
Microsoft Office 365 @ Home



IT Operations

Titus Salt School

March 2020

All members of Titus Salt School are entitled to 5 copies of Microsoft Office 365 for use at home.

The 5 copies of Office can be installed on a PC, an Apple Mac, and iPad, an iPhone, an Android or tablet.

Installation Instructions

Windows PC or Apple Mac

- Navigate to <https://portal.office.com>
- Login with your full school email address and normal school password
- When the page loads simply click on **Install Office** and follow the instructions

iPhone

- Launch the App Store on your iPhone
- Search for Microsoft Office (the newest version is a single app which Word, Excel etc).
- Download and install
- Sign in with school email address and school password

Android Device

- Launch the Play Store on your Android device
- Search for Microsoft Office (the newest version is a single app which Word, Excel etc).
- Download and install
- Sign in with school email address and school password

iPad

- Launch the App Store on your iPad
- Search for the Microsoft Office application you require (e.g. Word, Excel etc)
- Download and install
- Sign in with school email address and school password
- Repeat for each application