



# King Edward VI School

## ICT Department

### HOW TO GUIDES

## Microsoft Office

King Edward VI School staff are now eligible to install Microsoft Office on their home computers free of charge. This access remains active for the entire time you are working 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:

Your username is your staff email.

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

### Microsoft Office download:

To download Microsoft Office, click install Office 2016

