WARLINGHAM SCHOOL

Getting Started with Office 365 for Staff and Students

Widening Horizons
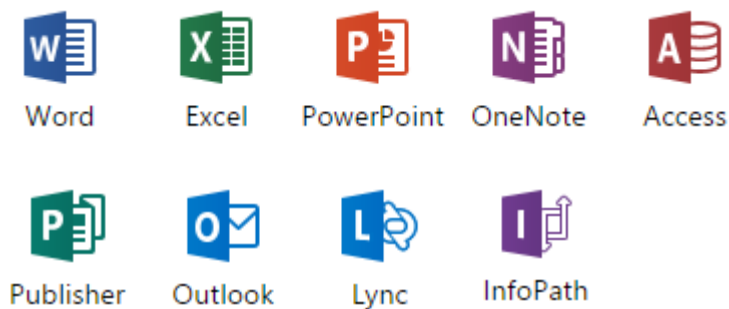Raising Aspirations

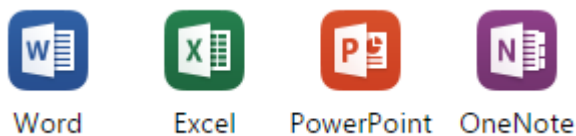**Contents**

Introduction

Welcome to Office 365.

Warlingham School as part of our licensing agreement with Microsoft now have the ability to share the "Office Suite" with its staff and students at no cost to you! This package would normal retail around £7.99 per month and it's yours free whilst your on-roll or employed by Warlingham School.

Office 365 gives you access to the word processing, presentation and spreadsheet applications that you're used to along with the other applications that come as part of the Office 365 Professional Plus package, take a look below to see what you get:

Windows/Mac

Word   Excel   PowerPoint   OneNote   Access

Publisher   Outlook   Lync   InfoPath

iOS/Android

Word   Excel   PowerPoint   OneNote

Search the app store for "*Microsoft Office*".

Note:

- *These applications are intended for home or tablet use, please do attempt to install on a school desktop or laptop. If you wish to have your school machine updated to office 2013 please contact IT Support.*
- You can install the following applications on up to 5 machines, there are installers available for both Mac OS X and Windows.
- *Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).*
- *Enrolment to these packages only lasts whilst your on-roll or employed, if you leave these packages become unlicensed remotely.*

Getting Started

Getting started is simple and will only take a few minutes to start downloading Office 365, all your information has been prefilled in by our system. All you need to do is login and click download!

Go to: https://login.microsoftonline.com to begin in any web browser or search the app store for "*Microsoft Office*".

You will be prompted to login, please see information below regarding login details.

Login Details

Staff

Staff usernames are comprised of your username "@warlinghamschool.co.uk" (*Please note that for some staff this will be your email address, this only applies to post 2014 staff following our new naming scheme*)

Examples:

Pre 2014 Staff: John Smith – Username will be: SmithJ@warlinghamschool.co.uk

Post 2014 Staff: John Smith – Username will be: J.Smith@warlinghamschool.co.uk

The system is linked to our login servers onsite so your normal password that you use to login to your laptop/desktop will work and will stay updated even if you change it.

Students

Student usernames are simple, use your email address and school network password to login, see examples below:

Examples:

Main School Student: John Smith – Yr7 – Username will be: SmitJohn14@warlinghamschool.co.uk

Sixth Form Student: John Smith – Username will be: John.Smith@warlinghamschool.co.uk
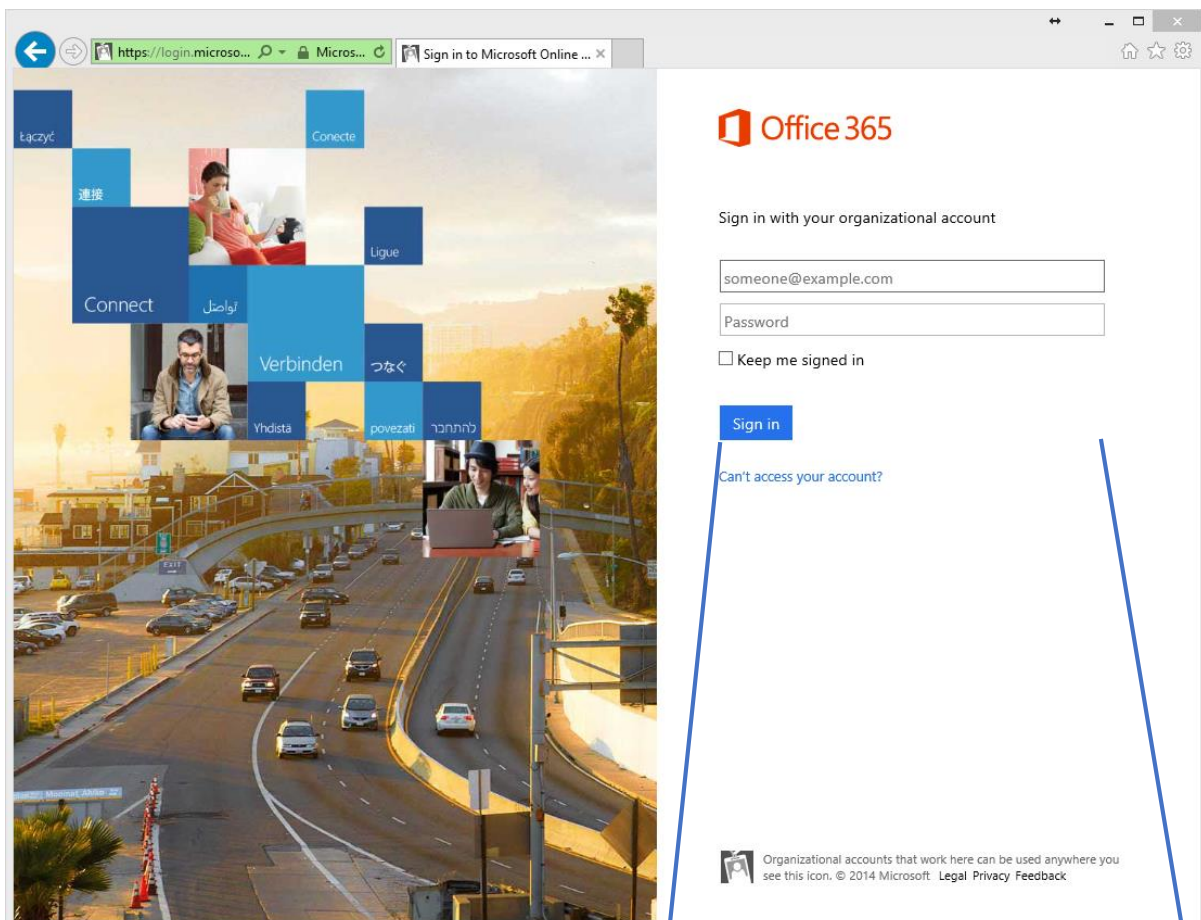
Installing on Windows/iOS

This guide is designed to help/aid you through the installation of either the full Windows package or the tablet designed apps on iOS.

Windows 7/8/8.1

Start by opening up an internet browser and navigating to the following URL:
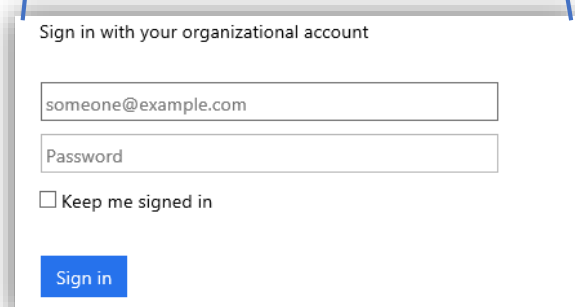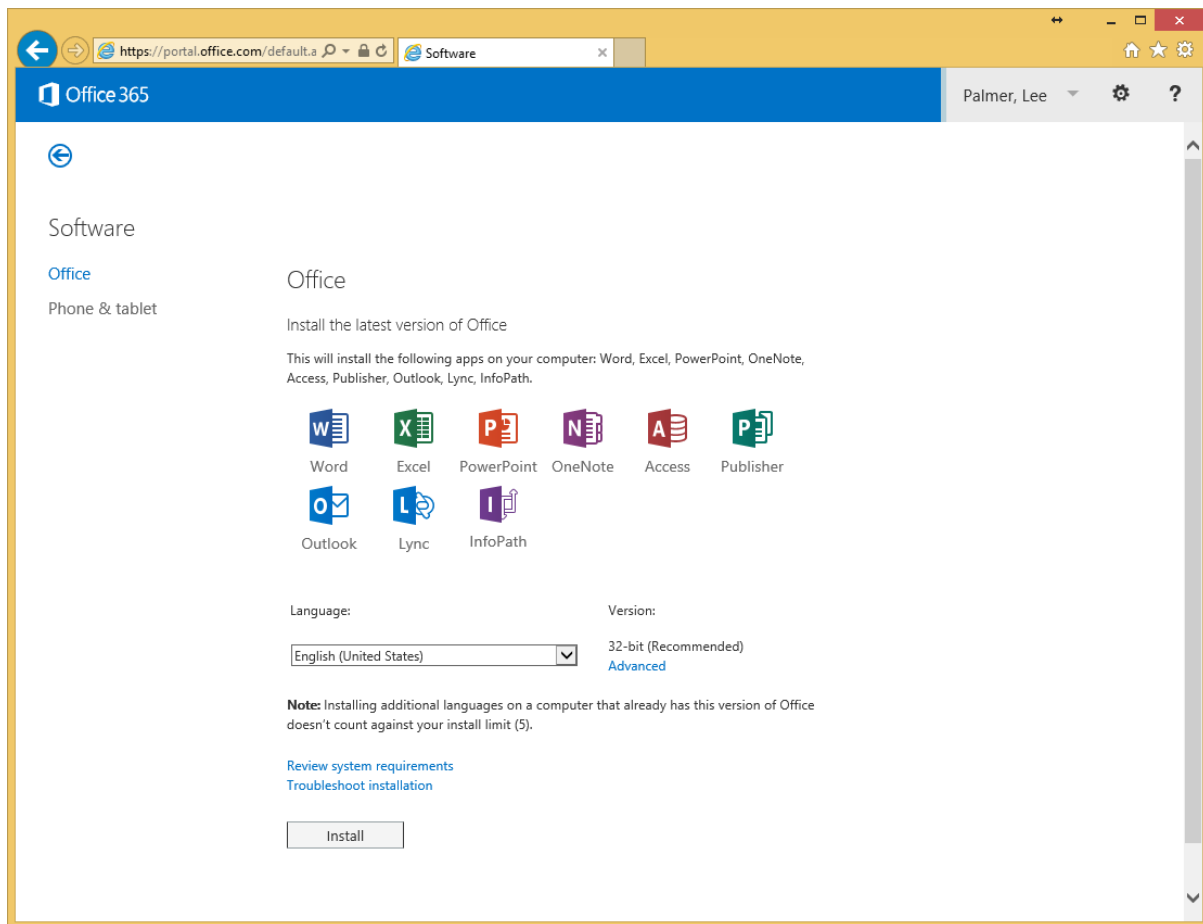
https://login.microsoftonline.com

Shown Below

As you can see you are prompted for an email address and password.
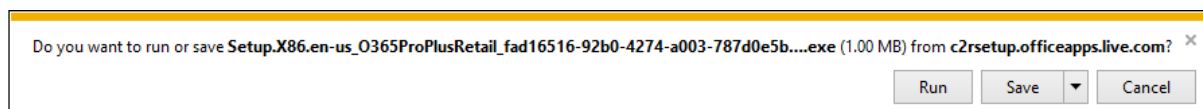
Please see the login details section for help.

Once you have signed in you will see the following screen showing you what apps you have available to install and if any have been activated yet. When you first login you should have 5 licenses to use.

By default the language is set to English (US) and 32-bit. If you wish to change the version to 64-bit please only do this if you know you have a 64-bit operating system, if unsure leave as 32-bit as it will work on both 32-bit and 64-bit systems.

When you click install you will be prompted to download an installer file normally start "Setup.X**.en-us_O365……..." (*** represents the version 32-bit or 64-bit*).
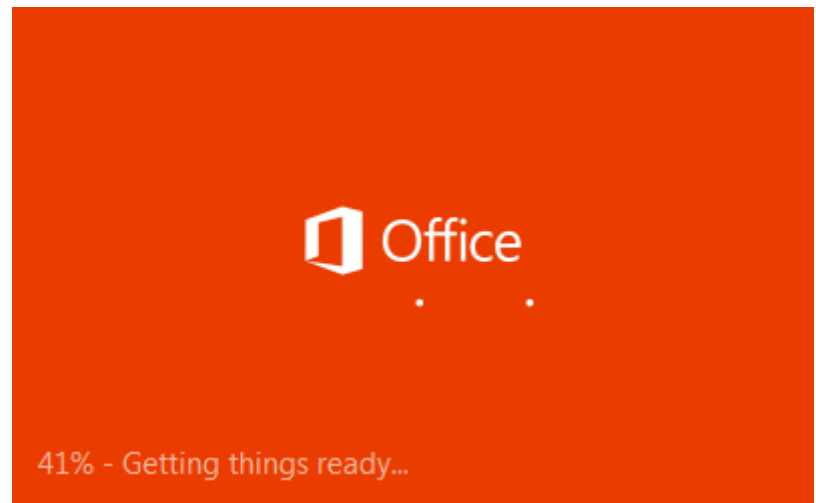

Click run and this will begin the installation.

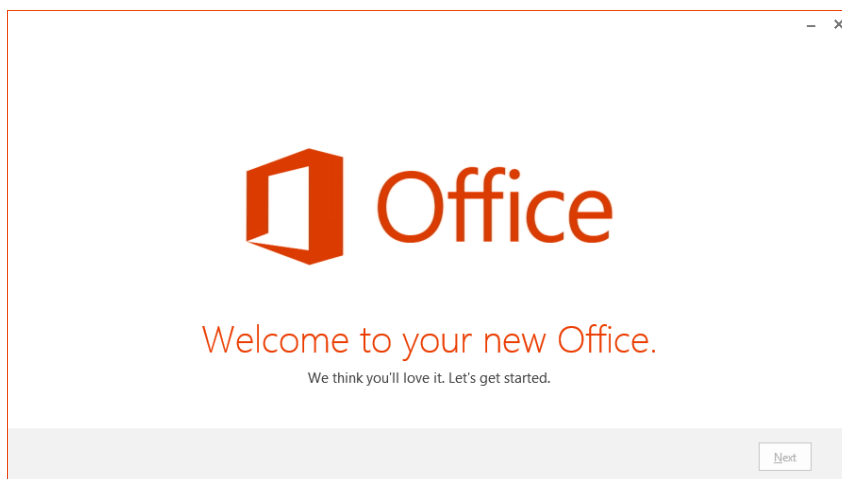**Possible Problems at this stage:**

- *Previous editions of office will need to be removed otherwise you will receive an error message.*

Now that the installation is beginning you will see:

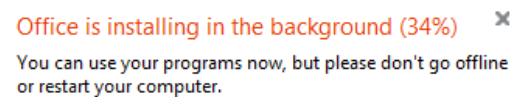This is downloading the required files to start Office 365.

41% - Getting things ready...

Once the required files have downloaded you will see:

Office

Welcome to your new Office.

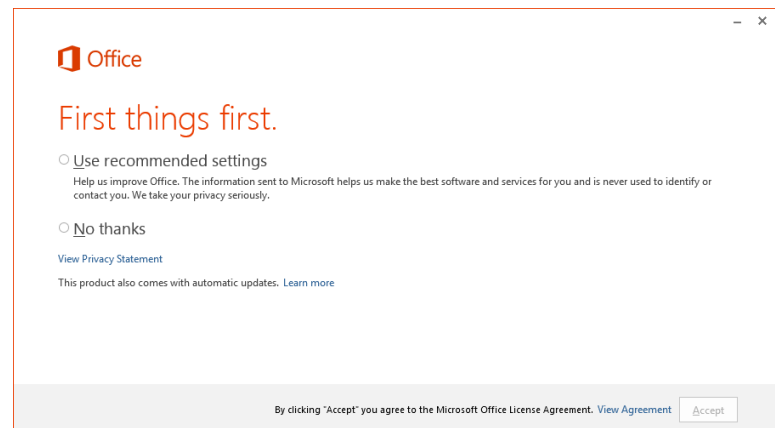We think you'll love it. Let's get started.

Next

Click on "Next" to continue the install.

Whilst you are configuring how you want office to look the system will be downloading in the background, please don't disconnect or go offline.

Office is installing in the background (34%)

You can use your programs now, but please don't go offline or restart your computer.

We will now go through the configuring steps of Office 365.

Updates

You want to use the
"recommended settings" This will
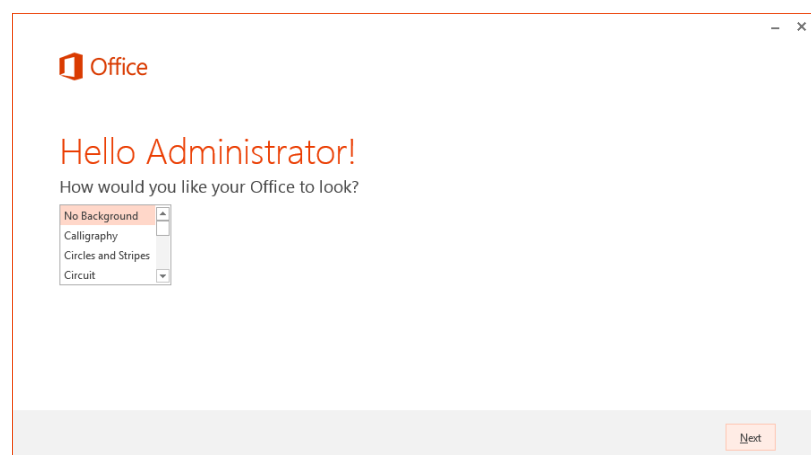keep office updated automatically.

OneDrive

OneDrive is Microsoft version
of iCloud and allows you to
store information in the Cloud.

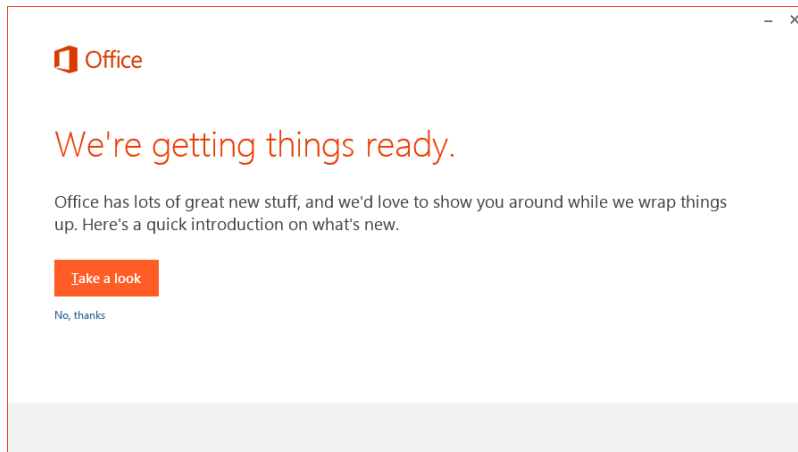This feature is not included in
our package so click "Next".

Theme

This will allow you to choose a
how Office will look.

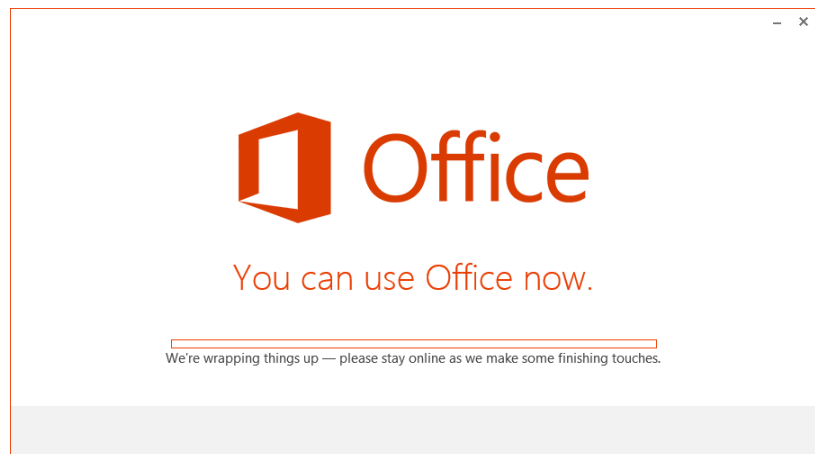Click "Next" to continue after
selecting your theme.

Introduction, Tour and New Features

This is a tour that Microsoft have put together to show you the new features.
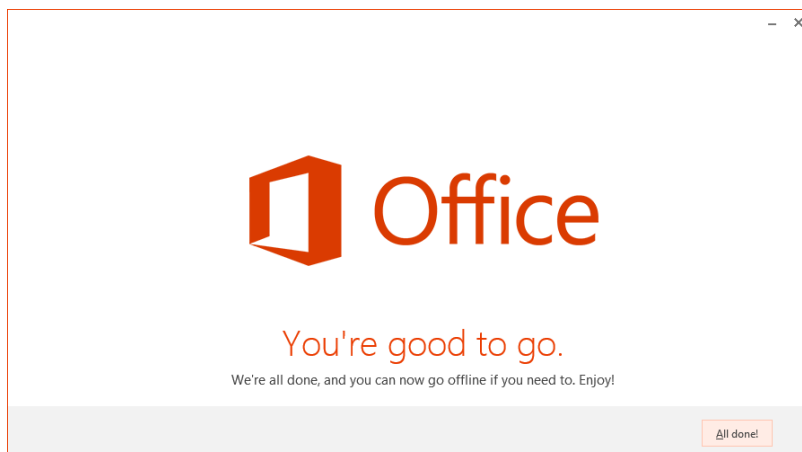
Select either option.

Recommended "No, thanks"

Wrapping things up

Once you have either been or your tour of office or selected to skip the tour you will see the following message which is wrapping things up and finishing off the installation.

You're good to go

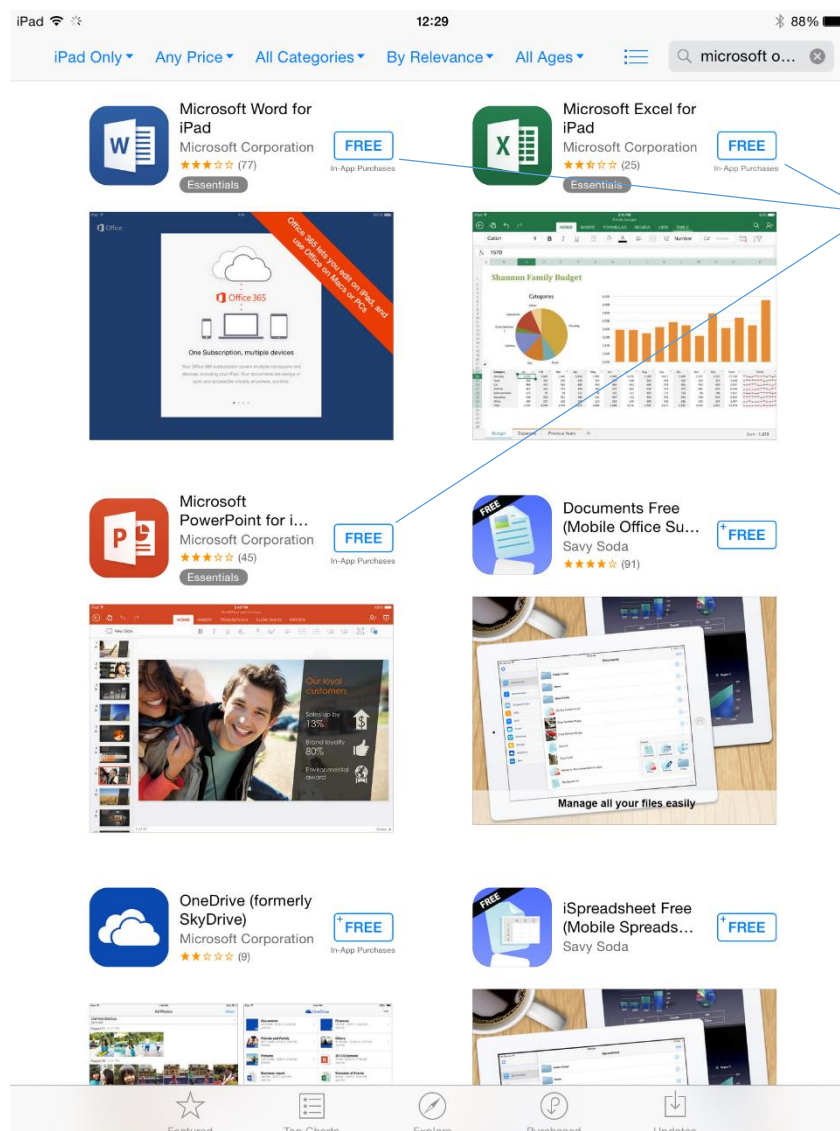This means that office has been successfully installed on your system and is ready for use.

Click "All done!" to complete.

Installing on iOS 7 & 8 (iPad)

Start by entering the "app store" on your iPad and search for "Microsoft Office"

You should then see 3 apps from Microsoft that you can install.

Tap on the "Free" button on each app to start the download.

Note:

These apps are free to download but you need your iTunes account to download them as per normal.
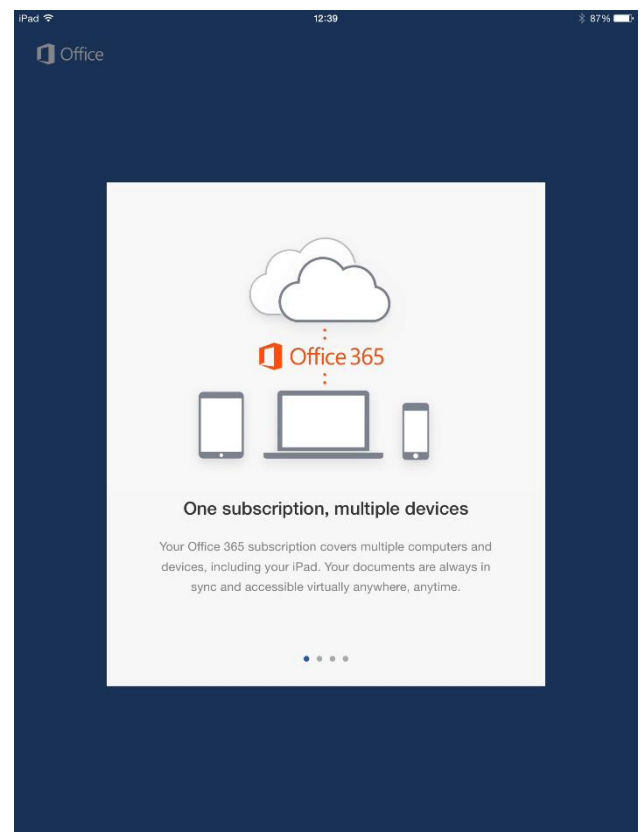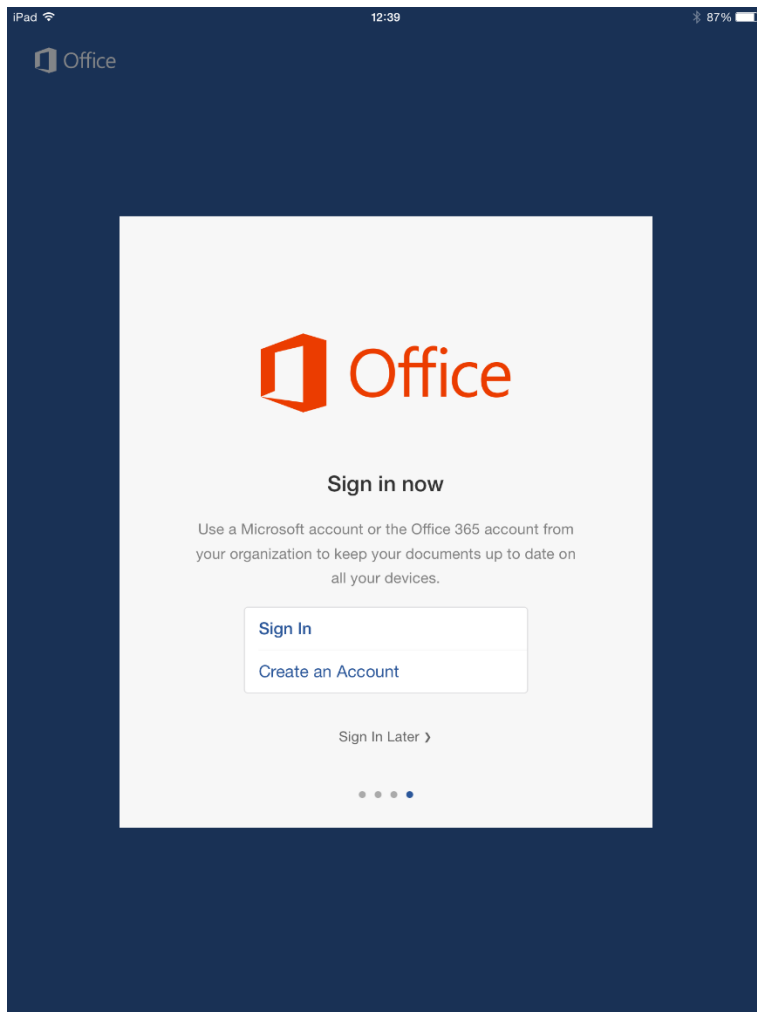
The apps will now start downloading.

Once you have downloaded all 3 apps open one to sign in and activate the app.

You will now see some of the features of the particular app you have selected, this will happen in all 3 apps the first time you open it.

Swipe across to continue.

You will now be asked to sign in.

Use the login details that are specified on the login section of this guide.

It will ask you for the email address (*See login section*) then tap "Next".

You will now be asked for your password

This is the same password you use to log into the school network.

After you successfully sign in your ready to go!!

If you have any problems or questions please email me l.palmer@warlinghamschool.co.uk

Any improvements or updates will be available to you at no extra cost, so that you always have the latest editions of these apps.

Enjoy Office 365!!

COMING SOON! – 1TB OneDrive accounts for all users! You'll be notified via email when this go lives!