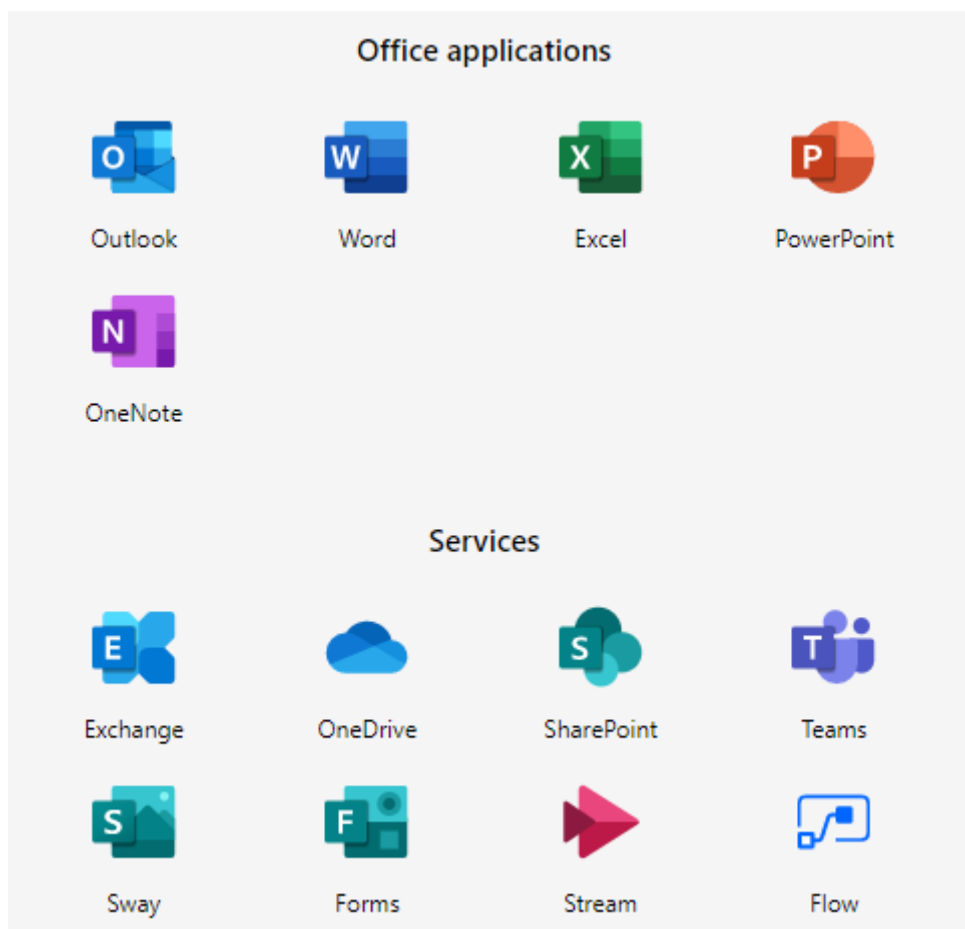# What is Office 365?

St Laurence School is participating in the Microsoft Education Program. Through the program, current students and staff can install the latest version of Microsoft Office on multiple PCs, Macs, and tablets **for no cost**.

Office applications installed through the program remain activated as long as you are at St Laurence. When you leave, the subscription will expire. You must connect any device installed with Office 365 to the Internet at least once every 30 days for an automatic license check.

How do I Install Office 365?

Office can be installed on a number of platforms (**Windows, Mac, iPad\iPhone & Android**), see below for the install guides.
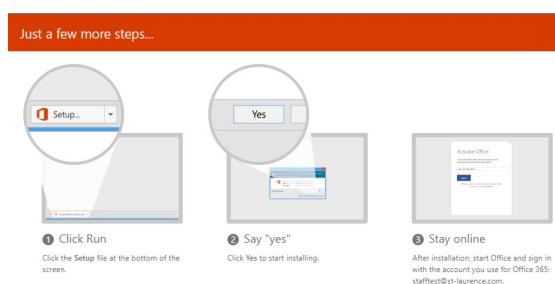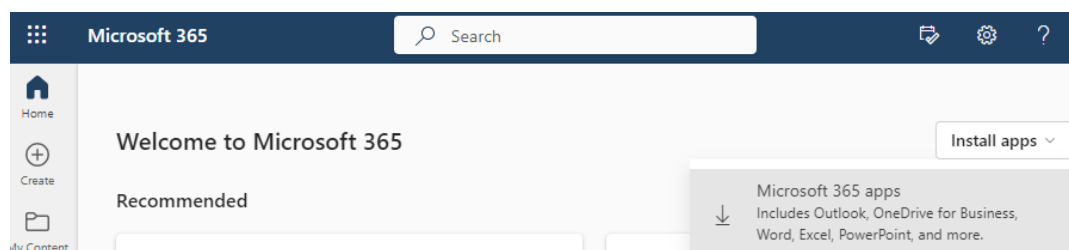
Windows Computer Install

System requirements:

- Windows 10/11

1. Login into your school email (remember to use your *full* email address as your username e.g. 12danmegh@st-laurence.com).

2. Select the 'St Laurence' text in the top left-hand corner

3. Select 'Install Apps' and follow the 3 step instructions that pop up to install the Apps.
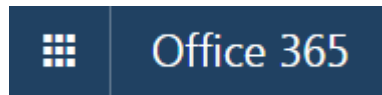

4. The installation will begin and when completed shortcuts to the Office Apps will be available in your start menu.

Mac Computer Install

System requirements:

- A Mac computer with an Intel processor
- Mac OS X version 10.6 or later

- 1 GB of RAM or more
- 2.5 GB of available hard disk space
- HFS+ hard disk format (also known as Mac OS Extended or HFS Plus)

1. Login into your school email (remember to use your *full* email address as your username e.g. 12danmegh@st-laurence.com).

2. Select 'Office 365' in the top left-hand corner

3. Select 'Install Apps' and follow the instructions that pop up

4. Enter your school username and password (remember your username is your *full* school email address).

5. If you are prompted to choose 'Microsoft account' or 'Organizational account', choose Organizational Account.

iPad & iPhone Install

Software:

- Word Mobile
- Excel Mobile
- PowerPoint Mobile
- OneNote and Lync Mobile (available as separate downloads)

System requirements:

- iPhone 4th generation or higher
- iPod Touch 4th generation or higher
- All iPhone and iPod devices must be running iOS 6.1 minimum
- iPad 2nd generation and above running iOS 7.0 minimum.

Install:

1. Go to the *App Store* (you'll need to use your iTunes account).
2. Enter the name of the app you'd like to install (Word, Excel or PowerPoint).

Microsoft Word for iPad
Microsoft Corporation
★★★☆☆ (51)

FREE

3. Select the 'Free' button and then 'Install.' A circle will appear that will show the progress of the install. The install make take several minutes. When the install is done, the button will change to 'Open'.

4. Once installed open the Apps and scroll through the introductory screens.
6. Sign in to activate the install using your school username and password (remember your username is your *full* school email address).
5. If prompted to select the 'Microsoft Account' or 'Organizational Account' select 'Organizational Account'.

Android Install

Software:

− Word Mobile
− Excel Mobile
− PowerPoint Mobile

System requirements:

− Android phones running OS 4.0 or greater (it is not compatible with some Android devices that are not phones)
− Android touch enabled smartphones only

Install:

1. Open the *Play Store* and sign in with your Google account if prompted.
2. Search for the Office applications required
   E.g.

Microsoft Word: Write and edit docs on the go
Microsoft Corporation   Productivity   ★ ★ ★ ★ ½ 3,968,574
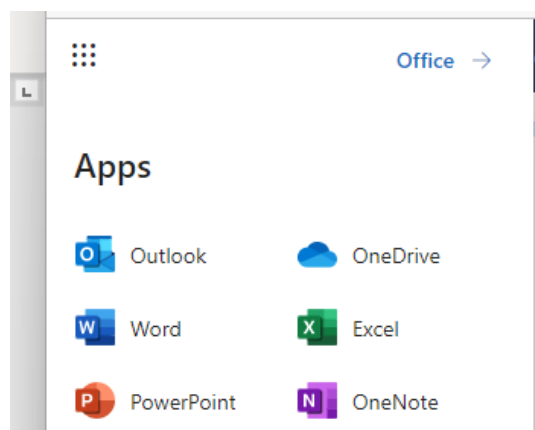PEGI 3

3. Select 'Install' and then 'Accept and Download' when prompted. The app will now install.
4. Once the app is installed scroll through the introduction screens and select 'Getting Started'
5. Sign in using your school username and password (remember your username is your *full* school email address).
6. If prompted, select 'Organizational Account'.

Chromebook NOT Supported

Microsoft will no longer support its native Android Office apps on Chromebooks. Instead, Microsoft will be advising those users to use its web-based Office.com and Outlook.com apps.

1. Sign into your school email
2. Choose the Office App from the 9-dot menu on the left

What happens when I leave St Laurence School?

The Microsoft Student Advantage Program, through which Office 365 ProPlus is being offered, is for current students and staff of St Laurence School. Once your school account is deleted, you are no longer eligible and Office 365 will go into *reduced functionality mode*. You will no longer be able to create or edit documents until you change plans. It is highly likely that if you are moving to a new school, college or University they will be on the same scheme and your subscription can move across.