



## KING JAMES'S SCHOOL KNARESBOROUGH

### **How to get Microsoft Office for FREE!**

Did you know that as a perk of being a student at King James's School, you are entitled to install Microsoft Office at home for FREE?

What's more, you are allowed to install Office on up to 5 different devices. These could be your home PC, a laptop, an Apple Mac, an Android based device or even an Apple iOS device. Basically, anything where you can install a purchased version of Office, you can install a free one.

The version available is known as Office 365. This is basically the most up-to-date version of Office that Microsoft produce and is essentially the same as the current retail version of Office which, at the time of writing, is Microsoft Office 2019.

Through your KJS email account, you will always be able to download the very latest version of Office available. What's more, due to the way it installs, it keeps itself up-to-date automatically.

Office 365 currently installs the following programs:

- Word
- Excel
- Powerpoint
- Publisher
- Access
- OneDrive for Business

#### **So how do I get it?**

Installing Office on a Windows based PC or laptop is very easy.

- 1) Using your web browser of choice i.e. Google Chrome/Edge/Internet Explorer, log onto your school email account by going to <https://mail.office365.com>
- 2) From your Inbox, click on your initials at the top right of the screen. A menu will appear, choose **'My Account'**



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My account

Phil Hemstock  
philliphemstock@king-james.n-y.  
Available ▾  
My account  
Open another mailbox  
Sign out

- 3) You will be taken to your accounts 'Portal' page. From here, you should be able to see a section on the page for downloading Office apps:

My account

My account

Personal info

Subscriptions

Security & privacy

↓ Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

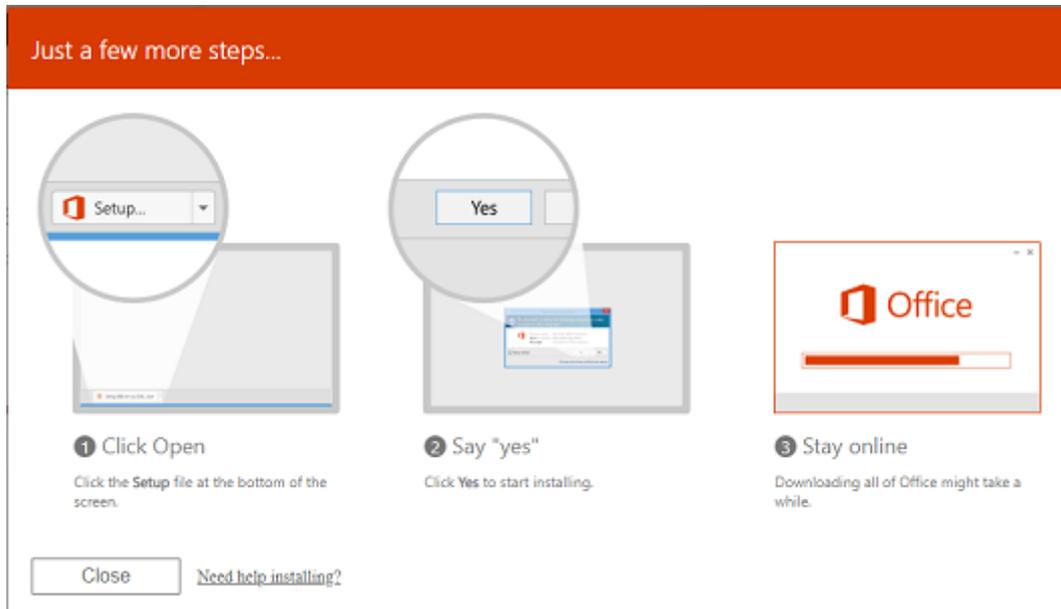
View apps & devices

- 4) To get started, click on the **Install Office** link. A popup window will appear like the one shown below, you will also need to save & run the setup file when it prompts.



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- 5) Once you run the installer program, the rest will happen automatically in the background. Office will download and install all the necessary files and programs, all you need to do is make sure your connection to the internet remains active during this time.

## What do I do if I have an Apple Mac?

The procedure for install on Apple OSX is pretty much identical to that outlined above. Access your email through the web browser (Safari most likely), go to **My Account** and click the **Install Office** link. The download/setup will begin:





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## And if I want to install it on Android or iOS?

Simply go into the App store of your device, find the app you want to install e.g. Microsoft Word, and download and install it.

The magic to all of the above methods happens when you first run one of the applications. **It will ask you to log in.** Simply enter your school email address and password and this will activate Office using the free license associated with your KJS account!

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## Important Note

When using the desktop installs of Office 365, if you go to File → Open or File → Save, you have the additional link available to directly access your school OneDrive. This is very useful for working on files both at school and then later at home.

