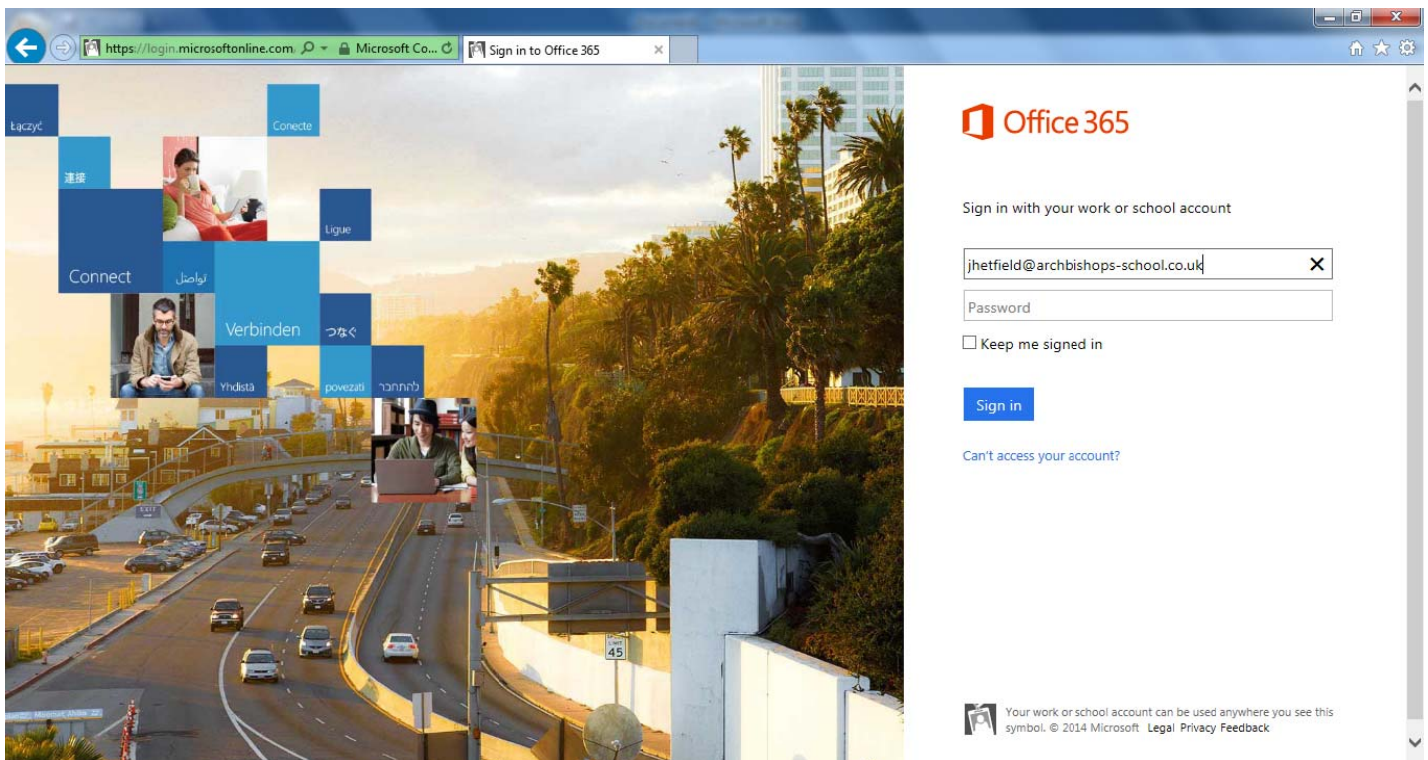
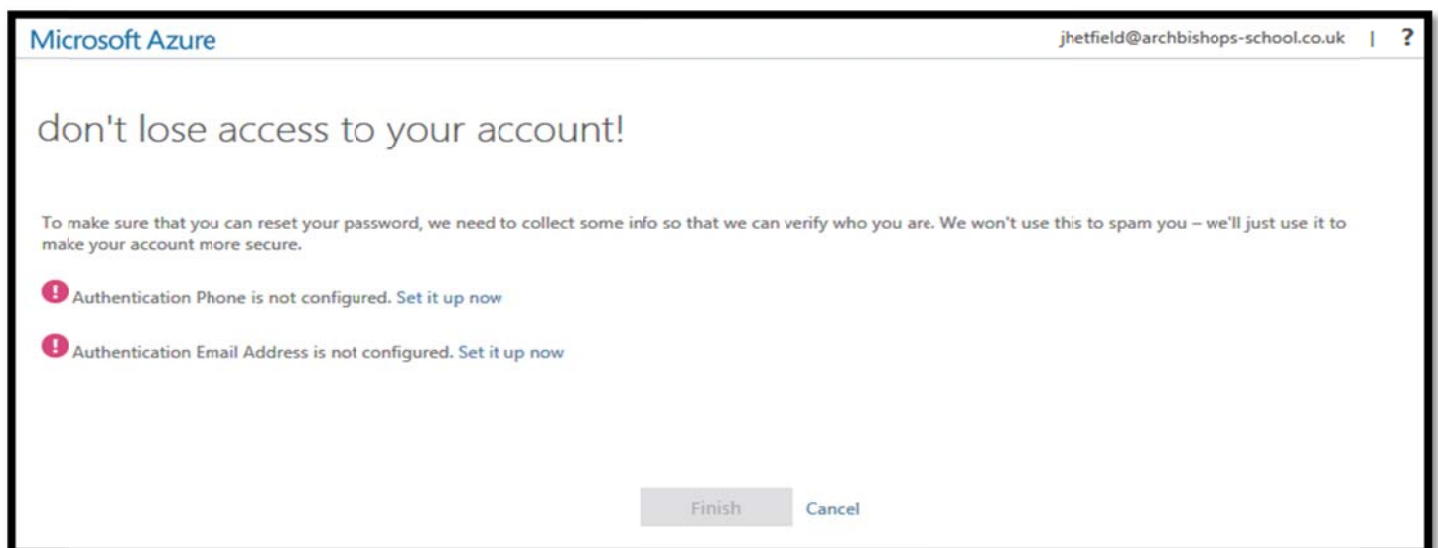


Installation Manual

1. Login on your computer with local administrator's account, open preferred Internet browser and go to <https://login.microsoftonline.com> for Office 365 or <https://outlook.office365.com/> to access E-mail
2. Login with the Archbishop's School network username followed by **@archbishops-school.co.uk** and password you use to login onto computers when you are at school.
(e.g. *jhetfield@archbishops-school.co.uk*)

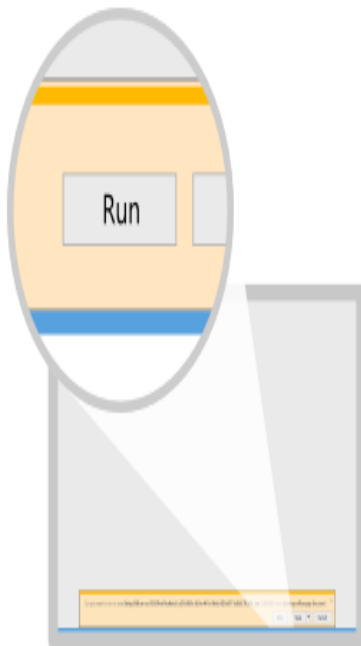


3. If prompted to add more information click **Set it up now** button and enter valid Phone number and/or Email address in order to receive verification codes.



To install Office to your PC or MAC click “[↓ Install Office 2016](#)” button and follow the on-screen instructions

Just a few more steps...



1 Click Run

Find it at the bottom of the screen or press Alt+N.



2 Say "yes"

Click Yes to start installing.



3 Stay online

Downloading all of Office might take a while.



Need help installing?