

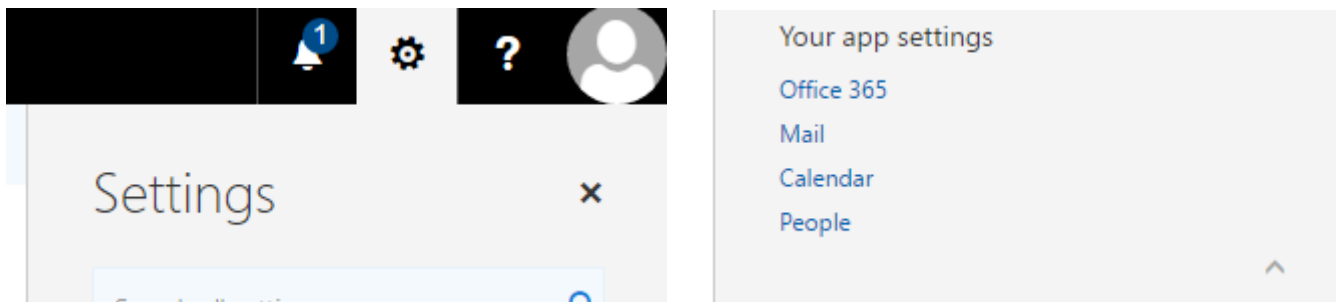
## Microsoft Office for Students

Whilst you're a student at Sherburn High School, you're entitled to a copy of the latest Office to use at home or on your device. You may install Office 2010 however the support for this will soon expire.

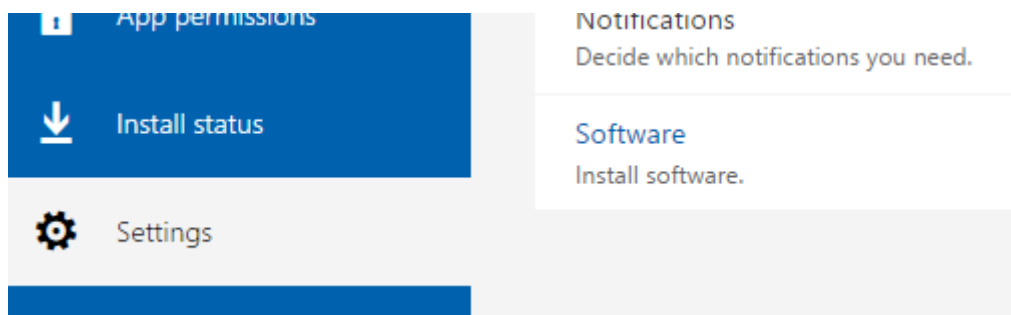
In this package, you will get all the well-known Office Software such as Access, Excel, Powerpoint, Publisher and Word. This version of office can be installed on Windows 7/8/8.1 and on Mac too.

### Downloading and Accessing your Office install

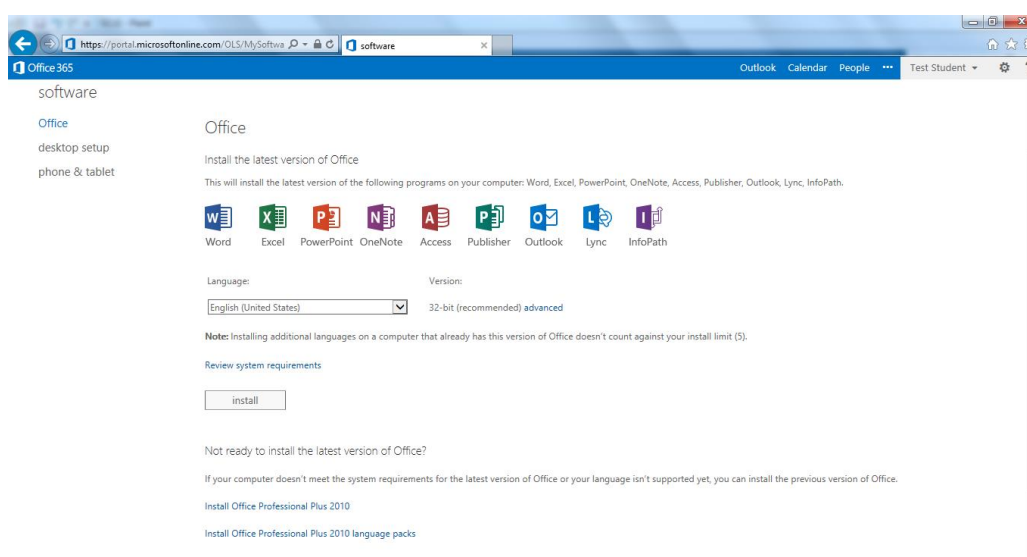
To access the Office Software, you need to log in to your school email via <https://mail.office365.com>. Once logged in, click on the **Settings Cog** and click **Office 365 settings**.



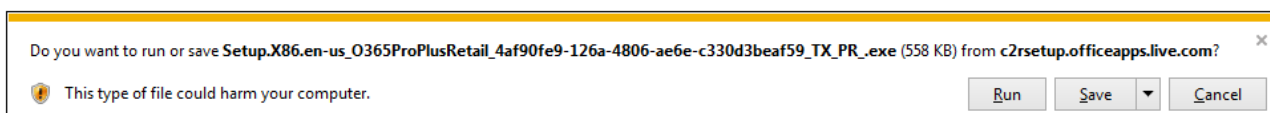
From the left hand side, make sure Settings is highlighted, click on **Software**. Software will only be shown if your account has been setup for office.



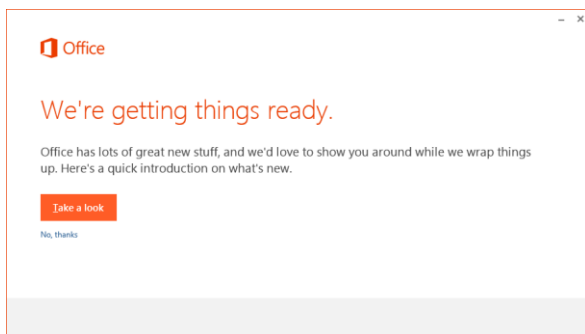
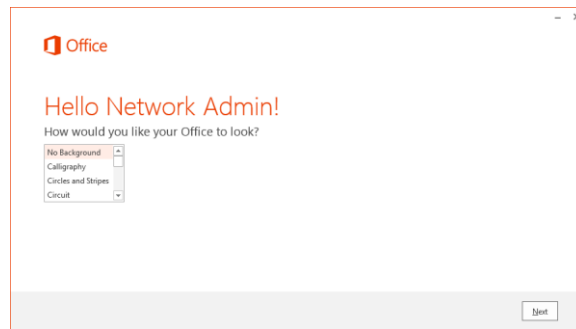
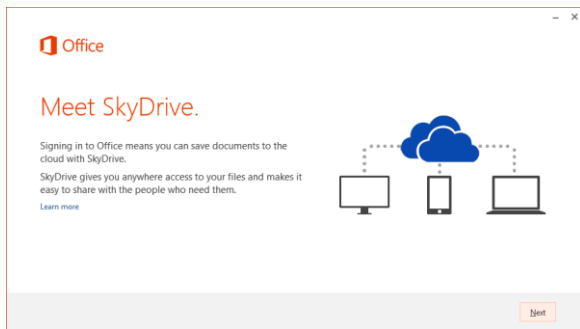
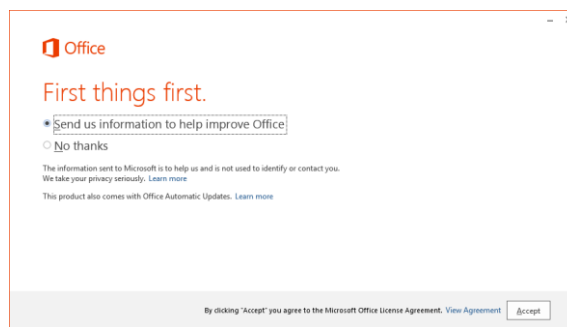
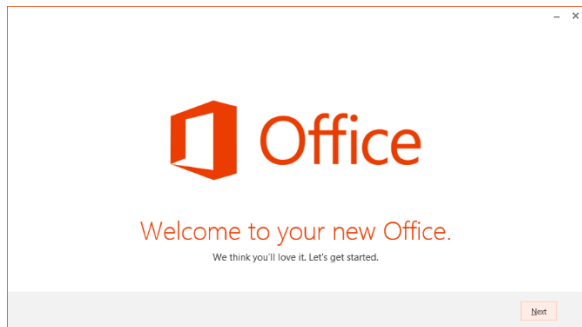
You will now see the option to install the latest version of Office. Go ahead and click **Install** to start the installation process.



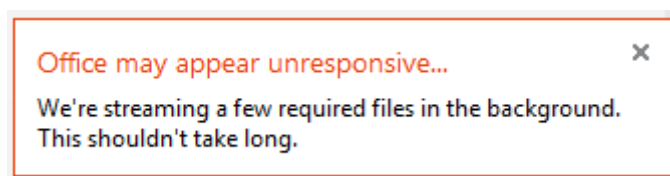
When you get a box asking you to either run or save the installer, click **Run** to start the install.



Once you have clicked **Run** and waited for the program to install. You will be presented with this image. You will be required to click **Next** to install.

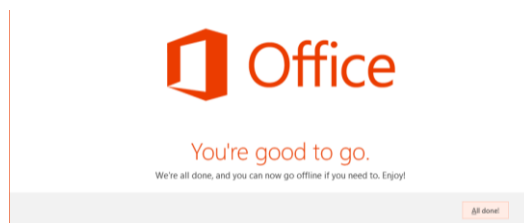


At this point – **You can use Office now**, you are able to use parts of office but you will see this message in whatever program you use



Please be aware that Office will be still in the process of downloading and installing features to your machine.

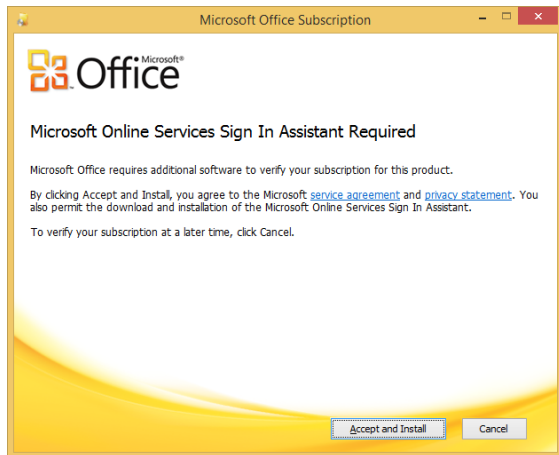
If you decide to wait until Office has completed the full install, you will see the following image:



### Installing Office 2010 as an alternative

You can install Office 2010 if you prefer. To install this, click on **Install Office Professional Plus 2010** and wait for the huge download of 651mb.

After the download, you can run the installer. After the installation you will be presented with the Microsoft Online Services Sign In Assistant. You need to Accept and Install this to use Office 2010.



At the Sign In screen, you need to enter your school email address and password – this email address ends in @students.sherburnhigh.co.uk



You are now able to use Office 2010 on your device.

### Managing your licenses of Office

When you install Office on to your devices, you will see a list starting to appear of where you have installed Office. If you no longer own any of the machines on the list you can deactivate the license from your account, just click on deactivate against the machine name you want to remove. Once you have deactivated a device, the install of Office

will eventually be in a Reduced Functionality Mode (RFM). See when you leave Sherburn High School for more information about RFM.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
ITLAPTOP-01	Microsoft Windows 7 Professional	18/12/2013	<a href="#">deactivate</a>
WIN8-TEST	Microsoft Windows 8.1 Pro	18/12/2013	<a href="#">deactivate</a>

### Finding your computer name

This is how to find your computer name in Windows 7:

1. Click **Start** and then click **Control Panel**
2. Click **System and Security**
3. Click **System**
4. Under **Computer name, domain and workgroup settings** you can find your computer name.

### When you leave Sherburn High School

When you leave Sherburn High School you will need to remove office from your devices as your Office365 account will be deactivated you are not entitled to run this software on your devices. Office will be in a "Reduced Functionality Mode", because this version of Office is a subscription service, it checks every month to ensure you have a valid subscription – this been your school email address. If Office cannot verify your subscription, then it enters a Reduced Functionality Mode.

Reduced Functionality Mode the program functions similarly to viewers which you can download off the internet. When a program runs in this mode, features are unavailable therefore you cannot access those functionalities. For example, you cannot create new documents, cannot edit existing documents, etc.