in school) followed by **@flhs.wigan.sch.uk**

When prompted for your password, use the password that you use to log in to a computer in school.

- 3) Once logged in to your school email, **click on your name** in the top right-hand corner of your screen. From the drop down that appears, select **View account**.
- 4) Locate the option tile **Office apps**, then click on **Manage**.



- 5) Next, select the option **Install Office** from the tile **Office apps & devices**.



- 6) Office will begin to download to your computer. Once the download has completed, click on the installer to begin the installation.
- 7) Follow any on screen prompts to install the Office applications on your computer.
- 8) Once the installation has completed, click on one of the recently installed applications (such as Microsoft Word).

- 9) You will be prompted to **sign into Office** to activate the product so that you can use the full set of features that the program offers. Where prompted, click the **Activate** option and select any available option to **Sign in**. Enter your school email address, then click **Next**.
- 10) Next, enter your school email address password. Click **Next** to proceed.
- 11) Office will then activate (which may take a few moments) but once done is now installed and is fully activated for you to use.

As Office has been activated with your school email account, you will notice that all your Office documents that you have worked on in school are available to access through **OneDrive**. Providing that you save your work to **OneDrive**, work can be accessed on your computer at home and at school.