Installing Microsoft Office

Microsoft Office is available for free for all Hungerhill students and staff.

To download office on a Windows PC, please go to the <u>https://Office.com</u>. You will be presented with a login screen. That looks like this.



Please type your Hungerhill School email address and your Hungerhill password.

Your Hungerhill Email address is your school username followed by @hungerhillschool.com, for example <u>Smith.P23@hungerhillschool.com</u> and your password, is the same one you use to login to the computers in school.

You should now be presented with a screen that looks like this. Click on the "Install Office" link

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Select Office 365 apps and follow the download process.

OneNote SharePoint	Office 365 apps ↓ Includes Outlook, On Word, Excel, PowerPc Other install optio	Install Office \checkmark eDrive for Business, int, and more.			
	→ Select a different lany apps available with y	yuage or install other our subscription.			
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1 Click Run	2	Say "yes"	3 Stay online		
Click the Setup file at the b screen.	ottom of the Clie	k Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: @hungerhillschool.com.		
Close Need h	nelp installing?				

You can also install Microsoft Office applications on your Phone, iPad or Tablet. Go to the Apple app store or the Google Play store, depending on which device you have, and search for Microsoft Word, PowerPoint and Excel. The apps are free to install, and you are then just required to sign in using your Hungerhill School email address and password.

All users have 5 device licenses.

If you have any questions or issues, please contact the Hungerhill ICT Support Team icttech@hungerhillschool.com



