

Logging on to the Office 365 portal:

- 1) Navigate to <https://login.microsoftonline.com/>
- 2) Enter your email address. Your email is your school 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 redirected to the school's login page. The email you entered will still be there, you just need to fill in the password field.
- 4) Your password is the same as the one you 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. Outlook, OneDrive).
- 6) If you wish to install Office 365 Apps (Word, Excel, PowerPoint etc.), click on the 'Install Office' button (top right of fig. 2) and then 'Office 365 apps' on the dropdown menu that appears. You'll then be prompted to download the installer.

Note: Each Office 365 student account has access to 5 installations of Office 365.

- 7) Once downloaded, run the file and follow the install wizard to install Office 365 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 6

Good morning Install Office ▾

+ Start new
 O Outlook
 ☁ OneDrive
 W Word
 X Excel
 P PowerPoint
 N OneNote
 S SharePoint
 T Teams
 N Class Notebook
 S Sway

F Forms
 ➔ All apps

Good morning Install Office ▾

+ Start new
 O Outlook
 ☁ OneDrive
 W Word
 X Excel
 P PowerPoint
 N OneNote
 S SharePoint

F Forms
 ➔ All apps

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

Other install options
Select a different language or install other apps available with your subscription.

Fig. 3 – Step 7

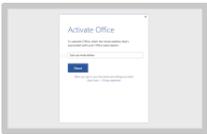
Just a few more steps...



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.