

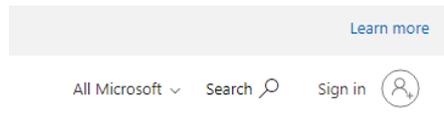
## Microsoft Office from Office365

Whilst you are part of Sherburn High School, you are entitled to a copy of the latest Office to use at home or on your device.

In this package, you will get all the well-known Office Software such as Access, Excel, Powerpoint, Publisher and Word. This version of office can be installed on Windows 7/8/8.1/10 and on Mac too.

### Downloading and Accessing your Office install

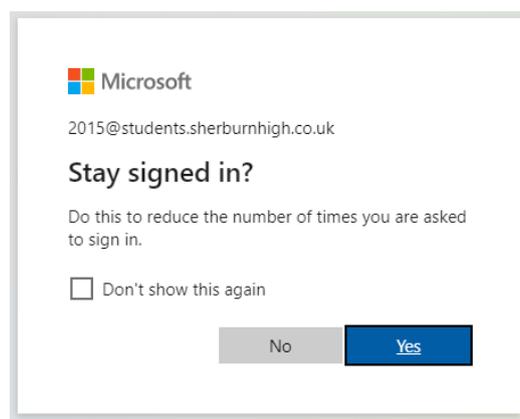
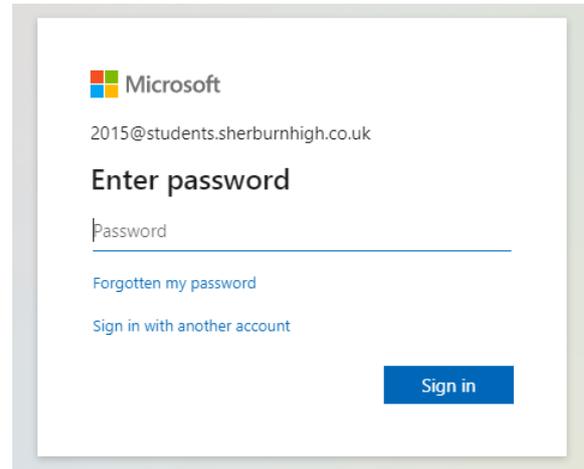
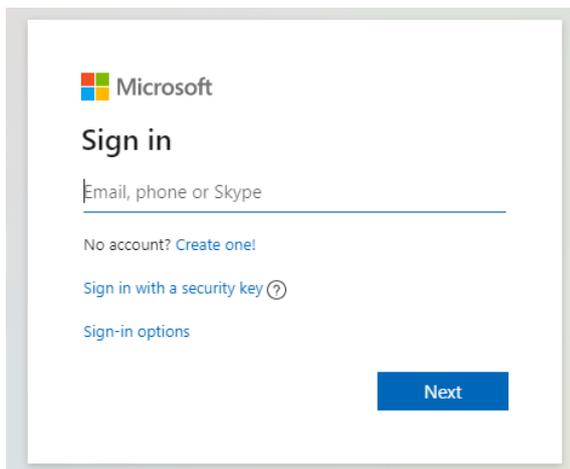
To access the Office Software, you need to log to Office365 via <https://www.office365.com> and click **Sign In** from the top right.



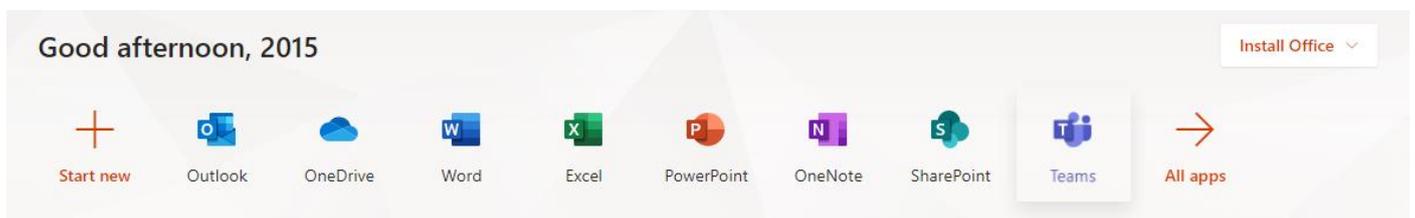
Your details will be  [{First Part Of Your Email}@shs.starmat.uk](mailto:{First Part Of Your Email}@shs.starmat.uk).

For example, user John Smith will be [17john.smith@shs.starmat.uk](mailto:17john.smith@shs.starmat.uk).

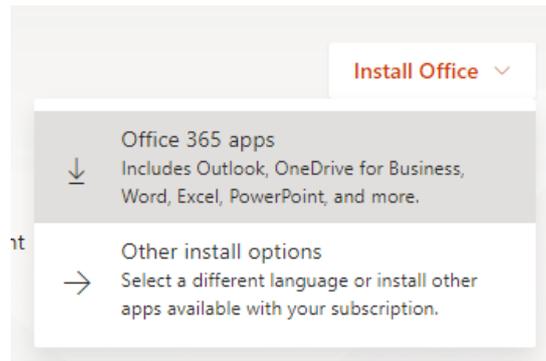
The password will be the same as your School network and email password.



Once logged in, you should see the following:



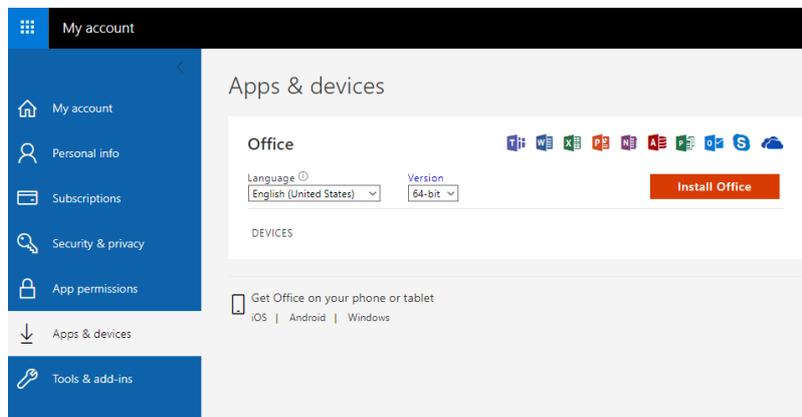
Click on either Office 365 apps or Other install options depending on what you are requiring.



If you click on Office 365 apps, a file will download to your computer which you will be required to run.

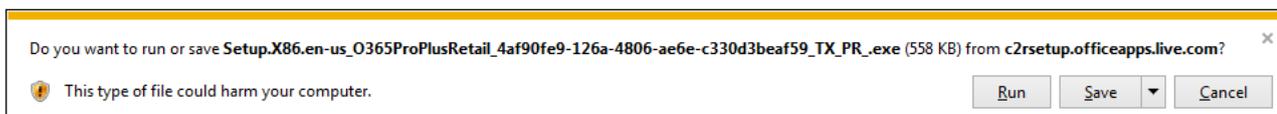
If you click on Other Install options, you will be taken to the My Account page.

From the left hand side, make sure **App & devices** is highlighted and this will show if you are able to download the latest version of Office.



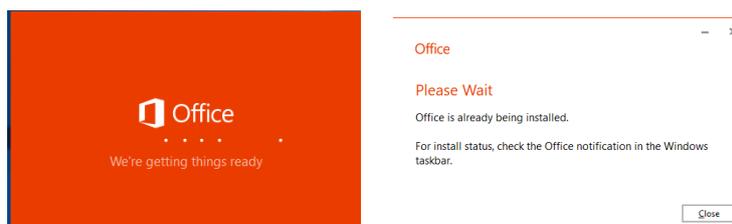
You will now see the option to install the latest version of Office. Go ahead and click **Install Office** to start the installation process.

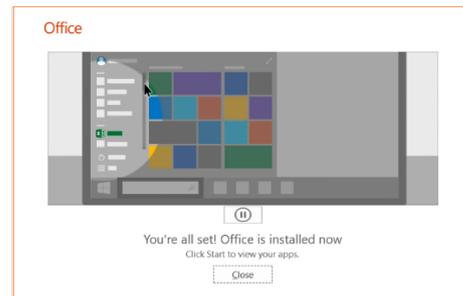
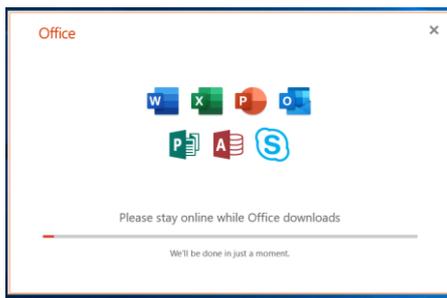
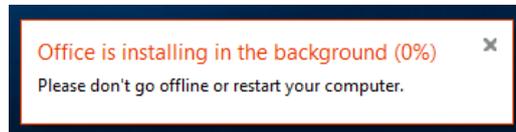
Depending on the browser, you may see a box asking you to either run or save the installer, click **Run** to start the install.



Once you have clicked **Run** please wait for Office to be downloaded to your device.

You will see the following screens:





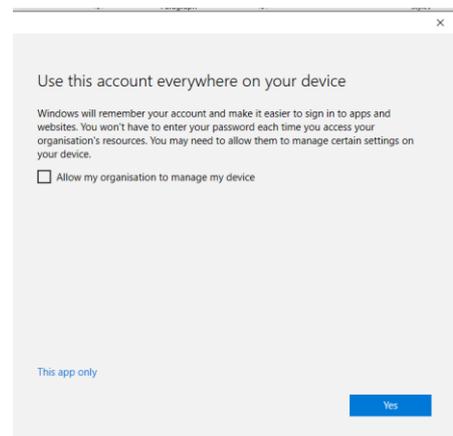
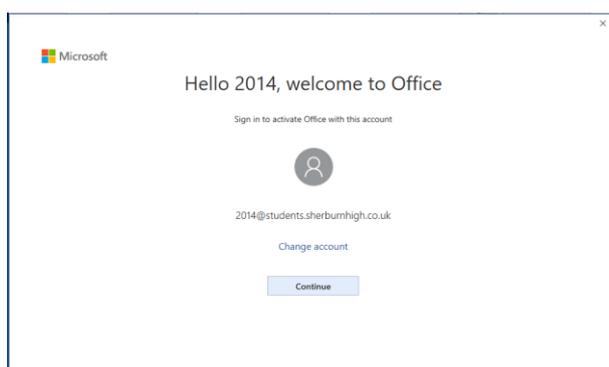
Please be aware that Office will be still in the process of downloading and installing features to your machine.

If you decide to wait until Office has completed the full install, you will see the following image:



You will be required to sign in to Office to activate your install against your Office365 School account. Please use your school email address and password to activate the copy of Office.

When asked, there is no need for you to have Allow my organisation to manage my device as ticked. Please, untick this box.



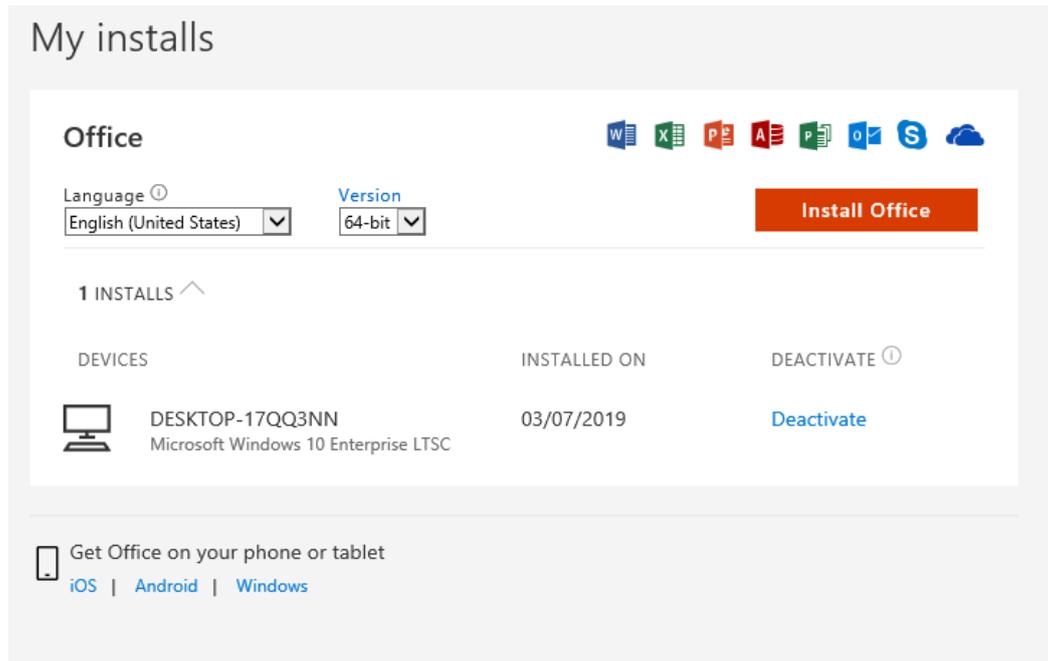
**When you next sign into your device you may see a sign in box for MS Teams, please ignore this, there is no need to sign into Microsoft Teams.**

### Managing your licenses of Office

To manage your Office installs, sign in to your Office365 account at <https://www.office365.com>, click on your initials to the top right of the screen and click **My Account**. On the Left, you will see **Apps & Devices**. Click this tab and you will see a list of devices that have your Office Applications installed on.

If you no longer own any of the machines on the list you can deactivate the license from your account, just click on deactivate against the machine name you want to remove. Once you have deactivated a device, the install of Office

will eventually be in a Reduced Functionality Mode (RFM). See when you leave Sherburn High School for more information about RFM.



### Finding your computer name

This is how to find your computer name in Windows 7:

1. Click **Start** and then click **Control Panel**
2. Click **System and Security**
3. Click **System**
4. Under **Computer name, domain and workgroup settings**, you can find your computer name.

This is how to find your computer name in Windows 10:

1. Right Click the **Start** icon and select **System**.
2. This will bring up a window with your system information and you will see your computer name listed.

### When you leave Sherburn High School

When you leave Sherburn High School you will need to remove office from your devices, as your Office365 account will be deactivated you are not entitled to run this software on your devices. Office will be in a "Reduced Functionality Mode", because this version of Office is a subscription service, it checks every month to ensure you have a valid subscription – this been your school email address. If Office cannot verify your subscription, then it enters a Reduced Functionality Mode.

Reduced Functionality Mode the program functions similarly to viewers, which you can download off the internet. When a program runs in this mode, features are unavailable therefore, you cannot access those functionalities. For example, you cannot create new documents, cannot edit existing documents, etc.