



King Edward VI School

ICT Department

HOW TO GUIDES

Microsoft Office 365 - Microsoft Office

King Edward VI School students are now eligible to install Microsoft Office on their home computers free of charge. This entitlement is part of our subscription to the Student Advantage programme and access remains active for the entire time your son/daughter is enrolled at the school.

Please find instructions below explaining how to download and install the software.

How to login:

Access your account via <http://login.microsoftonline.com/>

Your username/email address is as follows:

yourstudentnumber@studentXXXX.king-ed.suffolk.sch.uk

Where **XXXX** is your year of entry:

Year 7 – **2024**

Year 8 - **2023**

Year 9 - **2022**

Year 10 - **2021**

Year 11 - **2020**

Your password is the password you use to login to the school computers.

Once you have logged in to the Microsoft Office 365 portal you may be prompted to choose your time zone & preferred language.

Microsoft Office download:

To download Microsoft Office, click install Office 2016. If this is not shown click on the Cog(1) then Office 365(2)

The screenshot shows the Microsoft Office 365 portal. At the top, there is a navigation bar with the Office 365 logo and a user profile icon. Below this, a large blue banner displays the greeting "Good afternoon, Student" and a search bar for online documents. A central "Install Office 2016" button is highlighted with a red circle and labeled "1". Below the banner, a grid of icons represents various online apps like OneNote, Mail, Calendar, Sway, Word, PowerPoint, Excel, OneDrive, Forms, Planner, People, Tasks, Video, SharePoint, Devia, NewsFeed, Yammer, Power Apps, Flow, and Dynamics 365. On the right side, a "Settings" panel is open, showing options for Theme, Start page, Notifications, Password, and Your app settings. Under "Your app settings", the "Office 365" option is highlighted with a red circle and labeled "2".

Click Software(3)

Office 365 My account

Settings

Looking for Security & Privacy settings? They've moved up a bit. [Show me](#)

- Theme: Choose your favorite theme. **Default theme**
- Start page: Change where you land when you sign in. **Set your start page**
- Notifications: Decide which notifications you need. **On**
- Software**: Install software. **3**
- Settings

On the installation screen, you may wish to ensure your computer is compatible by reviewing the system requirements. To continue with the installation click Install(4) and then follow the onscreen instructions.

Office 365

Software

- Office
- Tools & add-ins
- Phone & tablet

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

- Word
- Excel
- PowerPoint
- OneNote
- Access
- Publisher
- Outlook
- Skype for Business
- OneDrive for Business

Language: Version: 32-bit **Advanced**

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

Install **4**

▼ Install Office 365 ProPlus with the 2013 apps [Why would I install Office 2013?](#)