

Our school offers you the opportunity to install Office Applications, such as Word, Excel, PowerPoint, Outlook and Access, on up to 4 personal devices, also for personal use. You can run the Office apps on 4 PCs, Macs and Mobile devices.

This allows you to run Office on your work PC, your home PC, your on-the-go laptop, your Mobile, your iPad, etc. You choose your 4 devices and you can always de-register one if you need to switch the license to another machine.

You will need:

- Internet connection – you'll be downloading the Office software
- Admin permissions on your home PC or Mac
- Your Office 365 login details – your @ldv-muenchen.de account and password

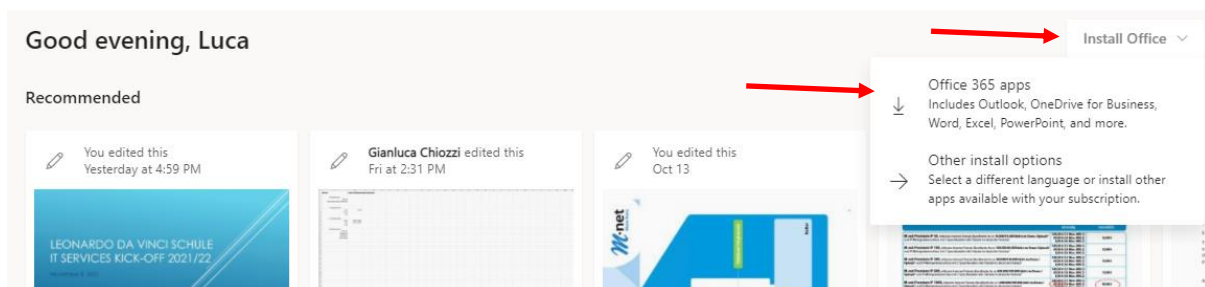
Step 1: Login

Browse to the Office 365 portal at <https://portal.office.com> and login with your Office 365 credentials. Here you can access all your Office 365 web apps for Outlook Web Access, OneDrive, SharePoint, Teams and the Office web apps.

If you're a teacher or a staff member you may also be asked to verify the login with a code sent to your mobile device by text or by the Microsoft Authentication App.

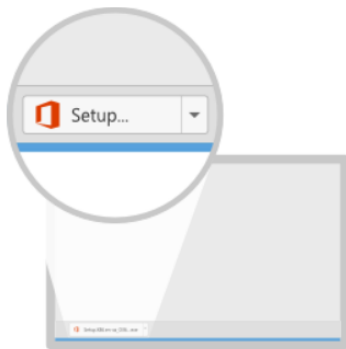
Step 2: Install Office

Click on the Install Office button toward the top right of the screen.



Then follow the prompts on the screen...

Just a few more steps...



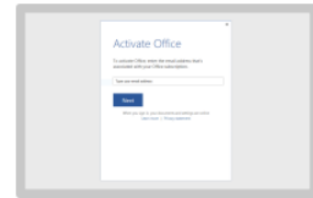
1 Click Run

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: stuart@isaacintelligence.com.

Close

Need help installing?

The Office Setup file will download to your computer. You will need to run this once it's downloaded, if it hasn't run automatically.

Your computer may ask you if you're happy for it to install the software and 'make changes' to your computer. Say Yes to this. Then the software will begin to install.



Please stay online while Office downloads

We'll be done in just a moment.

Step 3: Open Office and get working

Once Office has installed, you're good to go! Open up any Office app and check your Office 365 account is connected...

Click on File and 'Account' and you should see your Office 365 email as the registered account. You should also see your Office 365 platforms; OneDrive and SharePoint, as available connected services.

If you don't see your OneDrive and SharePoint sites listed, you can click 'Add a Service' to connect them up.

To help keep you working and pick things up where you left off, you should be able to see all the documents you've recently been working on.

The applications are registered to your school license and so will only be valid while your company keeps your license valid.