



CHARLTON SCHOOL

Taking PRIDE in progress and partnership, with learning at the heart of all we do.

Principal: Mr McNaughton

Dear Parent/Carer,

Since our move to our new site, we have been working hard to build on the new ICT infrastructure, to ensure that students have the very best provision. Part of this provision is the developments to allow students to work effectively from home, easily accessing software and their work through their home personal computer. This will allow work to be further developed and easily accessed from home and school.

To further support this, we are now able to offer students the option of setting up an 'Office 365 Account' which provides access to free software and also gives them a 'cloud' based storage drive to save work into which can then be accessed from home.

Below are the details which identify the procedure which needs to be followed to ensure that this is set up.

We will be introducing this provision further from the start of the academic year, although you may choose to set up your child's initial account over the summer period.

Please contact the school should you have any questions, although hopefully the set up procedure below and online prompts should provide all of the information required.

Guide to help students log on to the Office 365 portal : Logging on to the Office 365 portal:

- 1) Go to <https://login.microsoftonline.com/>
- 2) Enter your school email address. Your email is your account username followed by '@charlton.uk.com'. For example, John Smith's email would be 'john.smith@charlton.uk.com'.
- 3) Once you've entered this email, you'll be quickly redirected to the school's login page. The email you entered will still be there, you just need to fill in the password field. (Fig. 1)
- 4) Your password is the same as the one students log in with at school.
- 5) You'll be brought to your dashboard. From here select one of the tiles you wish to use (e.g. mail, OneDrive).
- 6) If you wish to install Office 2016, click on the 'Install Office 2016' button (top right of Fig. 2). You'll then be prompted to download the installer for Office 2016. (Fig. 3)
- 7) Once downloaded, run the file and follow the install wizard to install Office 2016 to your machine.

The referenced images can be found on the following page.



Fig. 1 – Step 3

Sign in with your organizational account

Fig. 2 – Step 5

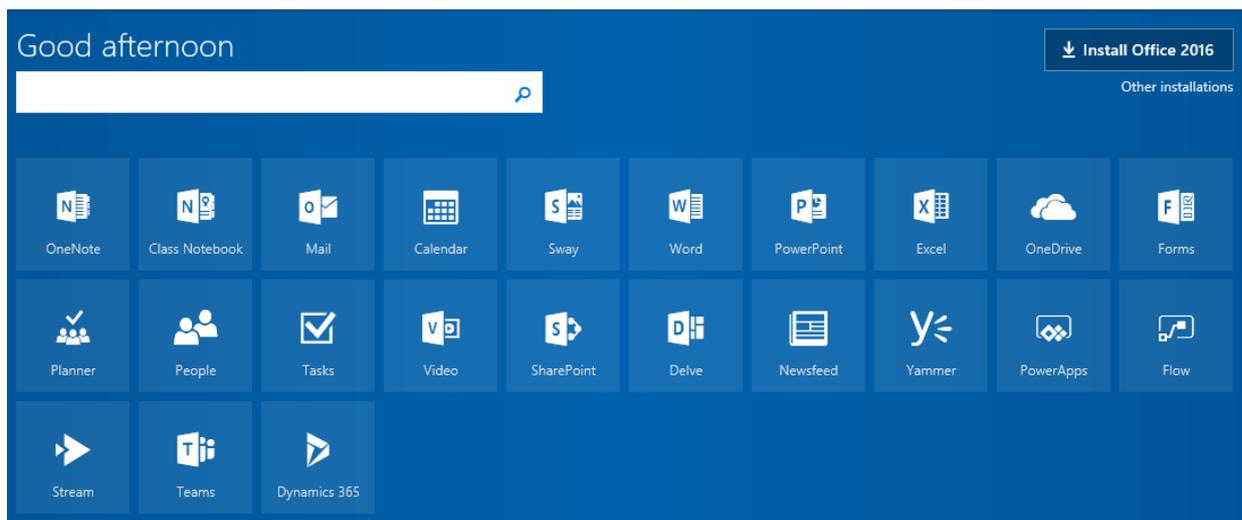


Fig. 3 – Step 6

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: ja@charlton.uk.com.

Need help installing?