

BREDON HILL ACADEMY
OFFICE 365 QUICK SHEET

FREE MICROSOFT OFFICE DOWNLOAD FOR PUPILS

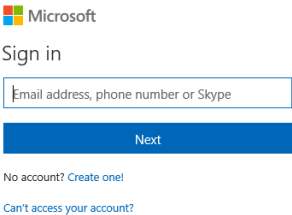
All pupils on role at Bredon Hill Academy are entitled to use the school's Microsoft licencing agreement. This agreement which is known as Office 365 Pro Plus entitles all current pupils the following rights. Office 365 is now being taught to pupils

- Download free of charge Microsoft Office Professional. This can run on the following devices; Microsoft Windows, Apple Mac OSX, iPads and other large Android tablets. For up to 5 devices at a time
- Access to the Microsoft One Drive. This gives pupils access to online storage, with the ability to work on documents both at home and school

In order to access these services, pupils will need to use their network username and password. Logins will take the format of your IT username and password

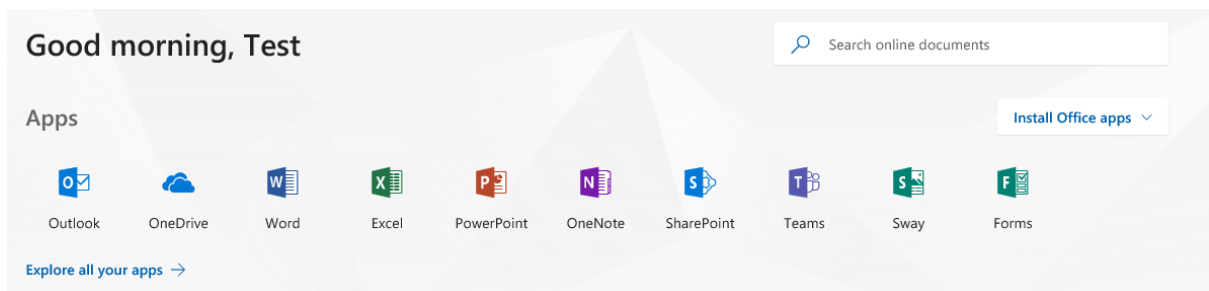
Such as 17PupilA

Password is the same as used in school.

<ul style="list-style-type: none">• Sign In	Click on the following link or use the link on the school website.
	Login using your school username and password On clicking 'sign in' you will be forwarded to the office 365 home page.

In order to download a copy of Microsoft Office 2016 your device you need to:

- Click Next on the Install Office 2016 message
- A file will attempt to download starting with the filename Setup.X86. A Popup guide will explain the next few steps on your device.
- Upon opening this file your computer will go online and start to download Microsoft Office 2016 in the background as well as updates.
- You may get an error message if the following applies to your computer

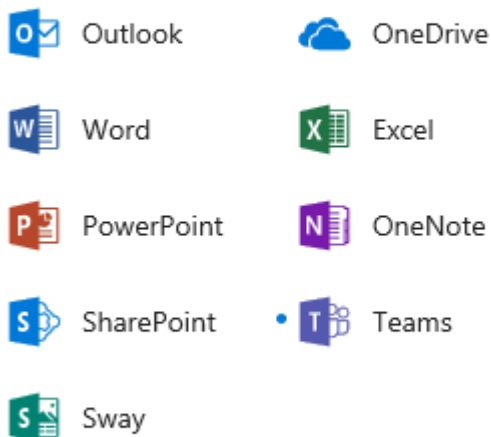


Click on 'Install Office apps' above to begin the install procedure.

Please note you may experience some issues if the following applies to the device you are trying to install Microsoft Office 16 on.

- It has an older operating system that windows 7. Windows Vista and XP are not supported
- You have existing version of Microsoft Office on your PC
- You have an up-supported version of Mac OSX (should be supported in latest Mac OSX)
- Your computer has outstanding Windows Updates
- It has detected an un-licensed copy of Windows or older versions of Office.
- Once completed, your copy of Office 2016 will be registered and will be available to use immediately

Apps



[All apps](#) →

If you are unsuccessful or unable to install correctly, there is also an option to run Office 2016 online.

Clicking on the 9 square menu at the top left will open the Office Online applications. From here you will be able to use all Microsoft products online in the same way as you would with the software installed on your pc. The One Drive can be used as a method of transferring documents between home and school.

****Please note this is provided as an optional service. Bredon Hill Academy cannot provide any support on guidance on use of these products Bredon Hill Academy cannot be held responsible for any damage caused to data or files on your device. Please install at your own risk. If you believe your child has an issue with their login or password, please let the school know.***