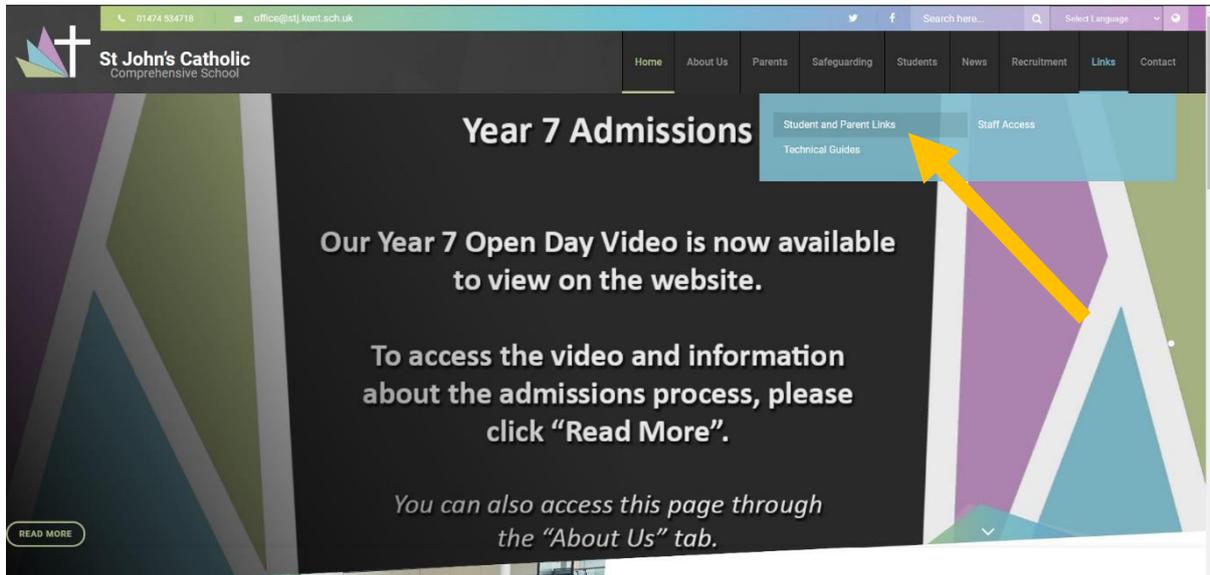


# Getting Office for Free

While you are a member of St John's Catholic Comprehensive School's community, you will receive up to five free copies of Microsoft Office to use on any of your home computers. This guide will show you how to access these free programs.



First, make your way to the school website: [stjohnscs.com](http://stjohnscs.com)

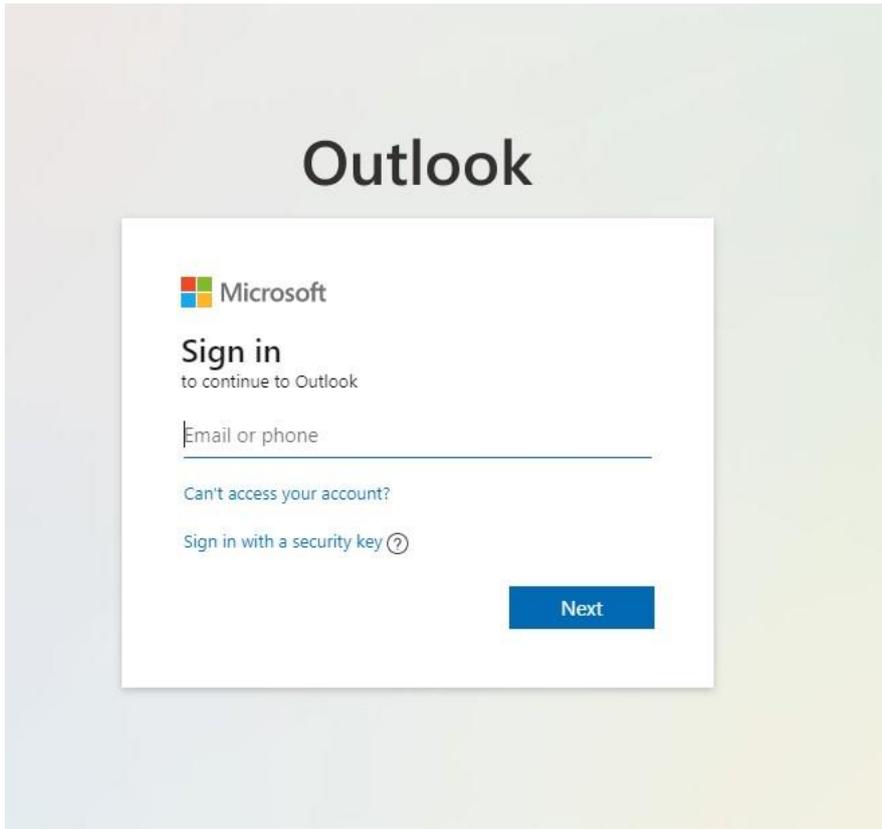
Along the bar at the top, hover over the "Links" tab and then select "Student and Parent Links".

## Student and Parent Links

On this page you will find various links for remote access to school services from student email to ParentPay. Simply click the pictures below to be linked to the appropriate site.



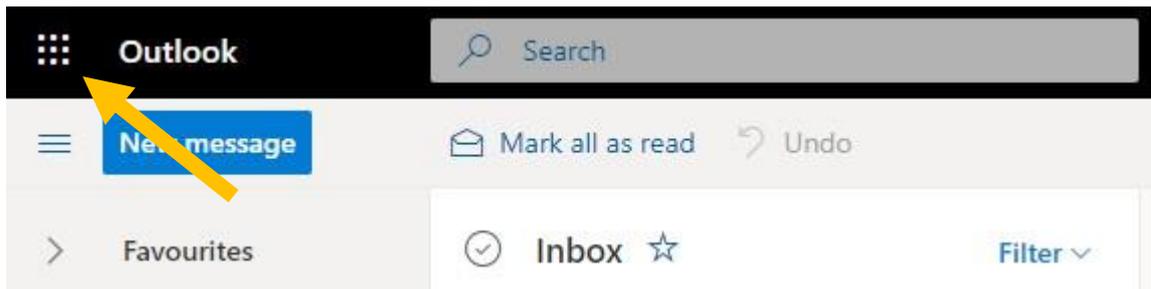
On this page, select the image of the Microsoft Office applications.



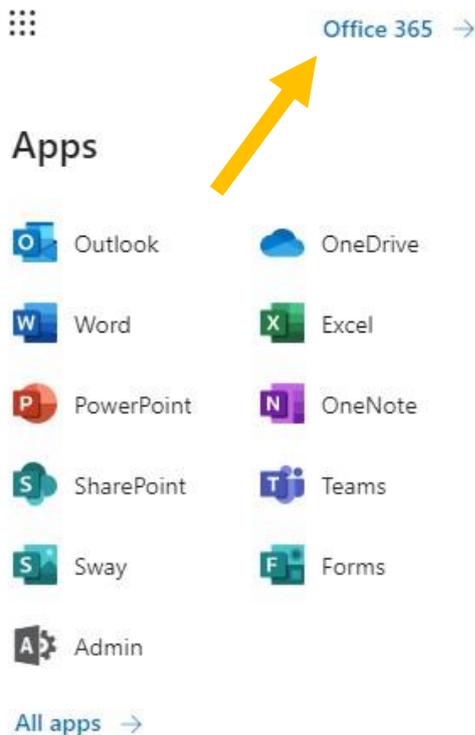
You will then be taken to this login page. Simply type in your school email address.



The page will then change, and you will then need to type in your password. If you are unsure over what your password would be – it is the same on you use to log into your school account.

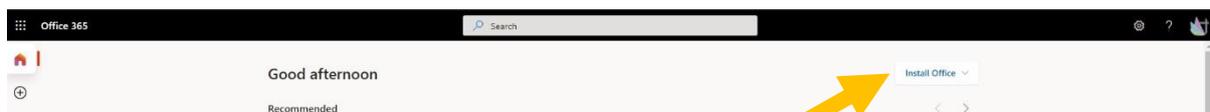


Your email account will then open. Once this happens, you need to click on the square icon in the top left-hand corner.



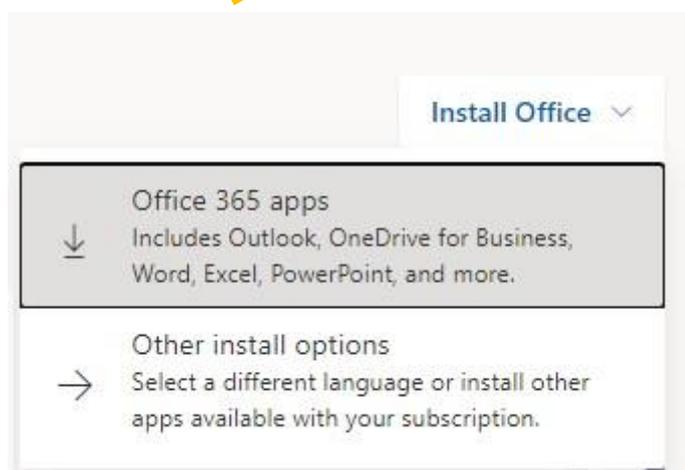
This will then open the menu that you now see on the left.

In this menu, now click "Office 365".



Office 365 will then open. Along the top, on the right-hand-side there is an option to "Install Office". Click on that option.

Then select "Office 365 apps".



## Just a few more steps...



### 1 Click Run

Click the **Setup** file at the bottom of the screen.



### 2 Say "yes"

Click **Yes** to start installing.



### 3 Stay online

After installation, start Office and sign in with the account you use for Office 365: `wprior2@stj.kent.sch.uk`.

Close

Need help installing?

A new window will then open, to take you through the next steps.