

You can install Microsoft Office on 5 devices. To install the software:

Go to <https://portal.microsoftonline.com>.

Username is yournetworkusername@millthorpeschool.co.uk
(i.e.: 0woodworth@millthorpeschool.co.uk OR 3binky@millthorpeschool.co.uk)

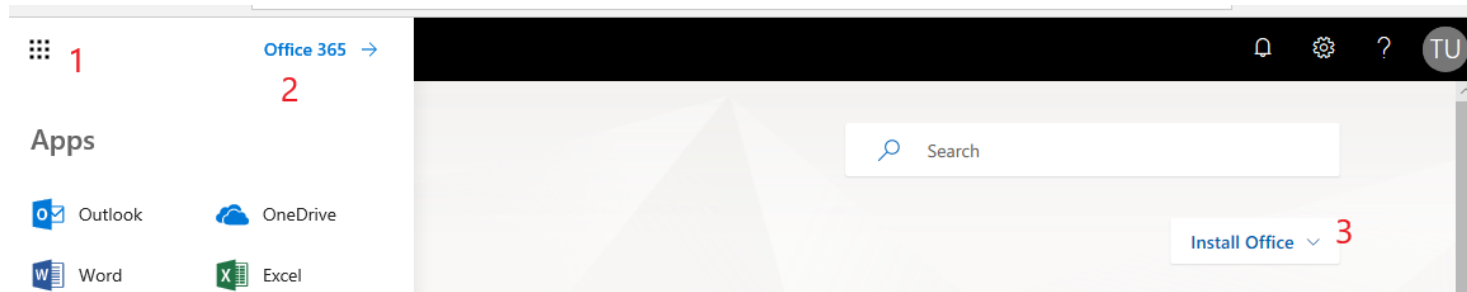
Password is your **school network password**. **When you change this in school you will have to authenticate again.**

Once logged in you: (see image below for numbers)

1 Click on the squares in the top left corner.

2 Click on Office 365.

3 Click install Office.



English (United States) is the only English language option, and I would use the 32 bit version.

For installation on an iPad you should download the app from the app store and once you access the app it should ask for the above network username and the network password. This should authenticate against our directory.

Once you are happy with your choice of options click install and you will download an installer for the Office suite. Run this to install the full software.

Please remember it **STOPS** working when you leave Millthorpe School!

If you GET an AUTHENTICATION REQUIRED message (see image below) you should enter yournetworkusername@millthorpeschool.co.uk AND your **school network password**. **You will need to do this if and when you are made to change your school password**

