

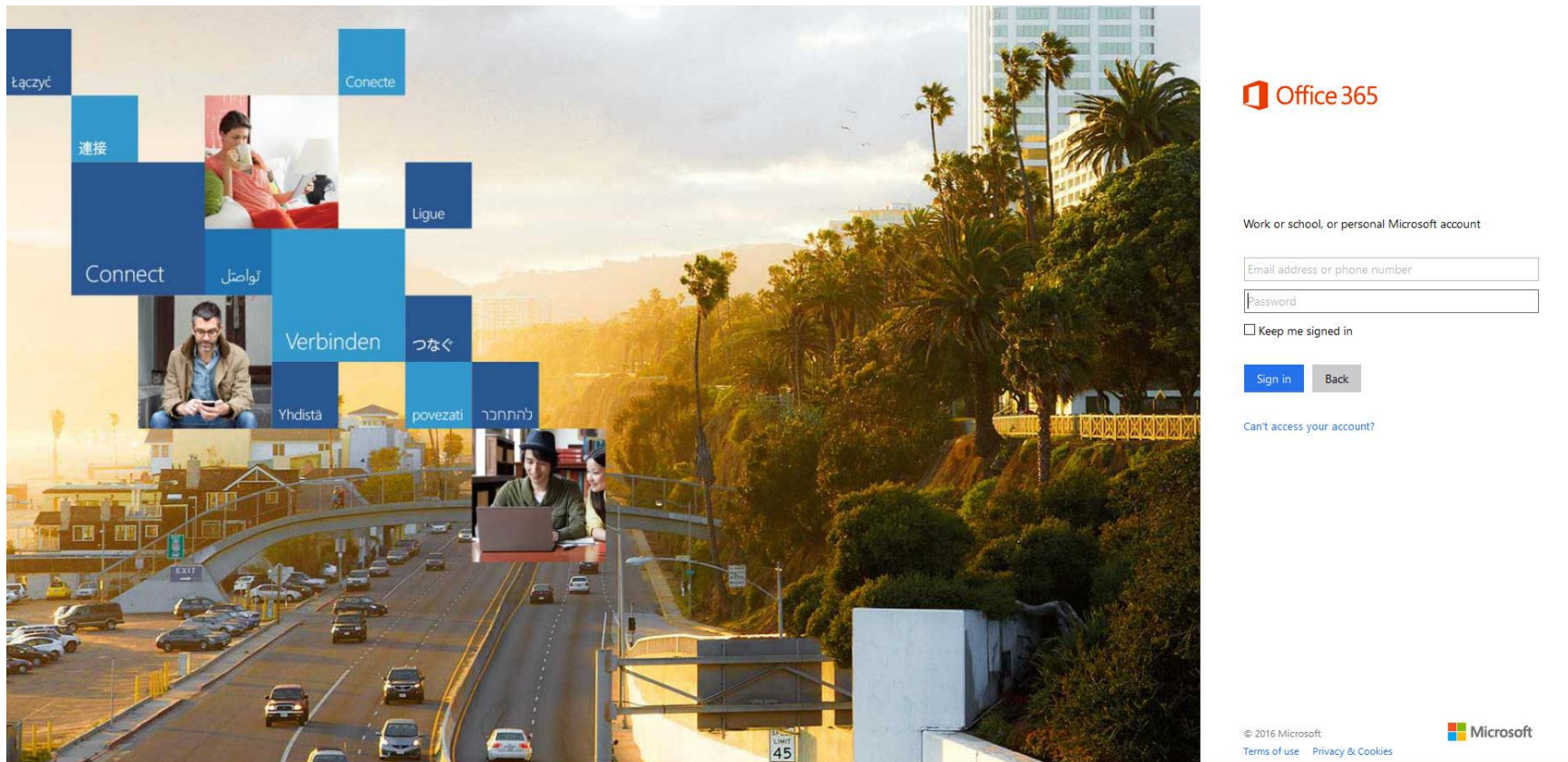
Microsoft Office 365 and Free Version of Office 2016

As a student of Bishop Stopford School, you are eligible for a Free copy of Microsoft Office, while studying here.

Make sure you are logged in to your Windows machine as a user with the **administrative rights** that you'll need to install software. Make sure **any previous versions of Microsoft Office have been uninstalled before you install this version.**

To start the installation process, visit: <http://portal.office.com>

The Office 365 'Sign in' page will be displayed:



Enter your <username>@bishopstopford.com into the 'Email address or phone number' field, and then your School's password.



Work or school, or personal Microsoft account

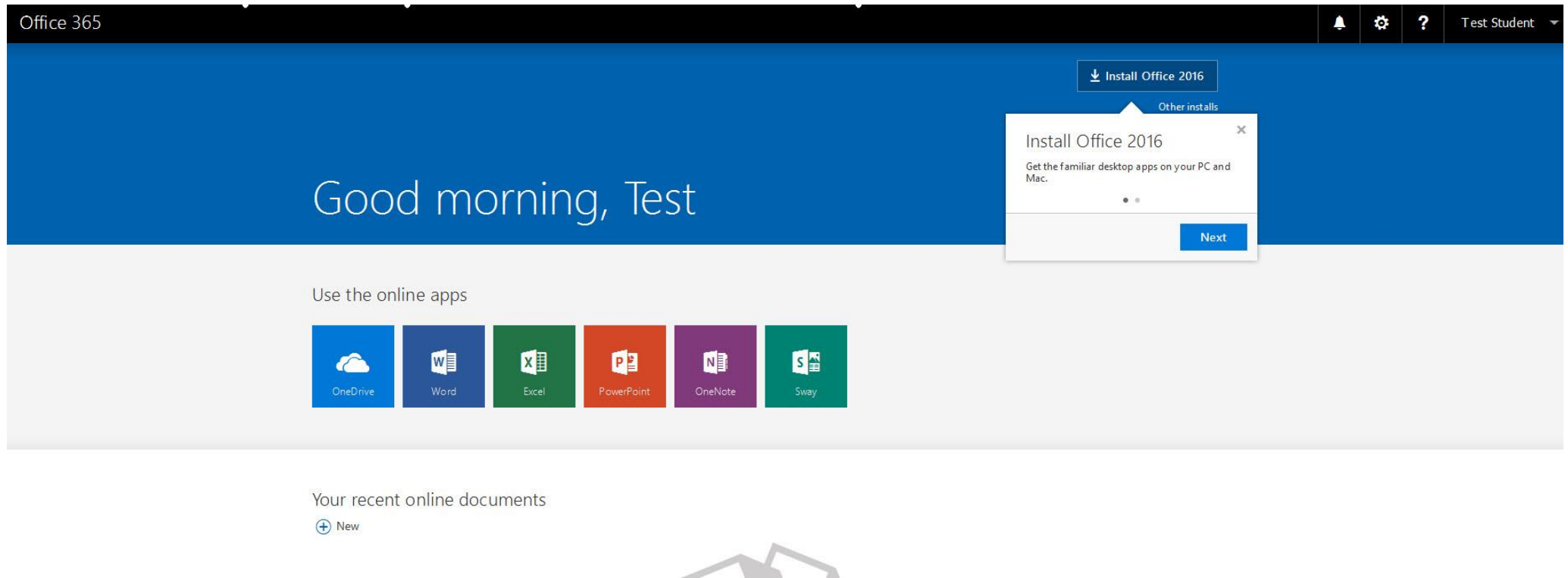
Keep me signed in

Sign in

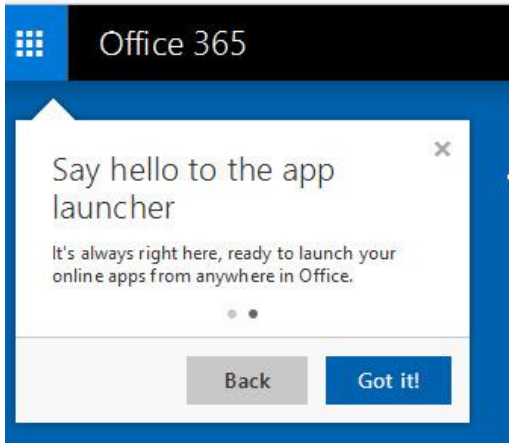
Back

[Can't access your account?](#)

Then you should see a screen like this, click next on the install Office 2016 window.



Then the App launcher box will appear, click onto Got it! Button and follow the instructions for installing office.



The 32-bit version, which is recommended by Microsoft, is selected by default.

Click on Install now:

Warning: The installation will set Bing as the default search engine and MSN as the default home page for your browser unless you deselect the two tick-boxes.

Let your ideas go free.

Install Office on your PC

Word Excel PowerPoint Outlook OneNote

Got a Mac? Sign in to Office 365 on your Mac to install.

Smartphone or tablet? Get Office on your devices
Learn how to set up email and Office 365 apps on your device

Language: English [Change](#)

- Make Bing your search engine
- Make MSN your browser homepage

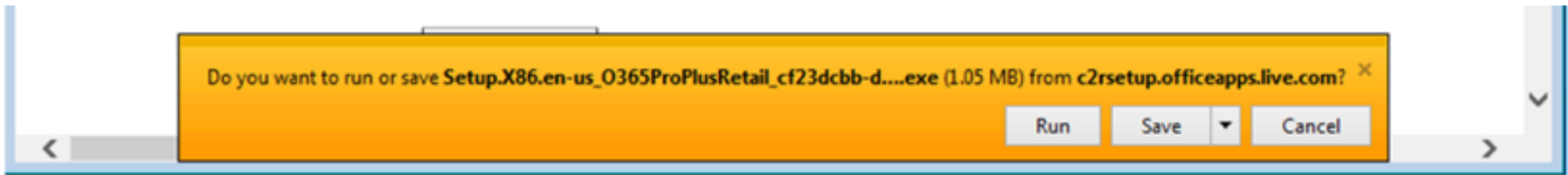
Applies to Internet Explorer, Firefox, Chrome, and Safari

[Install now](#)

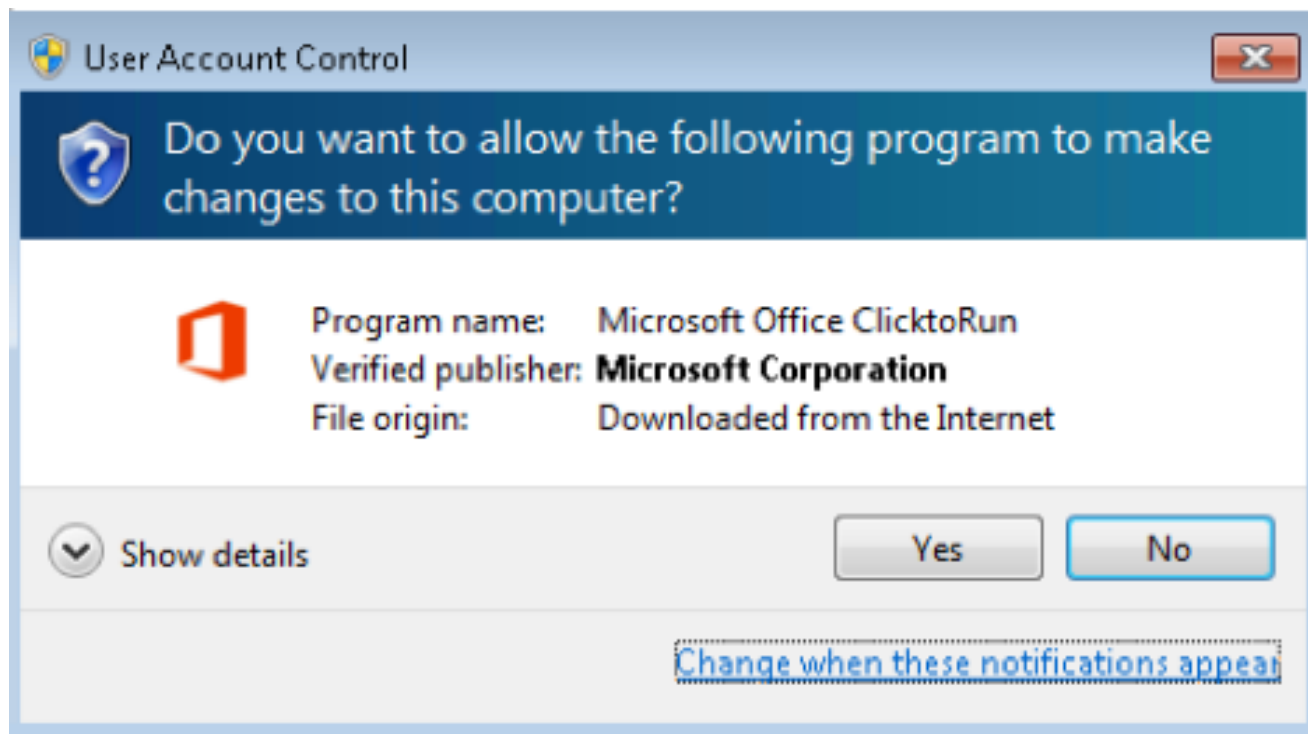
[Troubleshoot installation](#)

Collaborate with Office Online

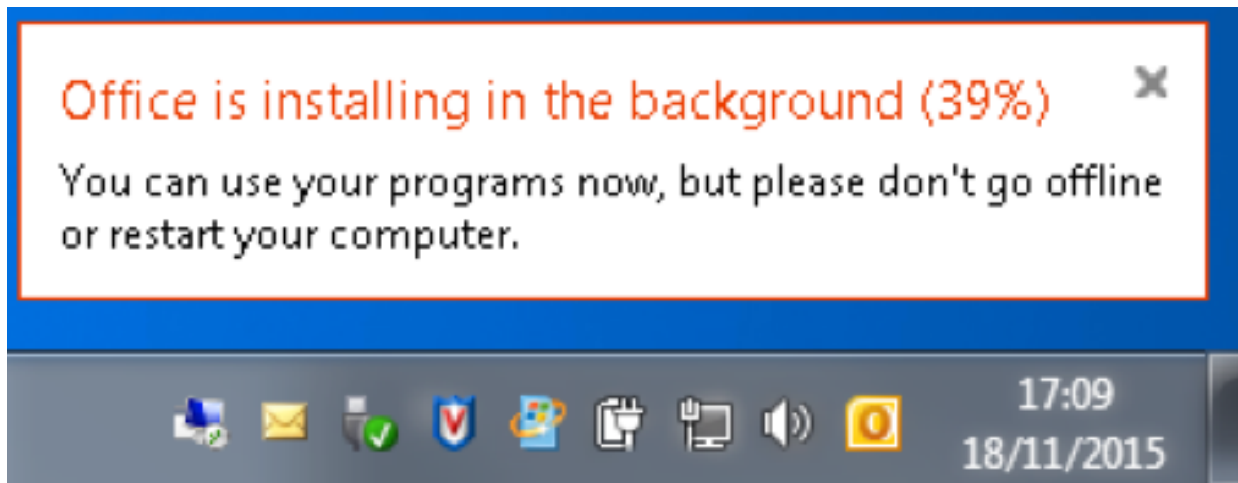
A small installation program will be downloaded, when prompted click on Run:



If your computer has 'User Account Control' enabled, you will be prompted to allow the program to make changes to the computer. Select Yes if prompted, and Office will start to install:



The installation program will download and install the Office suite:

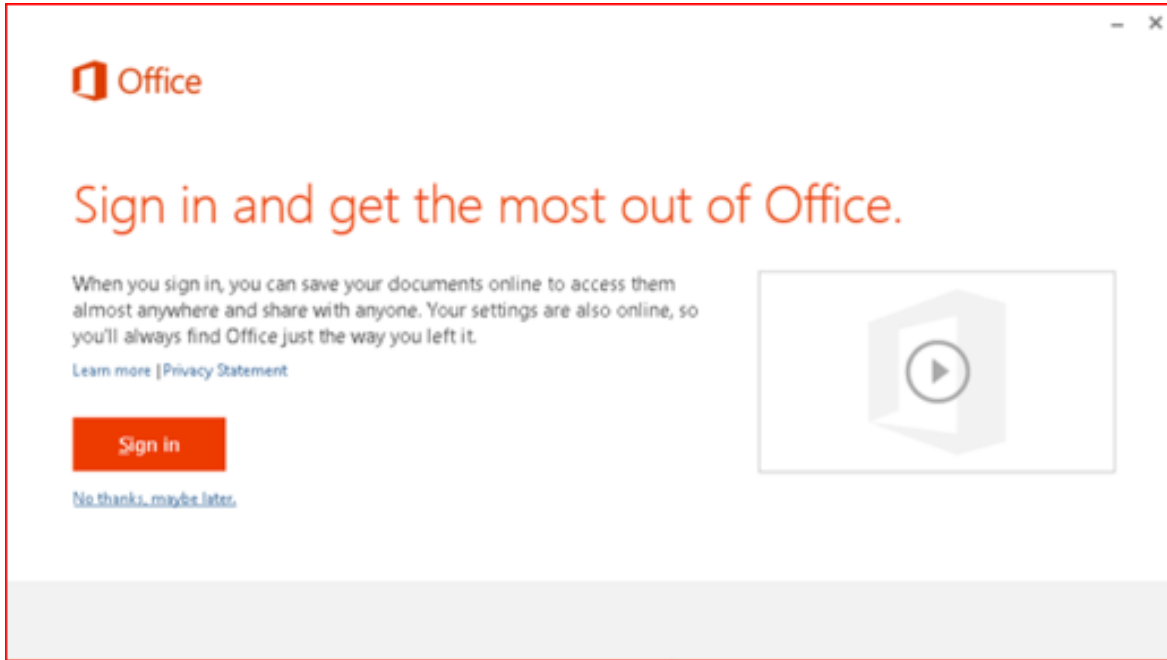


Once this process is finished, you'll be presented with a 'Welcome' window.

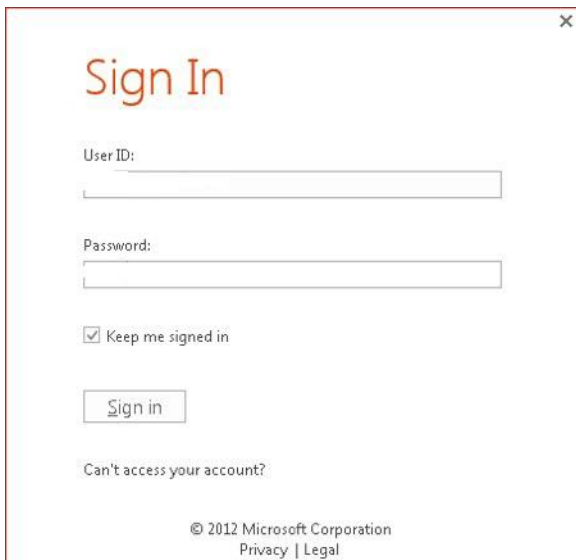
Click on Next to configure the Office installation:



Click on 'Sign in'



Enter your <username>@bishopstopford.com into the 'Email address or phone number' field, and then your School's password.

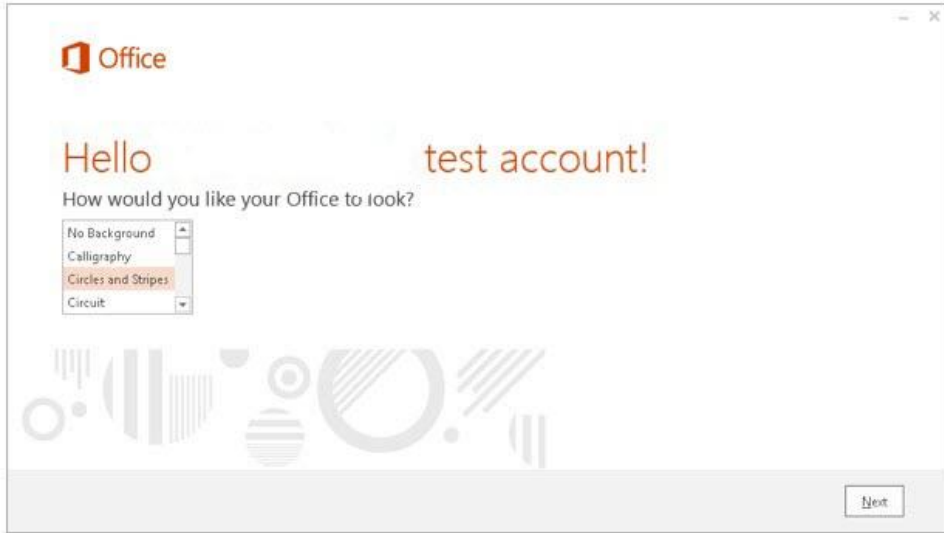
The image shows a web browser window displaying the Microsoft Office sign-in form. The title "Sign In" is at the top left. Below the title are two input fields: "User ID:" and "Password:". Below the password field is a checkbox labeled "Keep me signed in" which is checked. A "Sign in" button is located below the checkbox. At the bottom left, there is a link that says "Can't access your account?". At the bottom center, there is copyright information: "© 2012 Microsoft Corporation" and links for "Privacy" and "Legal".

You'll be presented with a window that introduces you to 'OneDrive'.

Please skip this by clicking on 'Next':



You'll be asked how you want your Office to look. Feel free to select an option and click 'Next':



You'll then be offered a chance to take a tour of the new features in Office 365.

Click on 'Take a look' if you would like to take this tour or select 'No thanks' to complete the installation:

