



Microsoft 365 & Microsoft Office 2016

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St Wilfrid's




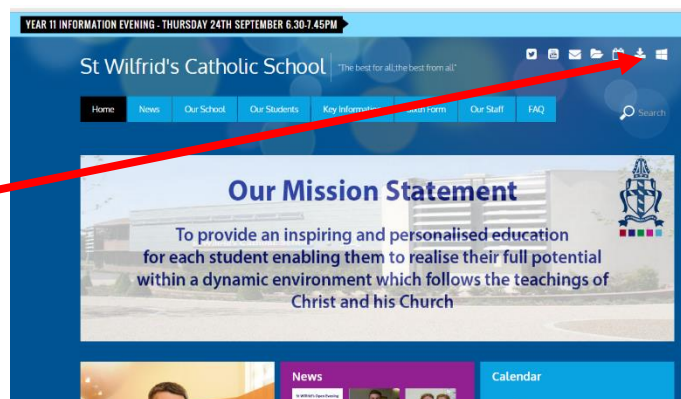


What is Microsoft 365?

- Access to Microsoft Office products through a web browser like Internet Explorer or Google Chrome.
- Using internet access you can use Microsoft Word, Excel, PowerPoint and more.
- You can also save your work on the cloud, saving you the need for a memory stick or emailing work to and from home.

How to access Microsoft 365

- The easiest way to access MS 365 through the school website.
- Click the  button and then the student login which is their school email address and password.
- For example astudent@stwilfrids.com.

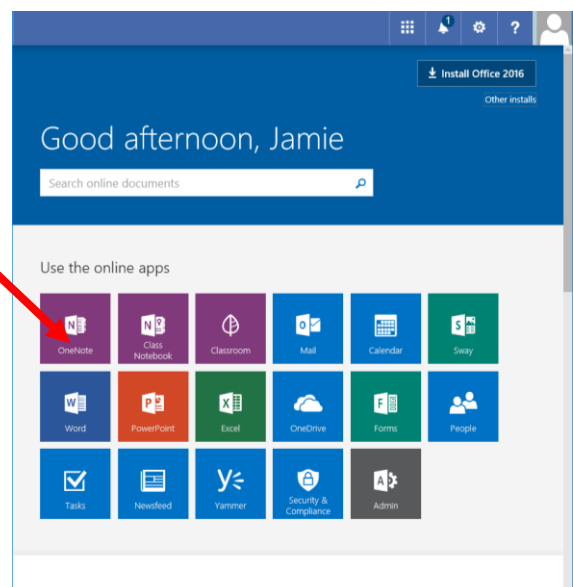


is

use

Using Microsoft 365

- MS 365 is very intuitive and students will pick this up quickly.
- Click on the icons to launch the applications.





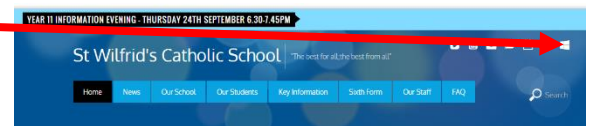
Microsoft Office 2016

- Along with Microsoft 365 a huge benefit is that each student has **5** free downloads of Microsoft Office 2016 for a PC, Laptop, Smart Phone or Tablet.
- This offer is available to all current St Wilfrid's students.



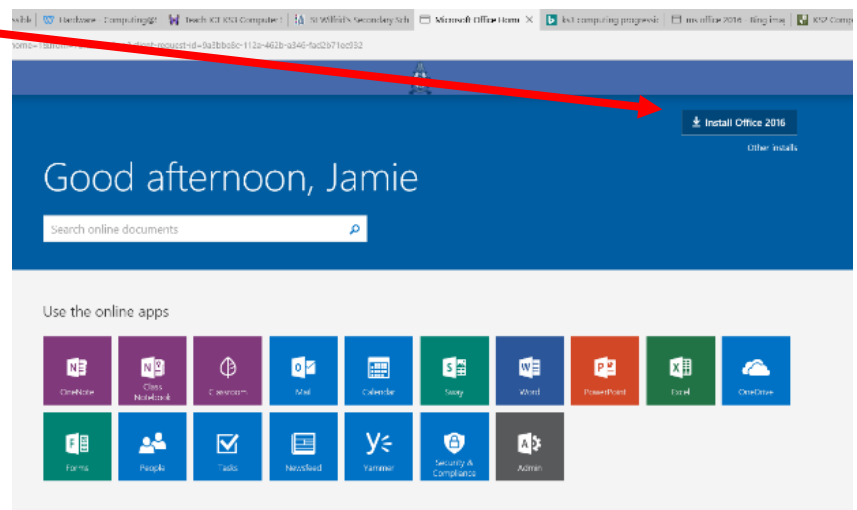
How to download MS Office 2016

- Go to the school website and login to Microsoft 365.
- On the first page is a link to download Office 2016.



- Before running the install it is worth checking that your computer has the minimum requirements to be able to install the software.

- You will need:
 - Windows 7 or greater
 - 1 ghz CPU
 - 1GB of RAM
 - 3GB Disk Space Free





Microsoft Office 2016 – For Tablets and Phones

- If you would like to download MS Office onto a tablet or phone then you will need to go to the App Store for the device that you have.
- Search and then download the MS Office product you would like to install.
- Upon download when running the app it will ask you to login whereby you should use your school email address and password.
- No payment should be necessary.



Help

If you would like any further advice about Microsoft 365 or Office 2016 please contact:

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