# 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
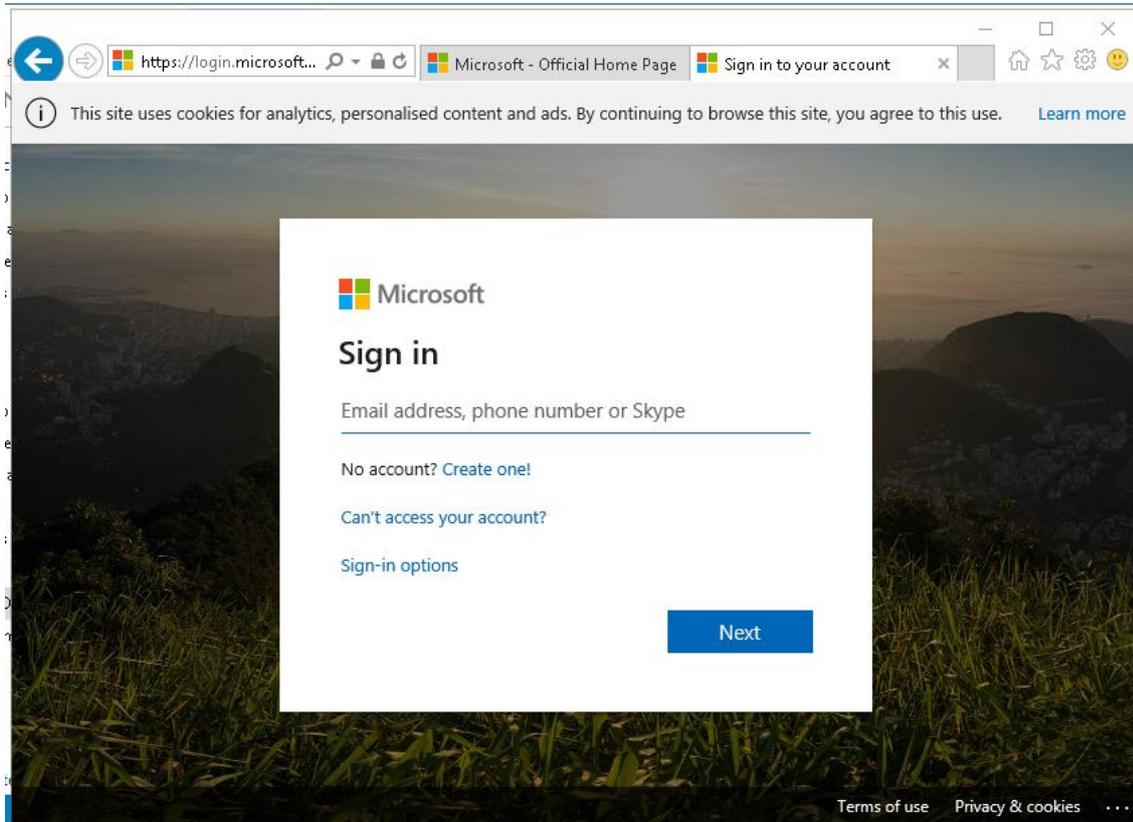


3. Enter your school email address (e.g. IT1234@latimer.org.uk) and click on Next.
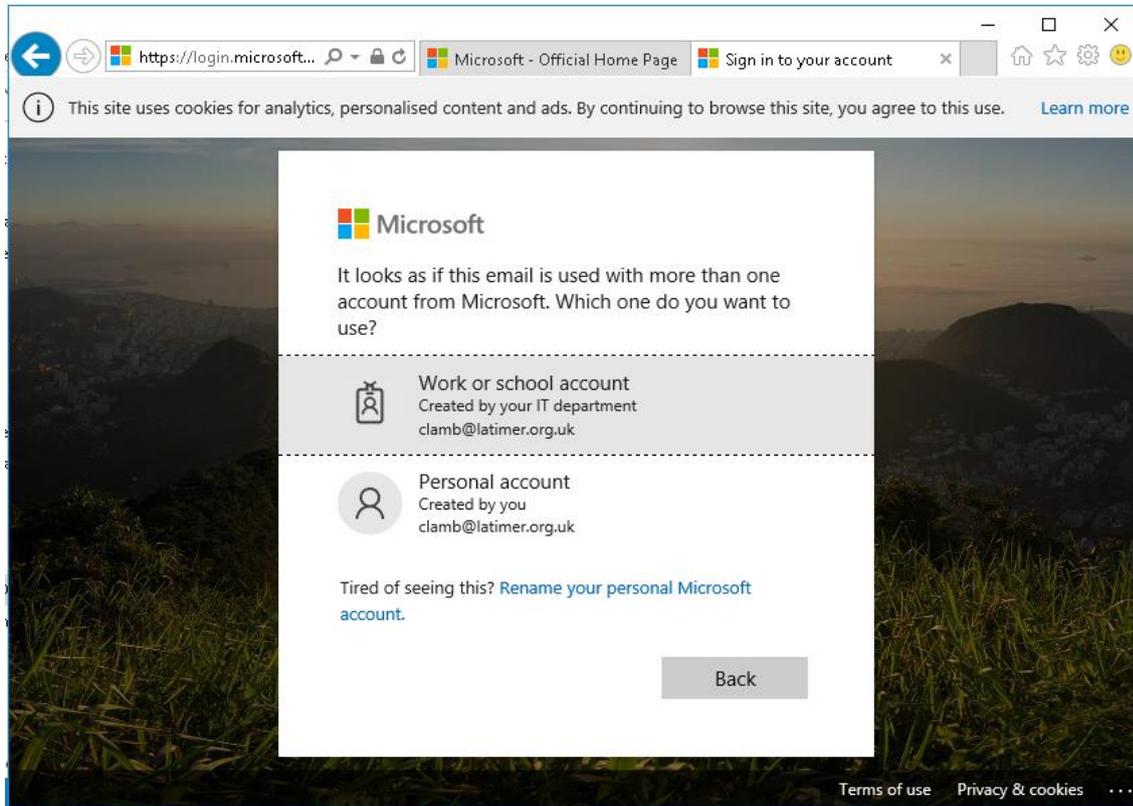


4. Double click on the 'Work or School Account' option.
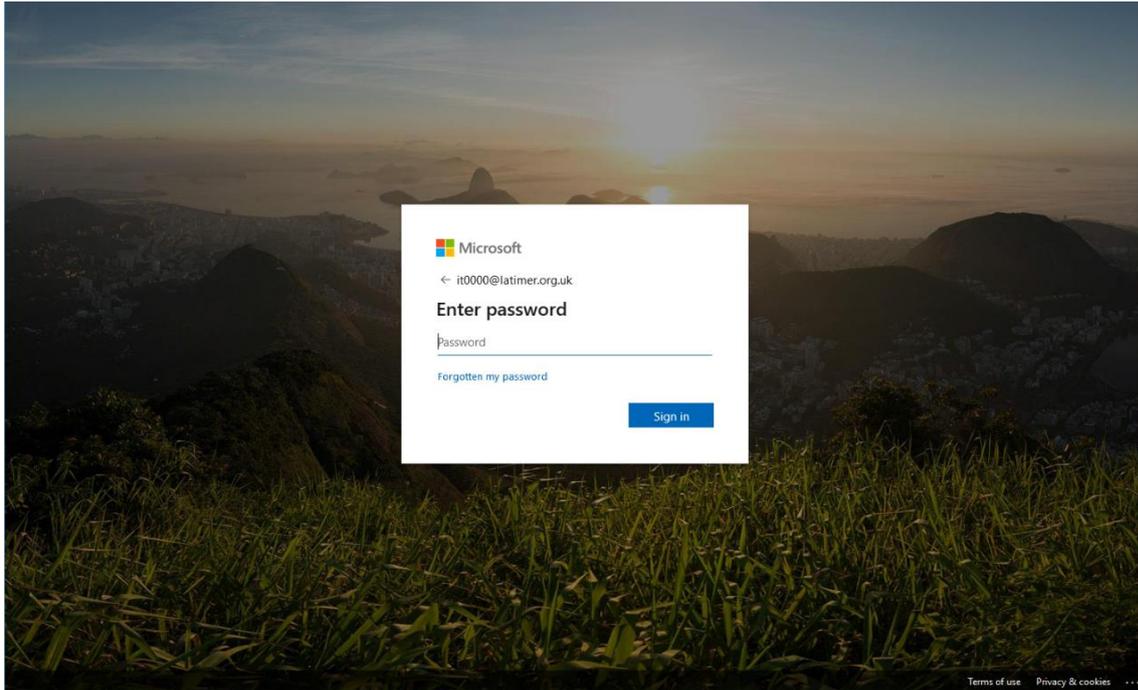
5. Enter your Latimer IT password and sign in.
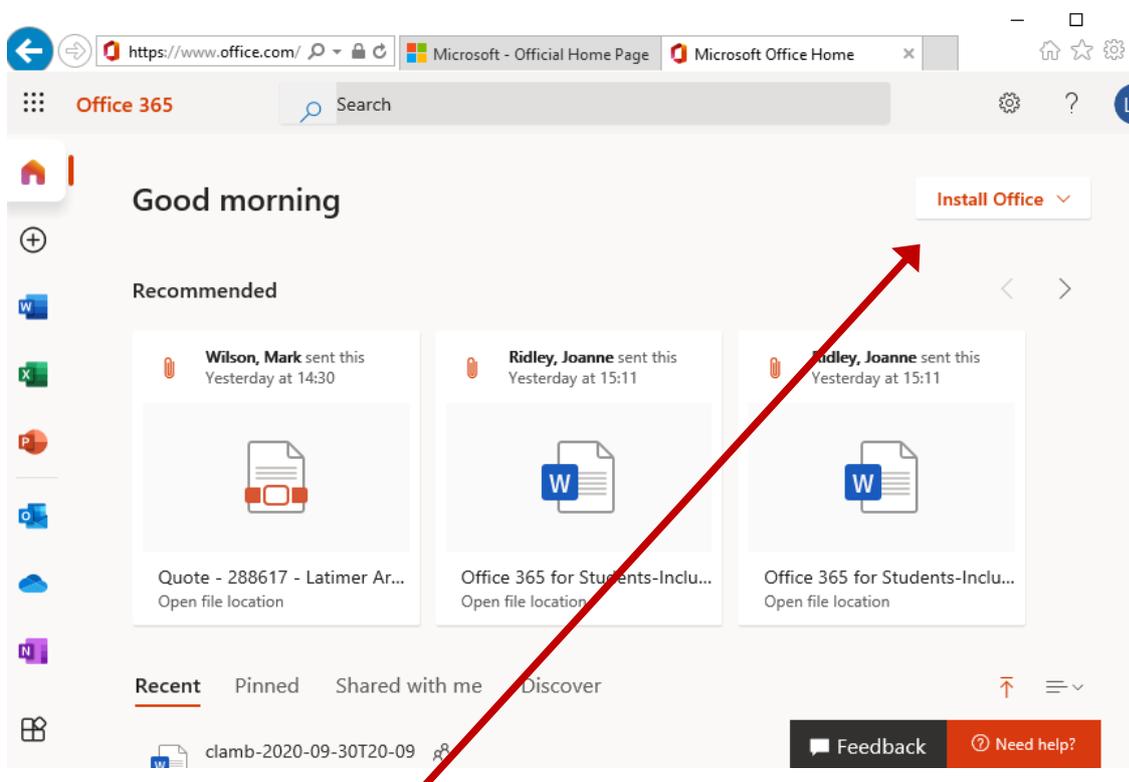


Click on 'Install Office' (in the top right hand corner).

From the drop down list select 'Other Installation Options'
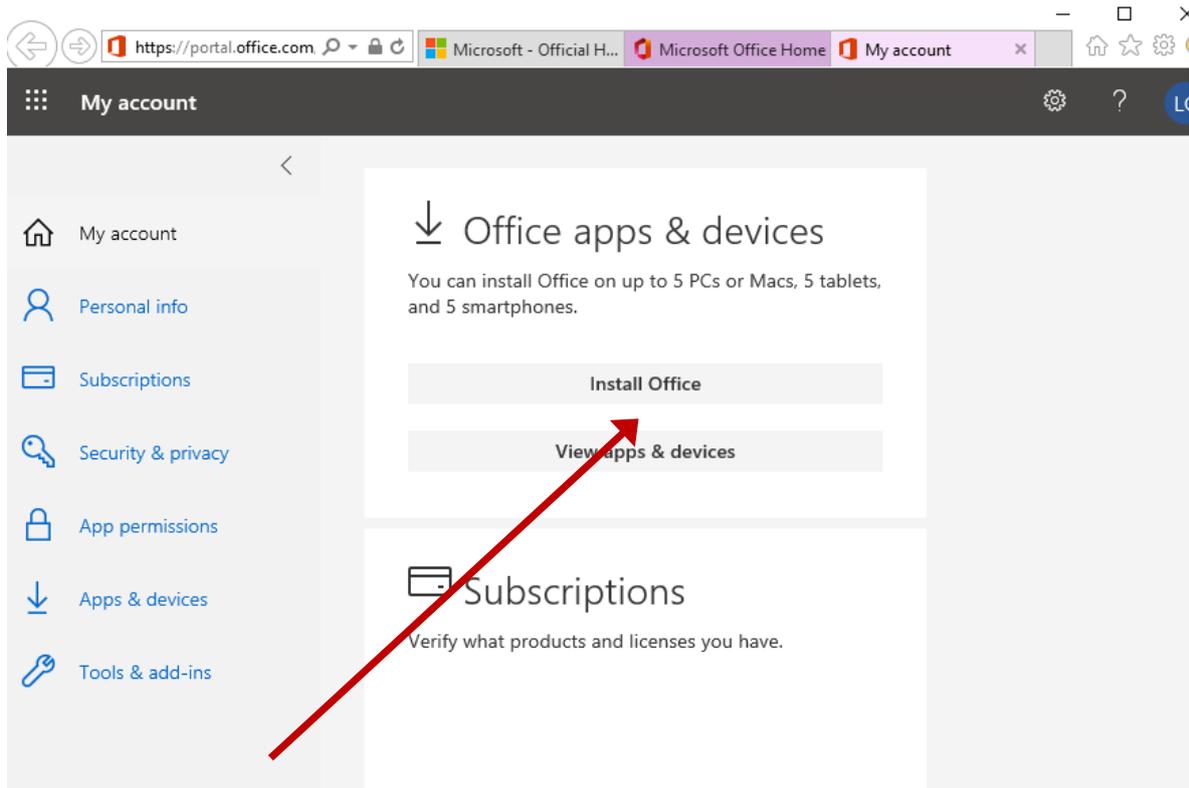


4. Then click on 'Install Office'.
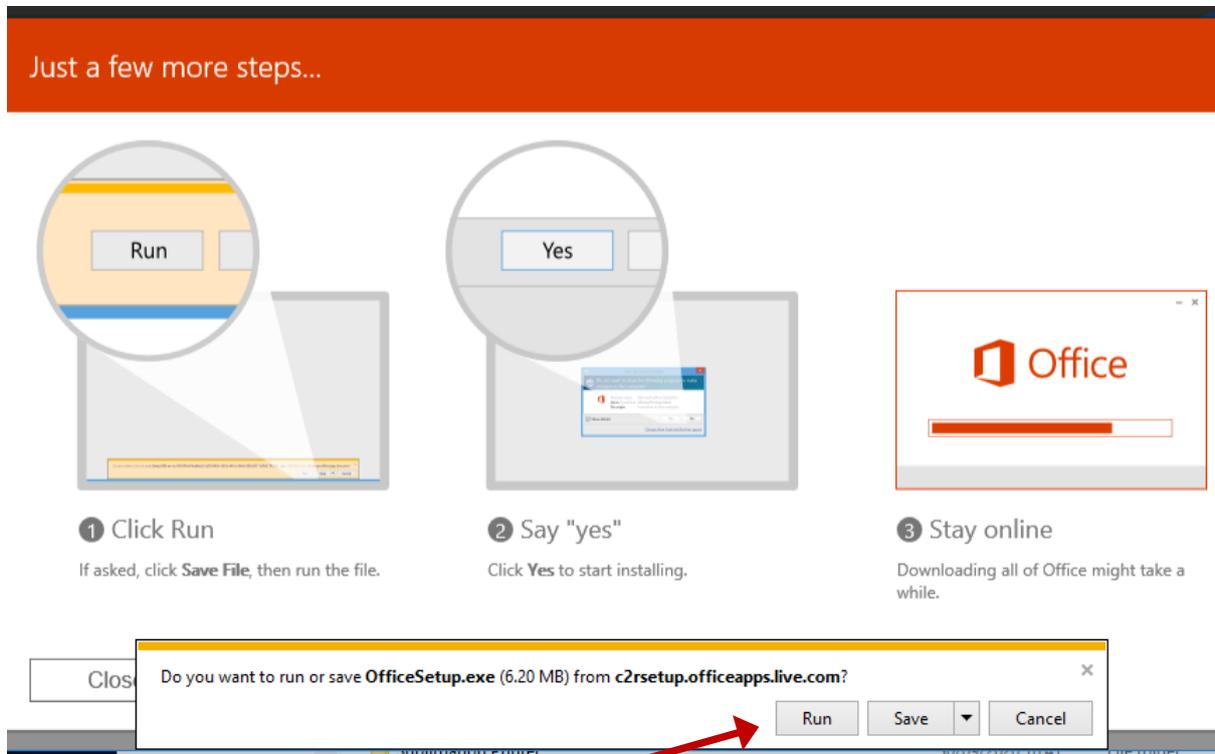


5. Then click on 'Run'.

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6. This will install Office, including Access.

7. When you start one of the Office applications for the first time you will need to active the software. To do this you will be asked to enter your college email address and normal IT password.

N.B. This procedure will work on both a Windows and a Mac PC.

However, on a Mac MS Access will not be installed as a version for Macs does not exist.