

## Installing the latest version of Office on your home PC/Mac

As part of our licensing agreement you are now entitled to install the Office Desktop Suite on up to 5 of your home/personal PCs/Macs. This is free to active members of the school.

This replaces all previous Home Use agreements. The current version available is Office 2019.

These instructions are for Windows installations, however installation on MacOS broadly follows the same process.

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To begin, browse to [login.microsoftonline.com](https://login.microsoftonline.com) on the PC/Mac where you wish to install Office

You must now sign in with your school domain account – this is **NOT** your school email address, it is your school domain account.

Your school domain account is the username and password you login to the school network with, suffixed with **@stmschool.org.uk**



### Sign in

smember@stmschool.org.uk

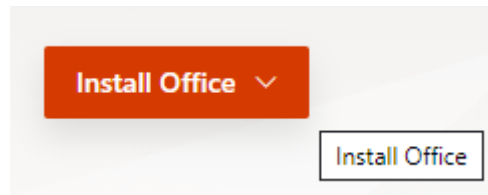
No account? [Create one!](#)

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

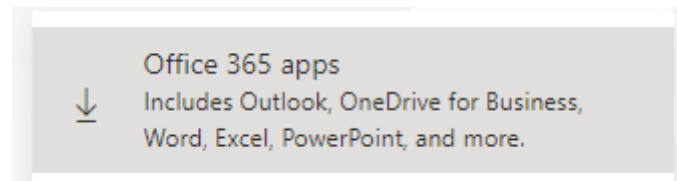
[Sign-in options](#)

Next

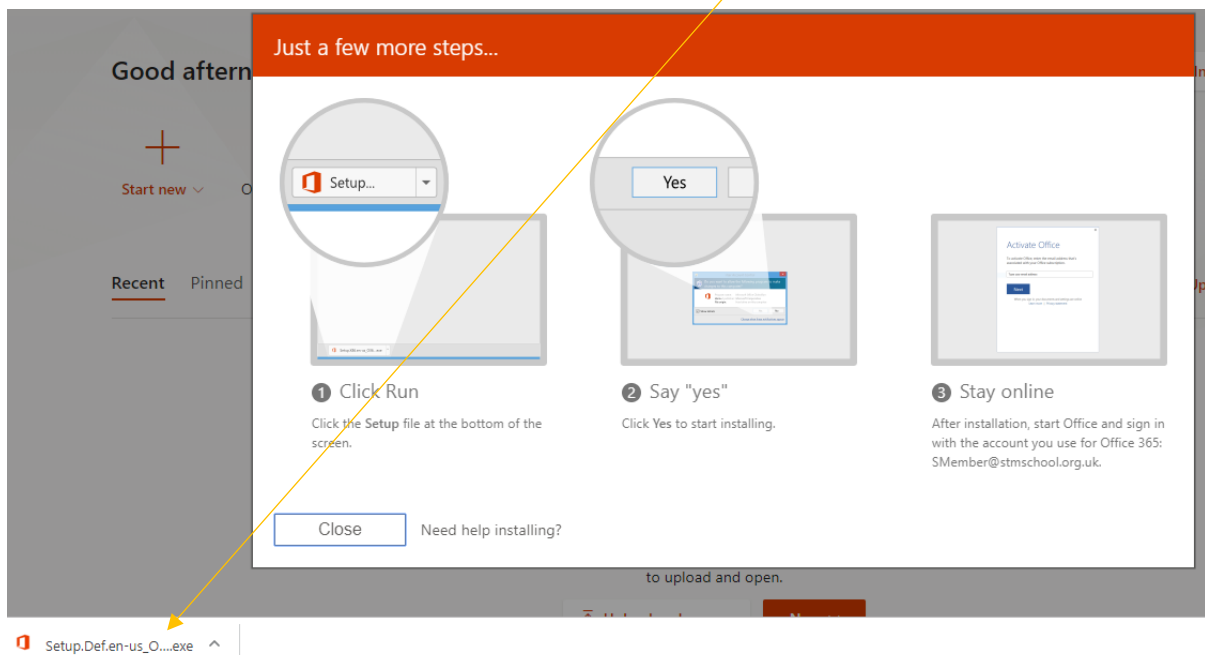
If you have logged in correctly you will see your Office 365 home page, click the button to 'Install Office'



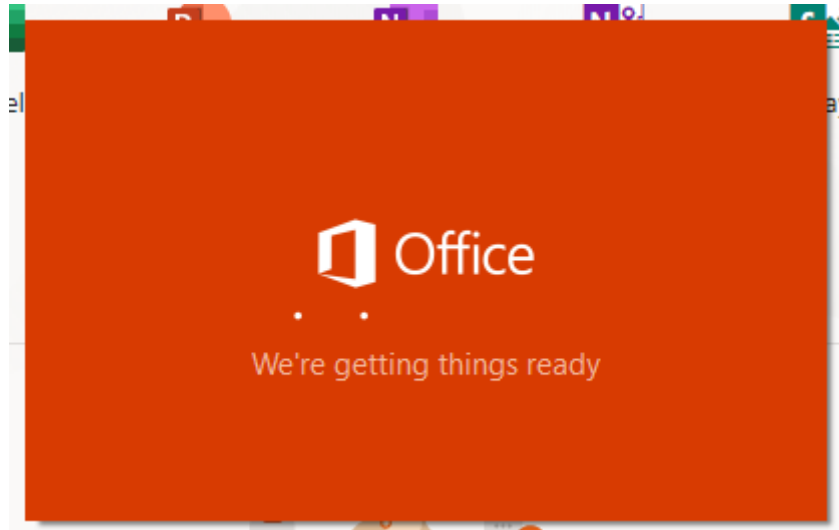
Then click the 'Office 365 apps' option



A small download will now start – when complete click the downloaded file to begin the installation process



This begins the installation process



Once underway the installation progress will be shown in your taskbar and eventually the installer will begin – do not disconnect or power off your PC until the process is complete.

The time taken will depend on your internet connection speed and the specification of your home computer.



Please stay online while Office downloads

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When complete you should see a screen like this

## Office



You're all set! Office is installed now

Click Start to view your apps.

Your Microsoft Office applications are now installed and added to your Start Menu and ready for use!

## Notes

- You are allowed 5 installations of Office (PC/Mac)
- This is licensed to your school account, if you leave or the school discontinues licensing from Microsoft then your Office installation will be invalid/deactivated.
- The school currently uses Google G Suite as its preferred Email/Cloud services provider, therefore you should not use the other elements of Office 365 (such as Word online, OneDrive etc) for school work.
- The MacOS version of Office does not include Publisher or Access.
- You should **never** give anyone your login details to use this facility, as they are the same as the one used to login to the school network.
- You should only install Office onto devices that belong to you – each installation is logged and misuse of this facility will result in it being withdrawn.