

****Please make sure that you have logged out of all Outlook.com and OneDrive accounts before continuing****

The download is in excess of 600MB. Please be aware of this if you are using a broadband contract which has a data usage limitation. The installation time can take between 10 minutes and several hours depending upon the speed of your broadband and the speed of your device.

To install Microsoft Office 365 for use on your personal device, please follow these instructions:

1. Open your web browser and login to [Home Access Plus](#).
2. On the first screen of Home Access Plus, select [Office 365](#)
3. You will be redirected to a new page – type in your school username and password
4. You will be offered the relevant version of Microsoft Office for the device you are using (this is normally towards the top right of the screen). Click Install Office 2016 to start the download.
5. Run the installer when it has completed downloading.

You will be required to authenticate your user information within Office periodically so that your eligibility can be verified. The time frame of this is decided upon by Microsoft and not the school.

You are entitled to use this software on up to five of **your own** personal devices for the period that you study at St Mary's Catholic High School – please see <https://products.office.com/en-GB/student/office-in-education> for terms and conditions (at the bottom of the page).

Support for this product cannot be obtained through the school, and should instead be sought through communication with the Microsoft Office support team or your own support provider.

If you have to change your school network password (in school) then this will be reflected within the Office Online product within a few hours.