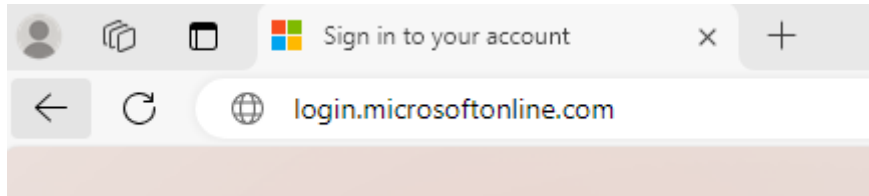
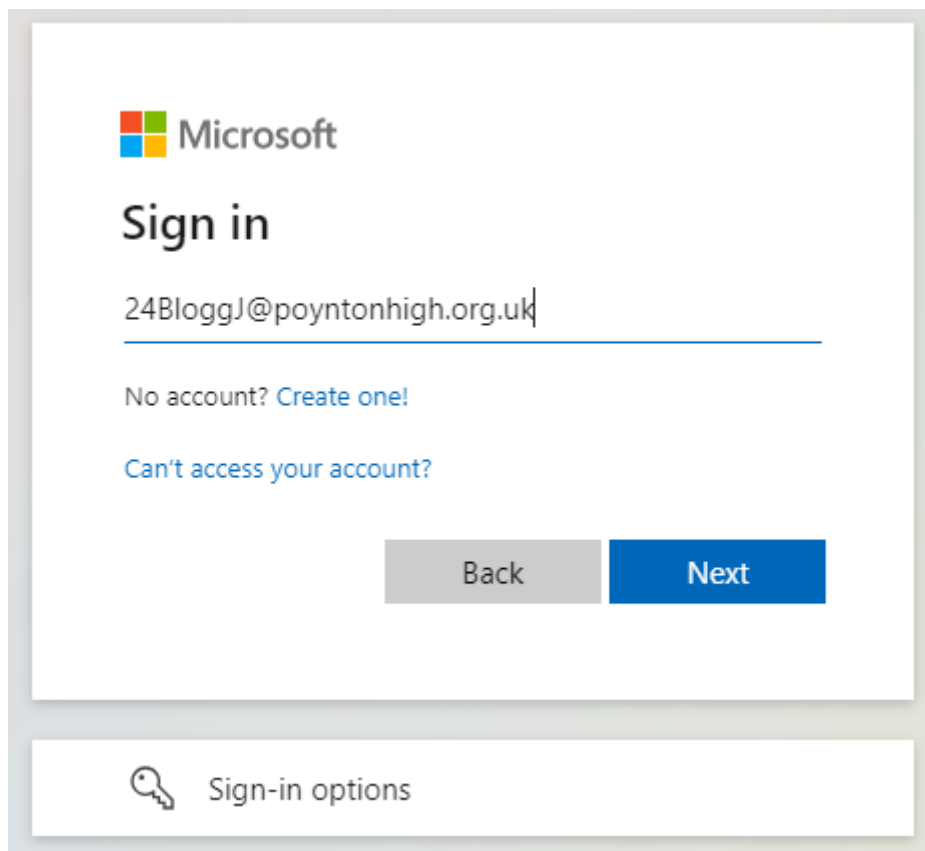


Installing Office 365

1. In a web browser such as Chrome, Safari or Edge type in the following:
login.microsoftonline.com in the search bar.



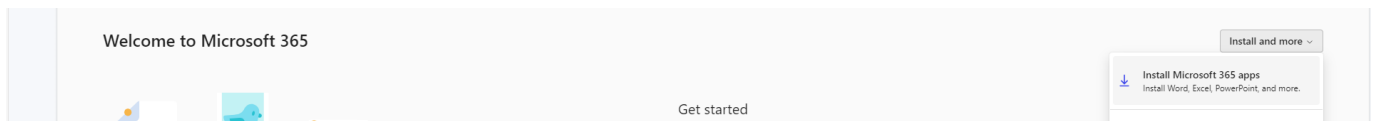
2. Enter your email address, which is your username followed by @poyntonhigh.org.uk.

A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. The email address "24BloggJ@poyntonhigh.org.uk" is entered into the text field. Below the text field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right, there are two buttons: "Back" (grey) and "Next" (blue). At the bottom left, there is a key icon and the text "Sign-in options".

3. You will then be prompted to enter in your password. Your username and password are the same for logging into a Poynton High School computer.



4. Click on Install apps then select Microsoft 365 apps



5. Run the Officesetup.exe file. You will be prompted to sign into your Office 365 account, this is the same log in details in step 2 & 3.