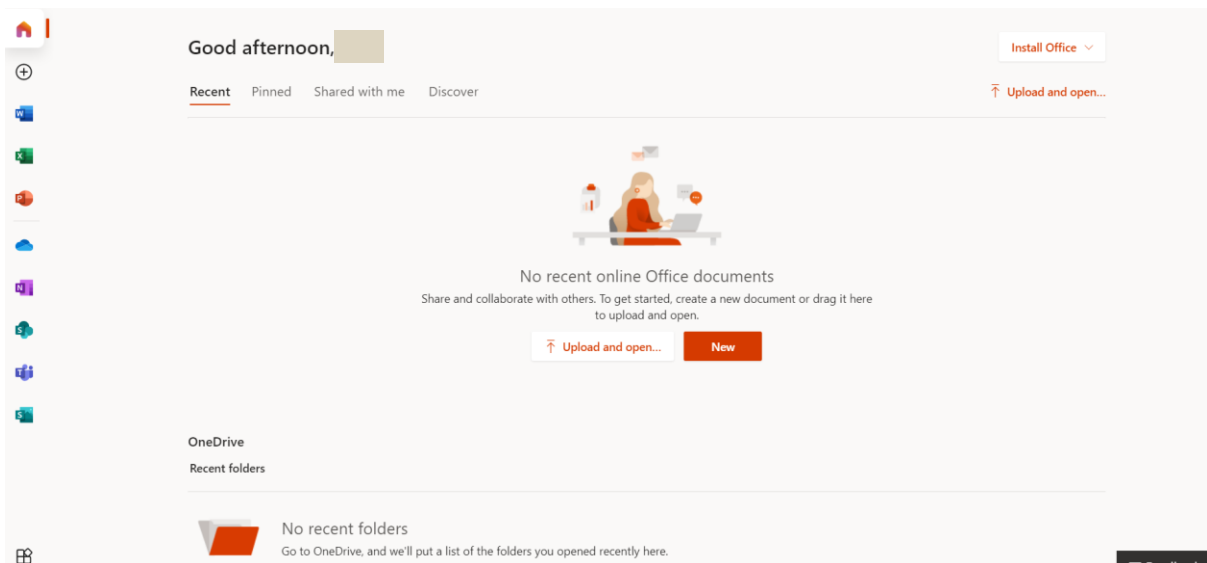


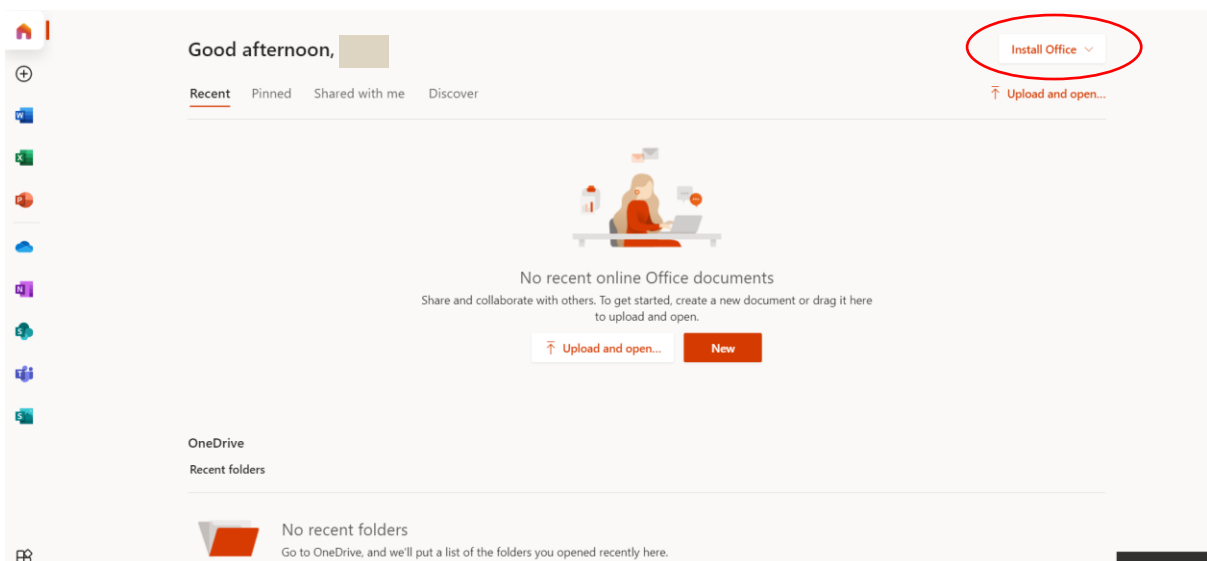
Downloading the Office 365 apps for pupils

All pupils now have free access to the full Office365 suite as part of our school licence. This means that all pupils can now download Office365 onto up to 5 devices to use for their school work.

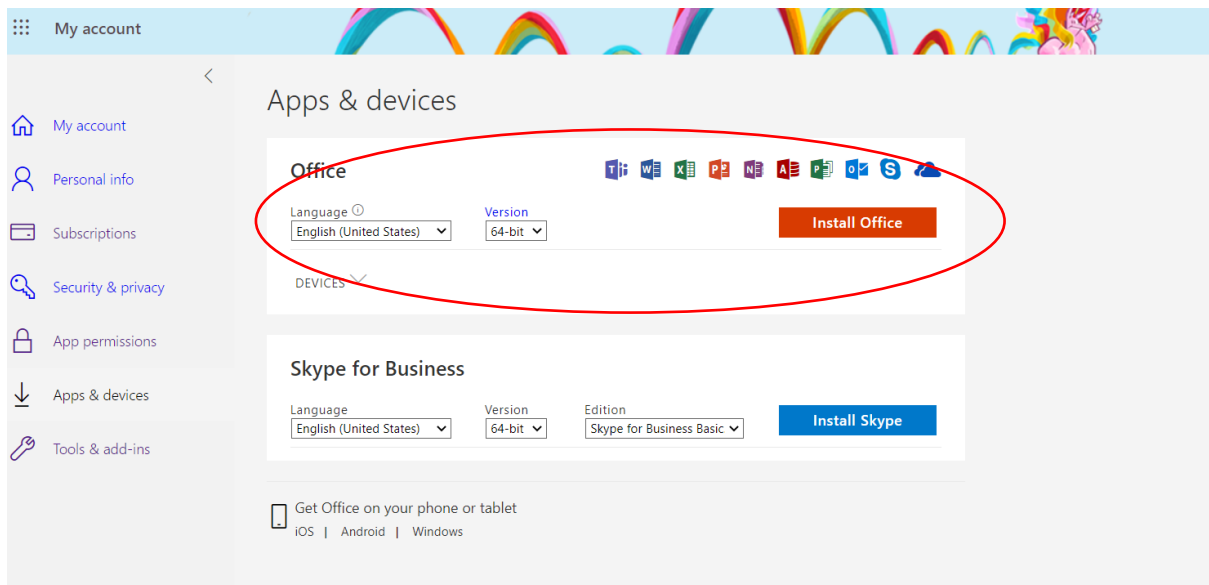
1. To do this, please go to your devices web browser and go to office.com.
2. Sign in using your TEAMs login. This will be an email address consisting of your child's first initial and surname, followed by @new-ash.kent.sch.uk
3. Please enter your TEAMs password.
4. Once you have gained access, you will see a page that look like this:



5. Choose the 'install office' button.

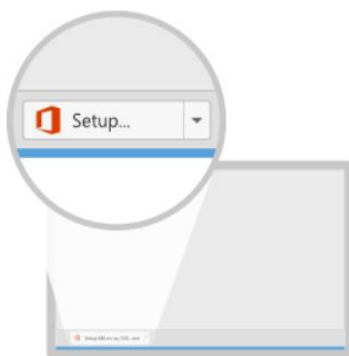


6. A new page will open. You will see the option for installing office:



7. Press 'install office' and follow the instructions:

Just a few more steps...



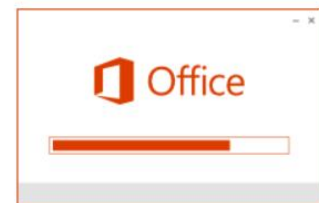
1 Click Open

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



2 Say "yes"

Click **Yes** to start installing.



3 Stay online

Downloading all of Office might take a while.

Close

[Need help installing?](#)

This will now give you access to all of the apps that we are using for assignments on TEAMS.

