

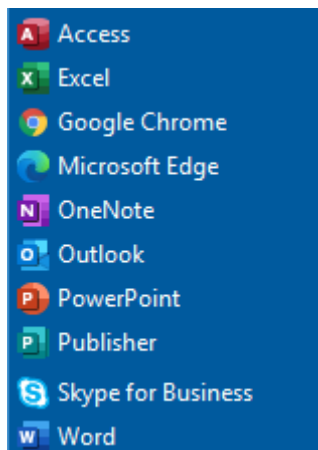
Staff and Student Guide to Installing
Microsoft Office from <http://portal.office.com>

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1 Guide Description

The following guide describes how you, as a member of staff or as a student of the college, can install the full suite of Microsoft Office applications and tools for free on up to 5 computers outside of the college. This may include a computer you use at home.

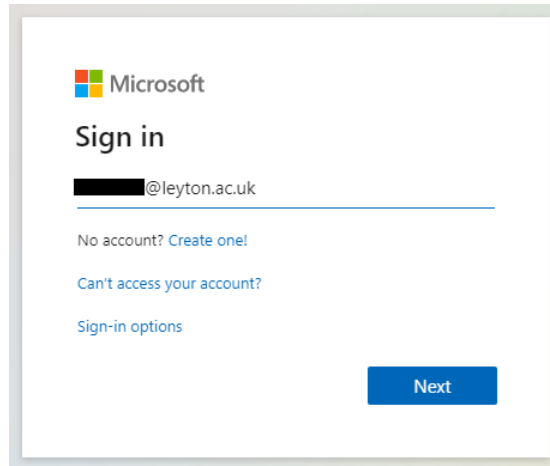


The text follows the steps involved in a successful installation on a computer with Internet access running Microsoft Windows.

You will need your college email address and college password to install Microsoft Office, and you will also need these details whenever you are later required to sign-in to use any of the applications.

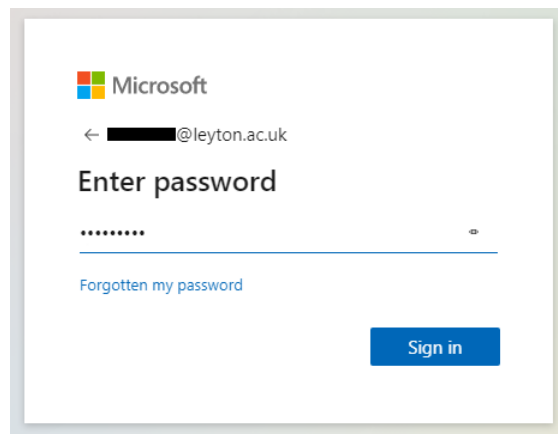
2 Installing MS Office

- 1> Open Internet Explorer and go to <http://portal.office.com/>
- 2> Enter your college email address, then click **Next**



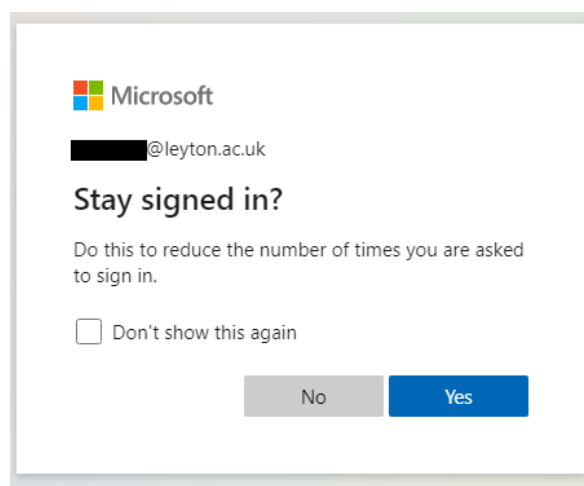
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains a redacted email address followed by "@leyton.ac.uk". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

- 3> Enter your college password, then click **Sign in**



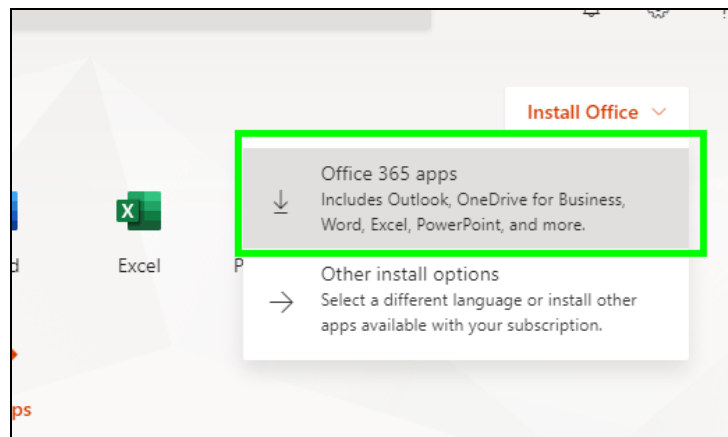
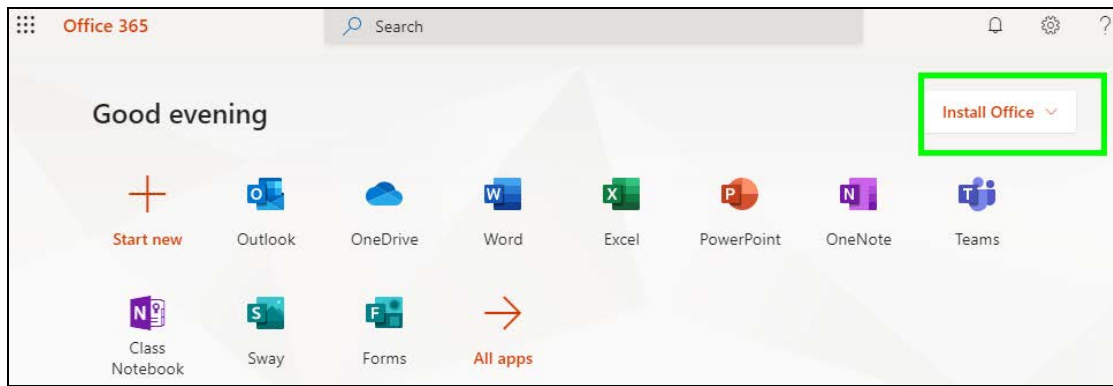
The screenshot shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, a back arrow and a redacted email address followed by "@leyton.ac.uk" are shown. The text "Enter password" is displayed. Below it is a password input field with a redacted password and a toggle icon on the right. Below the input field is a link: "Forgotten my password". At the bottom right, there is a blue button labeled "Sign in".

- 4> If the computer you are using is only used by you, and you want to stay sign in, then you can choose **Yes**

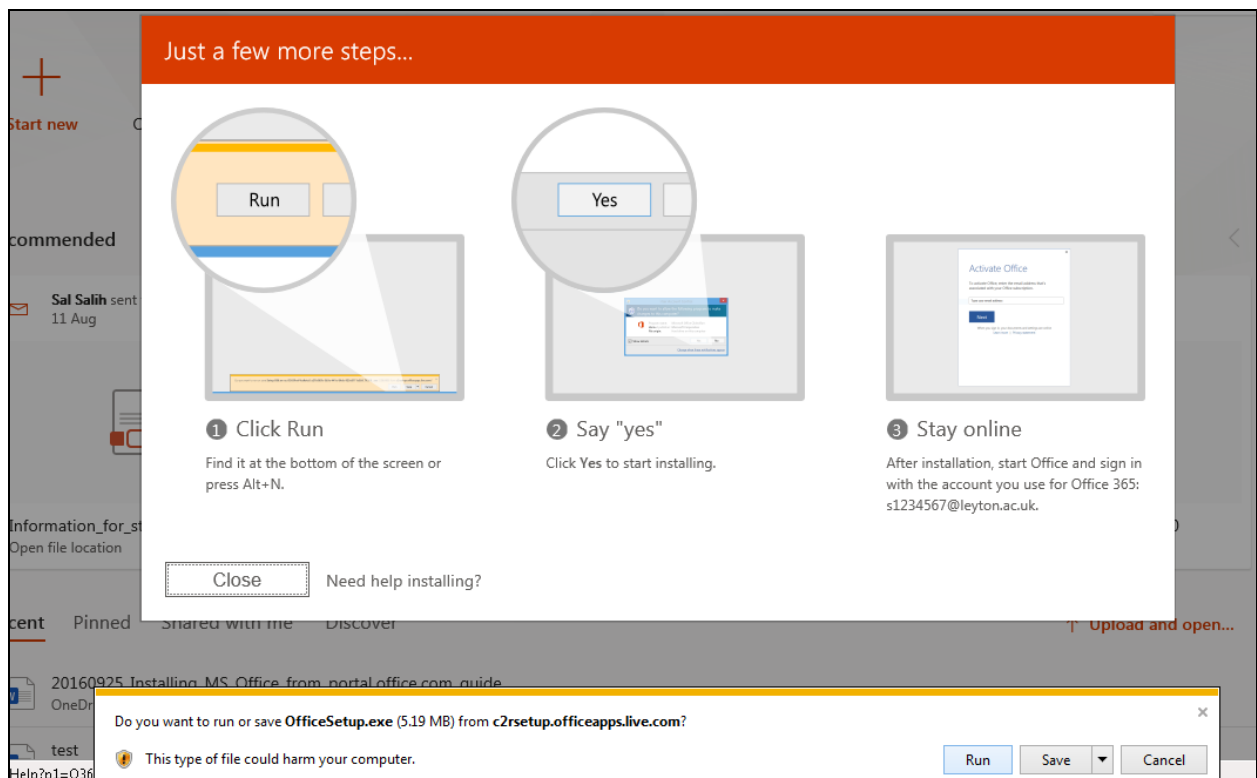


The screenshot shows the Microsoft "Stay signed in?" screen. At the top left is the Microsoft logo. Below it, a redacted email address followed by "@leyton.ac.uk" is shown. The text "Stay signed in?" is displayed. Below it is the text: "Do this to reduce the number of times you are asked to sign in." Below this text is a checkbox labeled "Don't show this again". At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button.

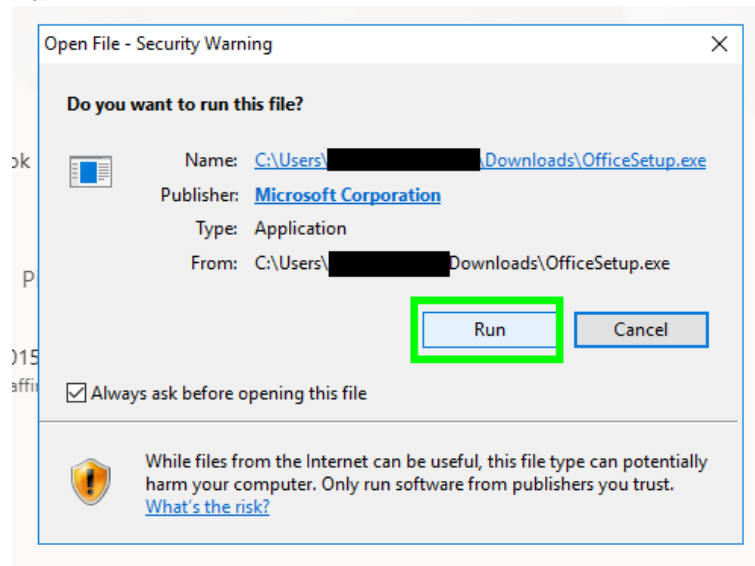
5> Click **Install Office** and choose **Office 365 Apps**



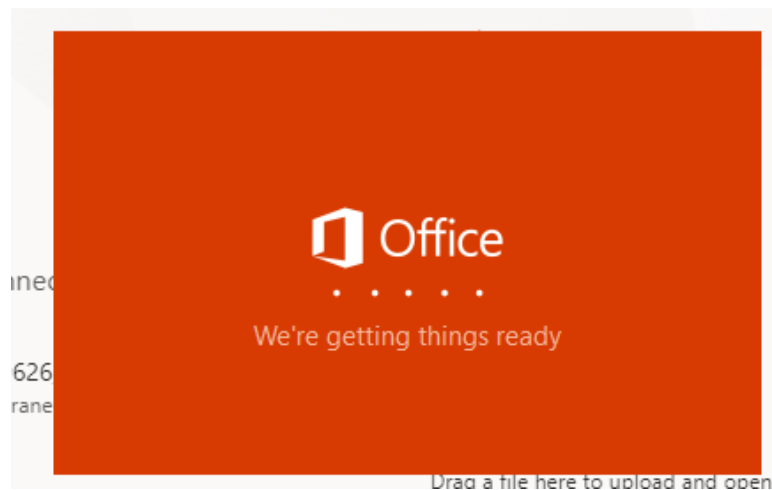
6> When you are prompted to download and run the Office Setup, click Run, or the option given to you in your browser, to run/open the file.



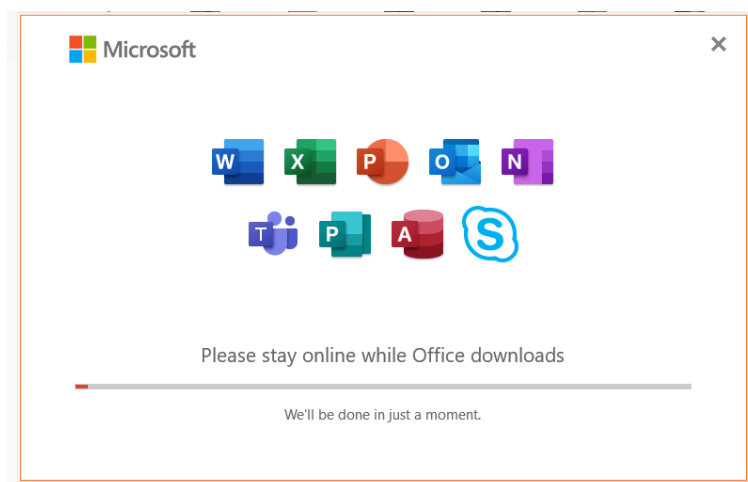
7> If prompted, click on **Run**



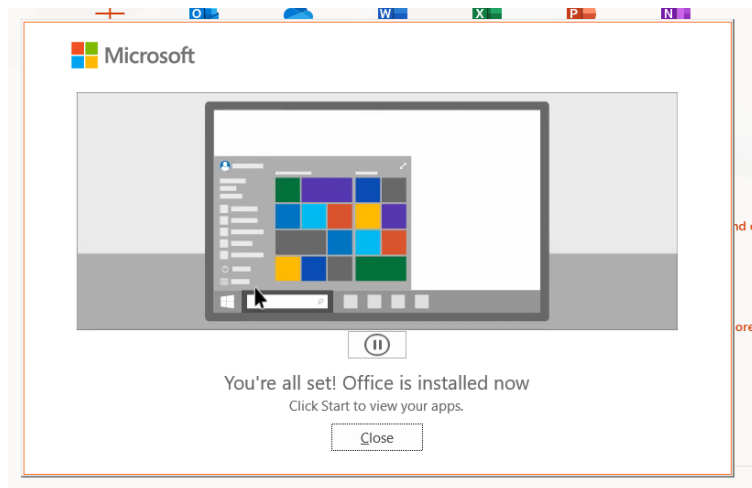
8> The installation of Microsoft Office will begin...Please wait



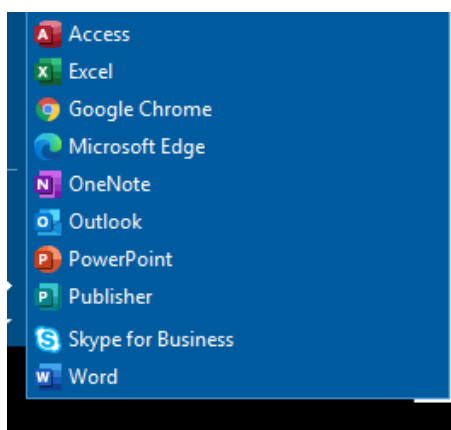
9> The installation will continue in the background...



10> When the installation completes, click **Close**



11> Open the Start menu to check that Microsoft Office has been fully installed.



12> You can now use any of the installed Office applications.

- If/when you are asked to login, you need to use your college email address and your college password.
- As stated by Microsoft, please note that "You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones".

If you experience issues with the installation, contact the IT Helpdesk in room O8, Orient House.