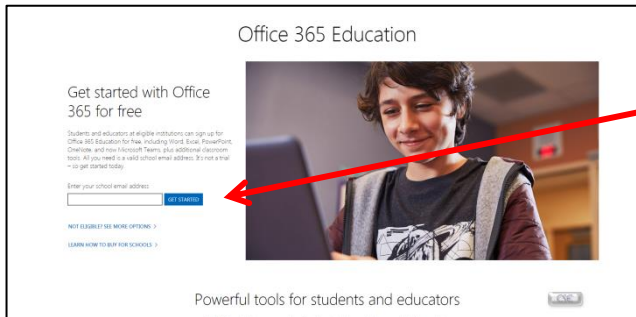


Microsoft Office 365 Setup Guide for Students

Follow the below instructions to install a free copy of Microsoft Office 365 onto your personal computer or laptop.

Click on or type the following web address into a new web page...

<https://products.office.com/en-gb/student/office-in-education>



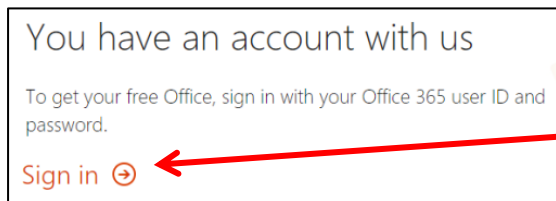
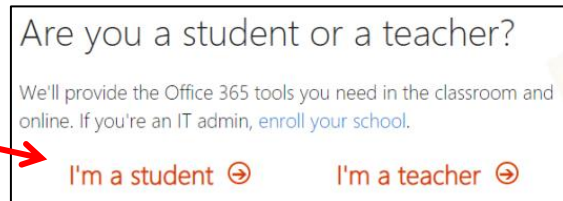
Enter your college email address

This is your username or login followed by @torpoint.cornwall.sch.uk

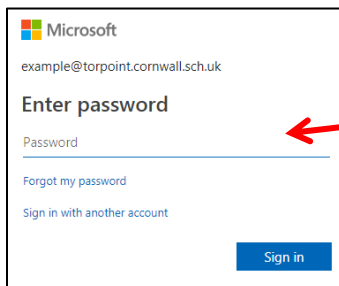
For example, Joe Smith in Year 10 would have the following email address...

15SmitJo@torpoint.cornwall.sch.uk

Click 'I'm a student'



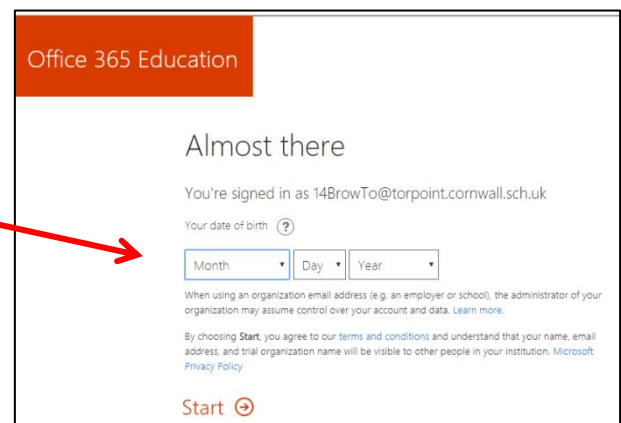
Click 'Sign in'

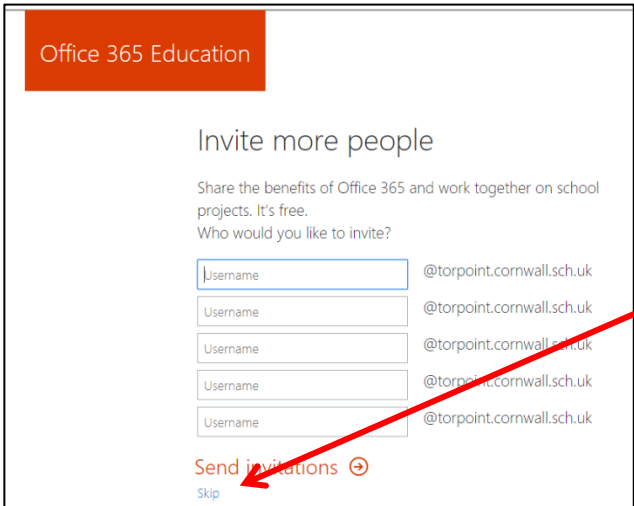


Enter your college computer login password

Enter your date of birth

Please note - Microsoft requires students to be aged 13 or above to qualify for this scheme

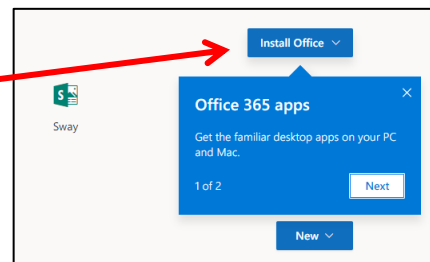




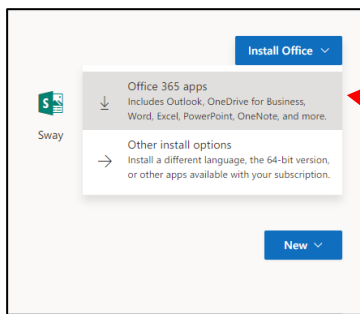
All staff and students are already enrolled onto this scheme

You can skip this step

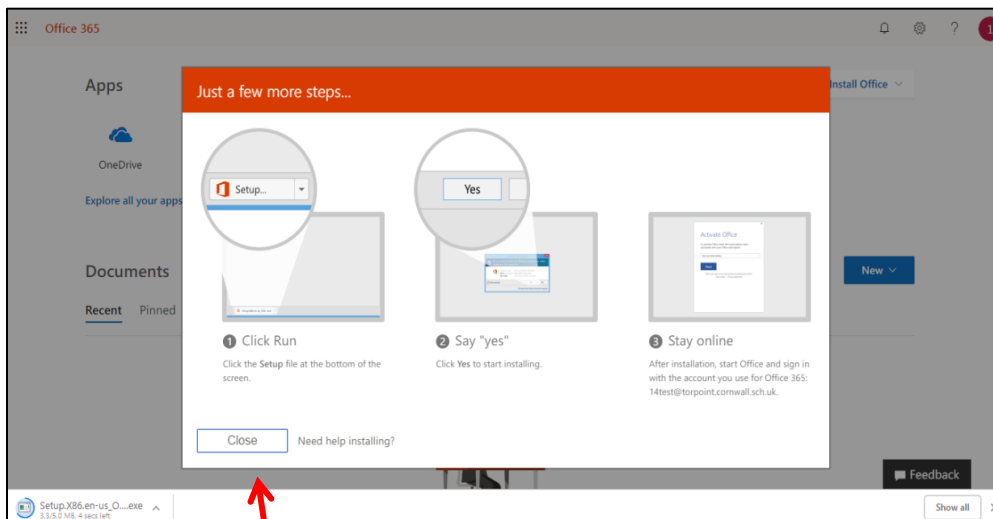
Click 'Install Office'



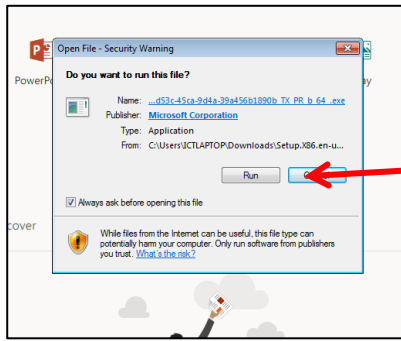
Click 'Office 365 apps'



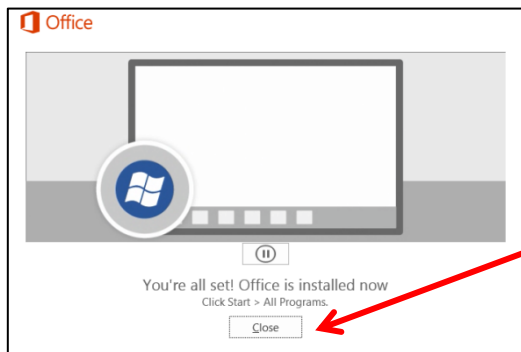
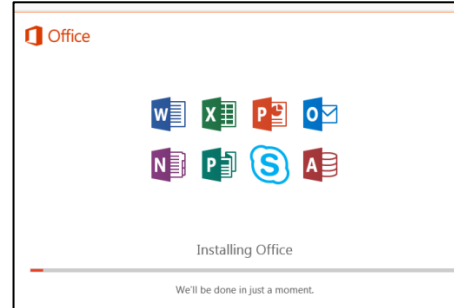
This screen of instructions will then appear...



Click 'Close', then open the setup file by clicking the button at the bottom left of the screen



Click 'Run'



Once the installation is finished, click 'Close'

The installation is now complete.

You can now start using Microsoft Office 365.