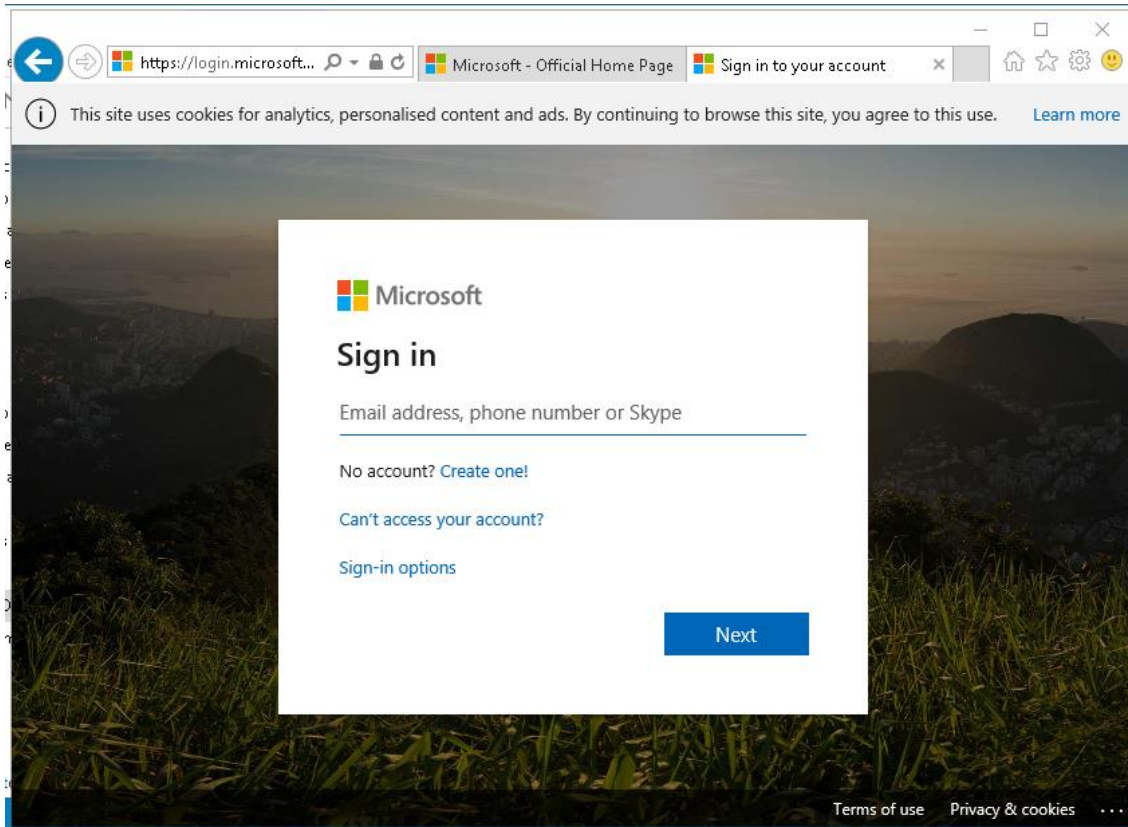
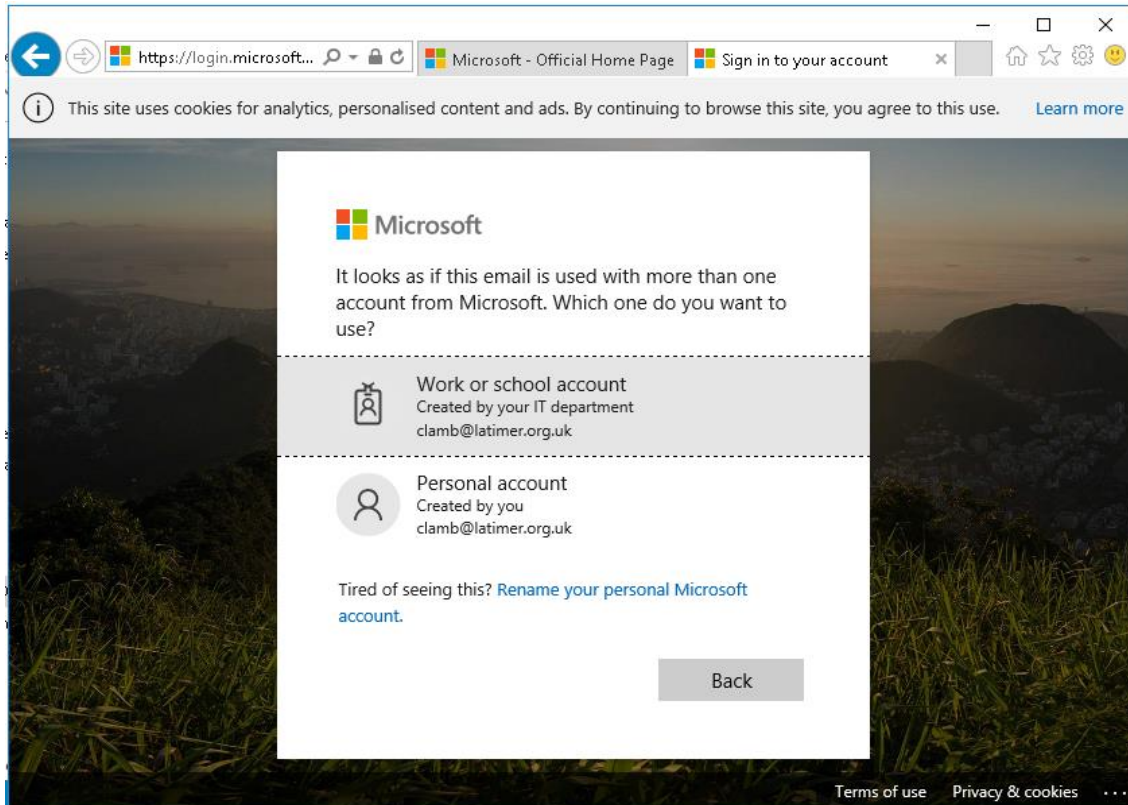


Getting Office 365 as a Student of Latimer Arts College

1. Ensure IT Services has set up your account.
2. On your home computer, browse to <https://login.microsoftonline.com>

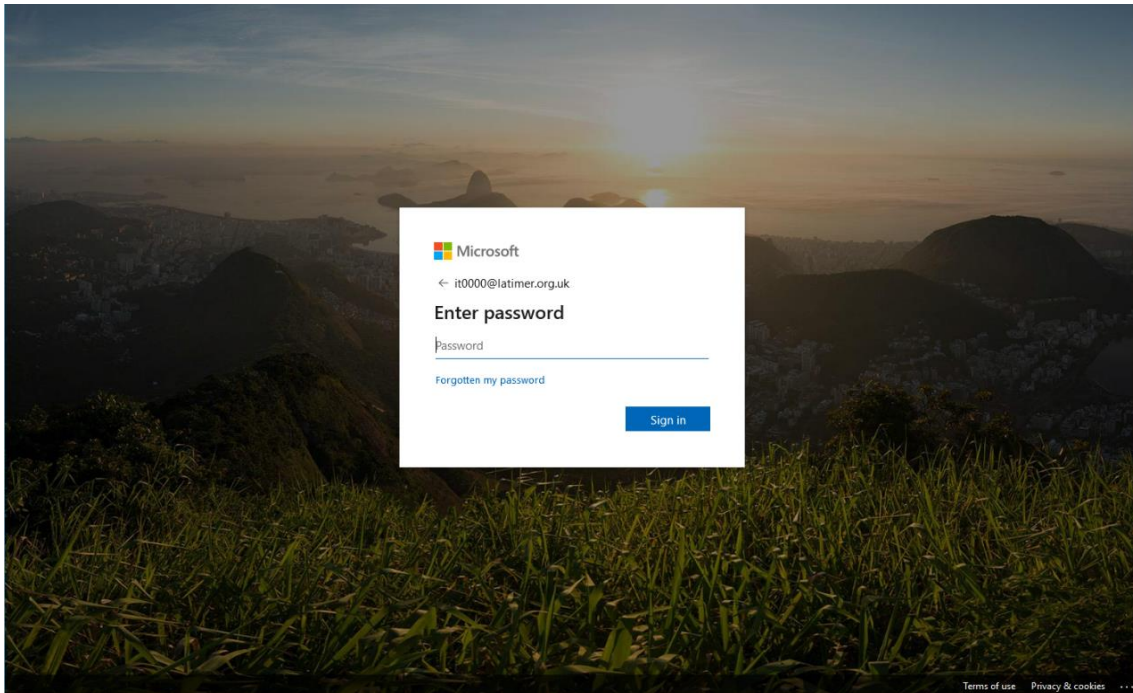


3. Enter your school email address (e.g. IT1234@latimer.org.uk) and click on Next.

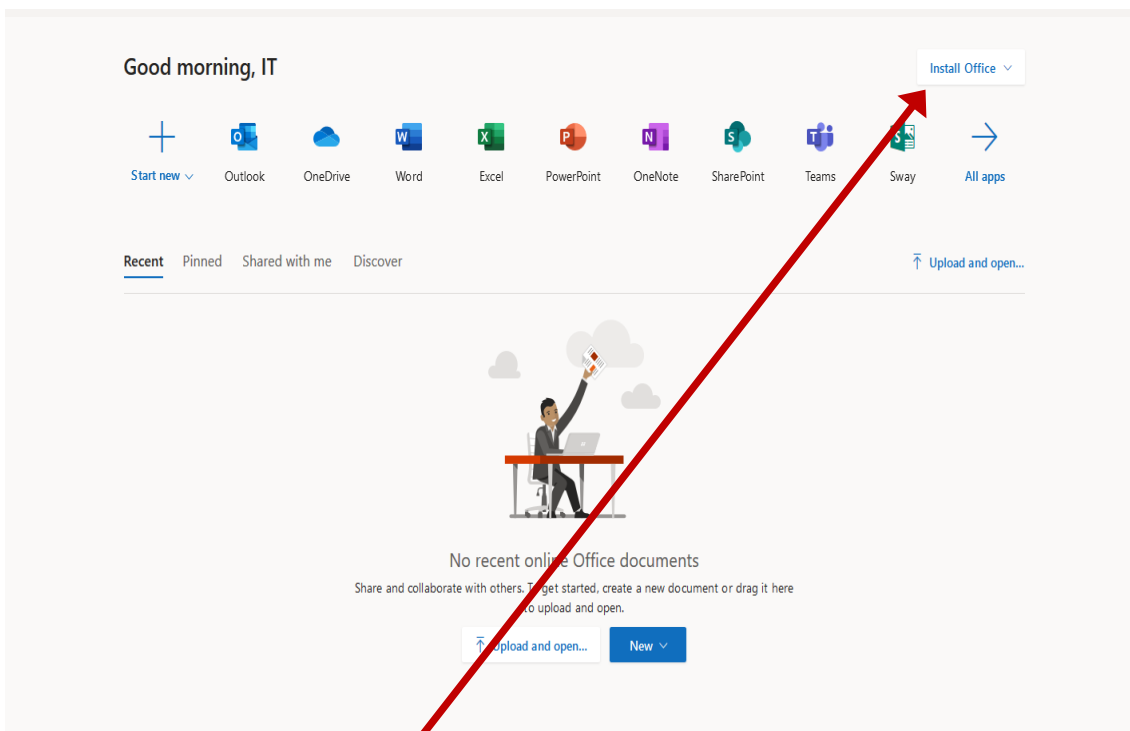


Double click on the 'Work or School Account' option.

Getting Office 365 as a Student of Latimer Arts College



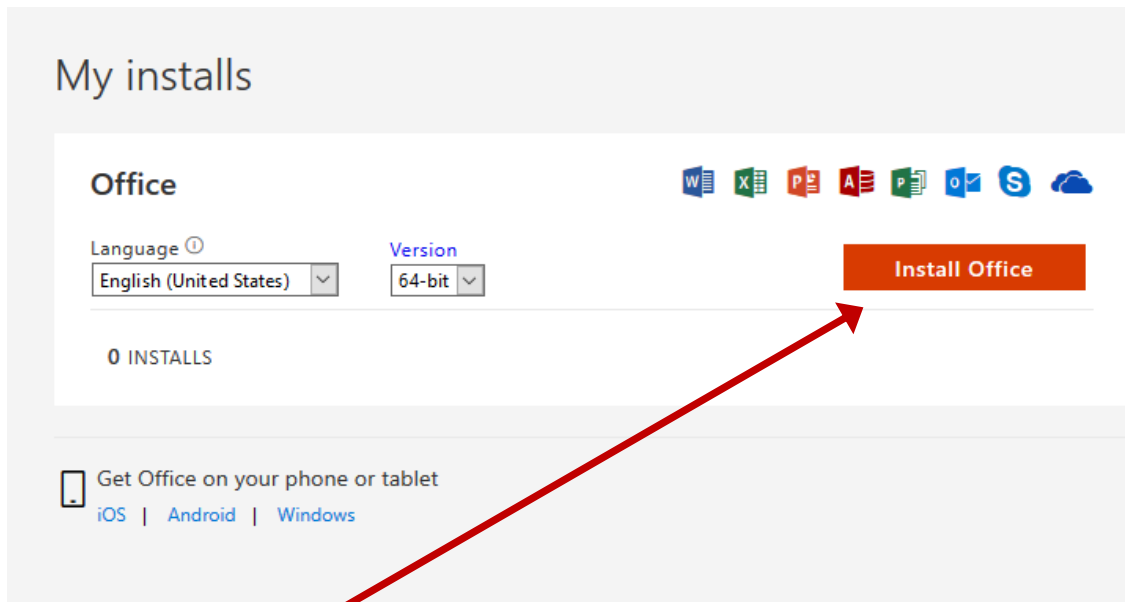
Enter your Latimer IT password and sign in.



Click on 'Install Office' (in the top right hand corner).

From the drop down list select 'Other Installation Options'

Getting Office 365 as a Student of Latimer Arts College



4. Then click on 'Install Office'.
5. This will install Office, including Access.