# Essential Guides – Downloading and Installing Office 365

## Introduction

As a student of GTS you have access to Microsoft Office 365 free while you are with us. This saves you around £7 a month compared to subscribing to the service.

During the upcoming months you will be asked to open, produce, save and upload work using Office software so it's important that you are able to use Office products on your home device.

## About Office 365

Office 365 contains the latest versions of Word, PowerPoint, Excel and Publisher as well as other programs.

You can install Office on:

- Windows laptops / PCs
- Mac computers
- Mobile / tablet devices

Additionally, you can run it from the browser without installing anything. However, this may mean additional steps to complete tasks.

## How to log into Office 365 – First steps

1. Open your web browser and go to the GTS website.

   Click on the resources link.
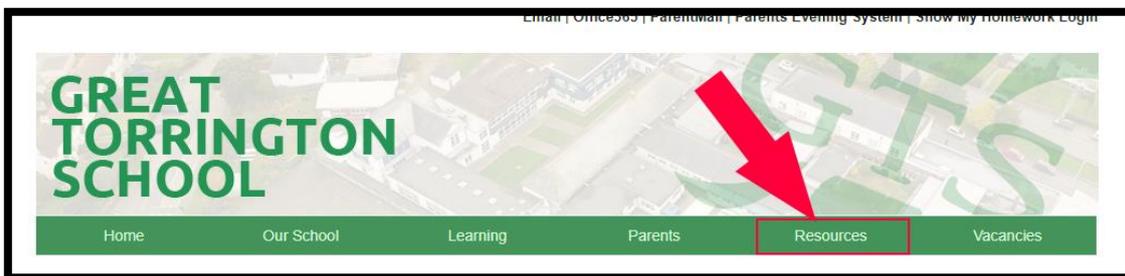


2. Then click on the Office 365 link on the resources page.

   This will open a new tab and bring you to the Microsoft Office 365 sign in page.

3. Click on sign in.
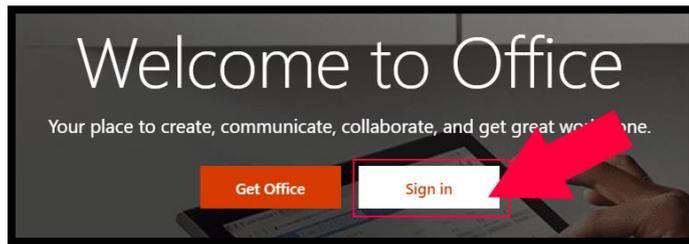


4. Next, enter your school email address. This is your school username (surname + first initial) followed by @gts.devon.sch.uk. For example: surnamef@gts.devon.sch.uk.
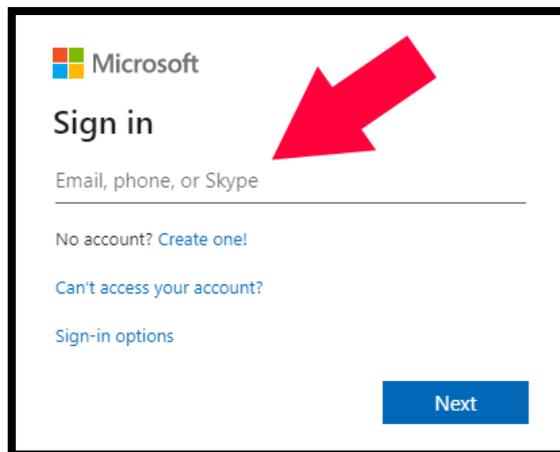


5. Next, enter **your school account password**. This is the password you use to log onto the computers at school.
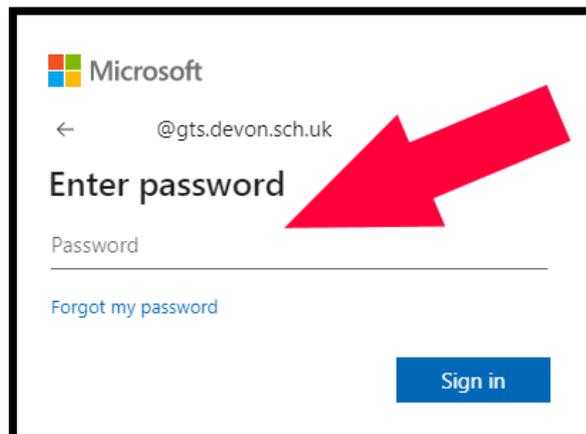
6. You will then see the Office 365 home screen. From this point you have two options, depending on what you want to do. You can either install the Office 365 suit on to your home computer / laptop or use the web versions of the applications.
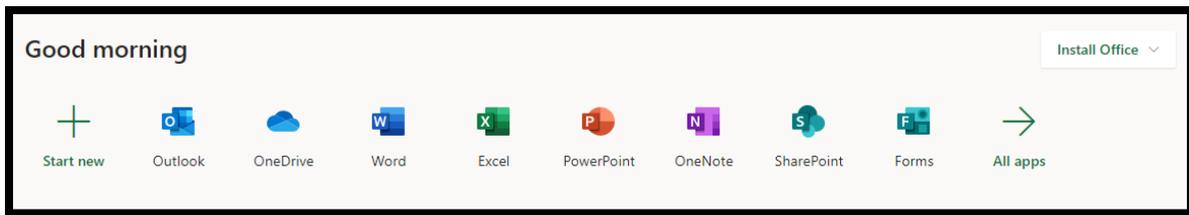


**Below are guides to these options.**

## How to install Office 365 (Windows / Mac)

1. On the home screen click on "Install Office".
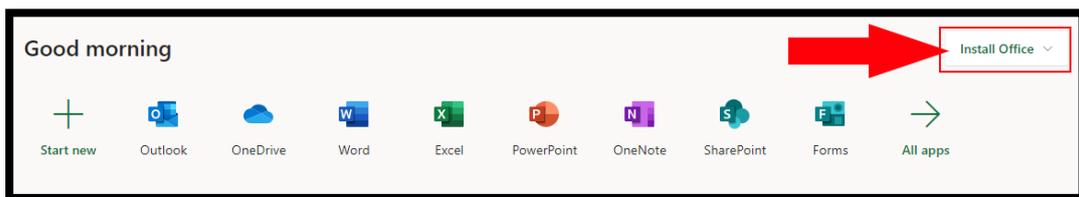


2. Click again to confirm that you wish to install the Office suite.

3. Follow the on-screen instructions, which will result in a file being downloaded.

4. Once the download is complete, click on the downloaded installer to start the installation.
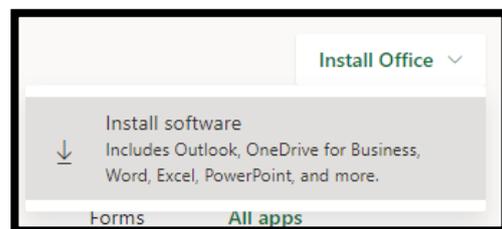
# How to use the online version (browser version) of Office 365

1. Select the application you need / want to use. (In this example we will pick PowerPoint.)
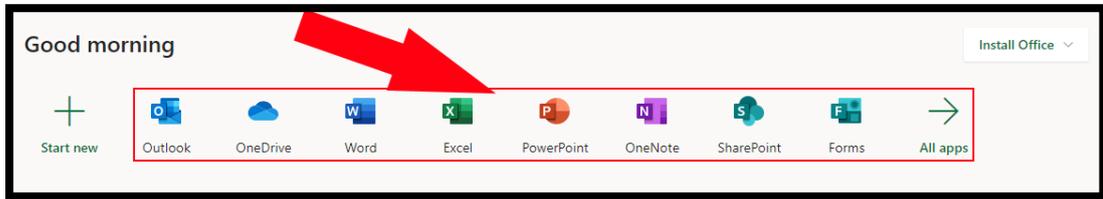


2. On the next page, click on the new document button. This is the first option. This will load the application and you will be able to open / produce / save documents, as well as formatting them.
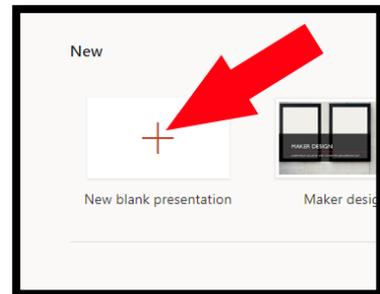


3. You will notice that the online versions of Office applications look and function much like the offline ones.
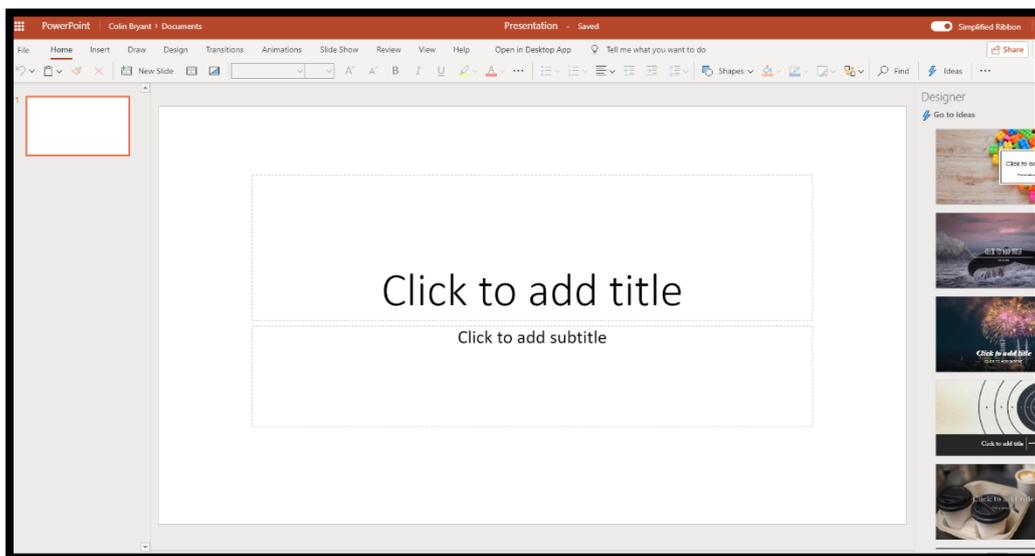


4. **IMPORTANT** – The main difference you should be aware of is how it saves. It automatically saves your documents online on your OneDrive (an online storage space that comes with your school 365 account).

# (Online Version) Downloading and saving work on your device.

It will be very important for you to download your work if you are using the online version of Office. This is so that you can then put it onto Show My Homework.

To download your work, click on "File" as you would at school. Instead of clicking on "Save", click on "Download As".

This will allow you to save a copy of your work on your device, so you can then upload it onto Show My Homework.
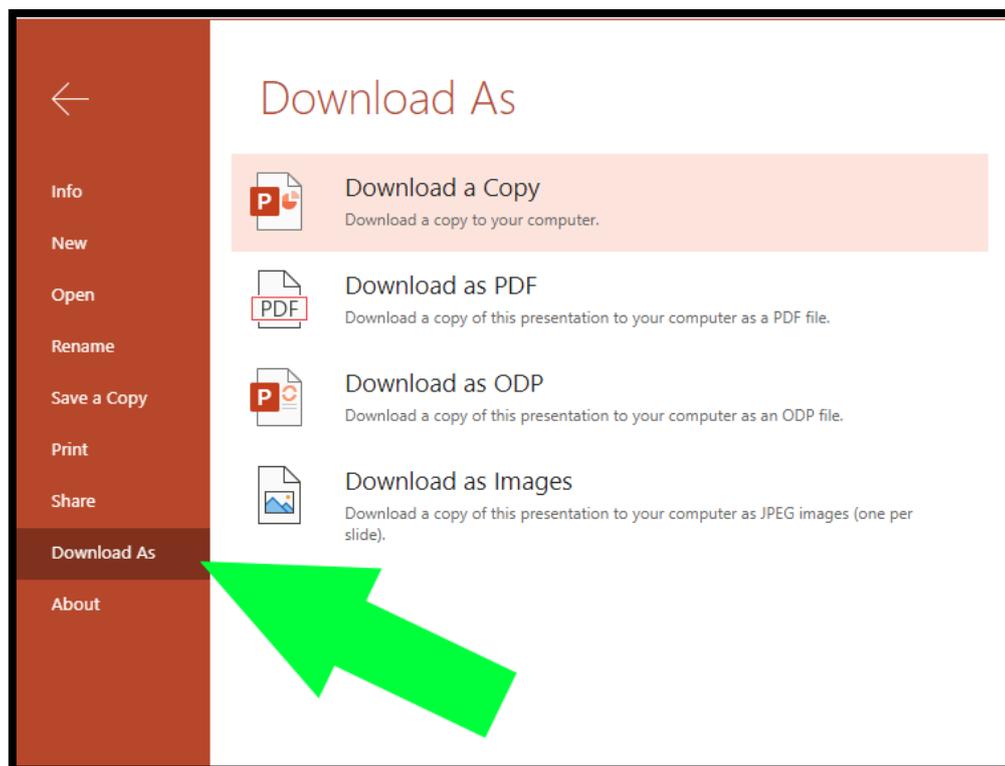
# (Online Version) Opening Files.

If your teacher requires you to open documents, and you only have access to the online version of Office, you will need to do the following:

1. Download the documents from Show My Homework and move them to somewhere you know where they are (ideally in a new folder called "School Work" on your device).

2. Go to your Office 365 Screen (if you are in one of the online Office apps you can get to this by clicking the 9 dot square at the top left page > then click on blue text "Office 365" at the top of the tab).
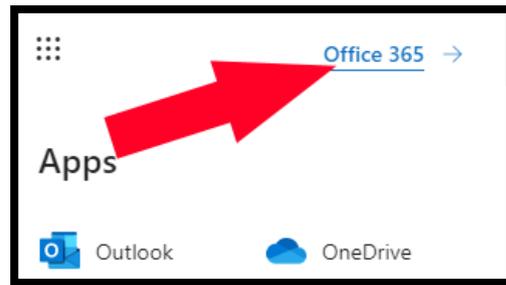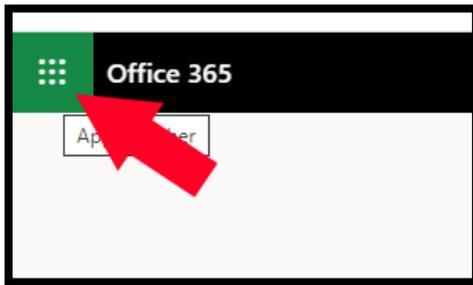


3. Next click on "Upload and open…"
   This is found about half-way down the home screen.
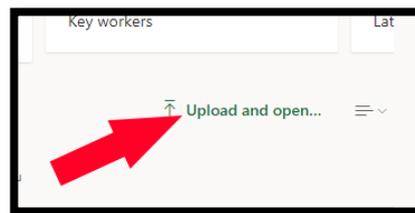


4. A pop-up will appear, allowing you to select the document you wish to upload and use.
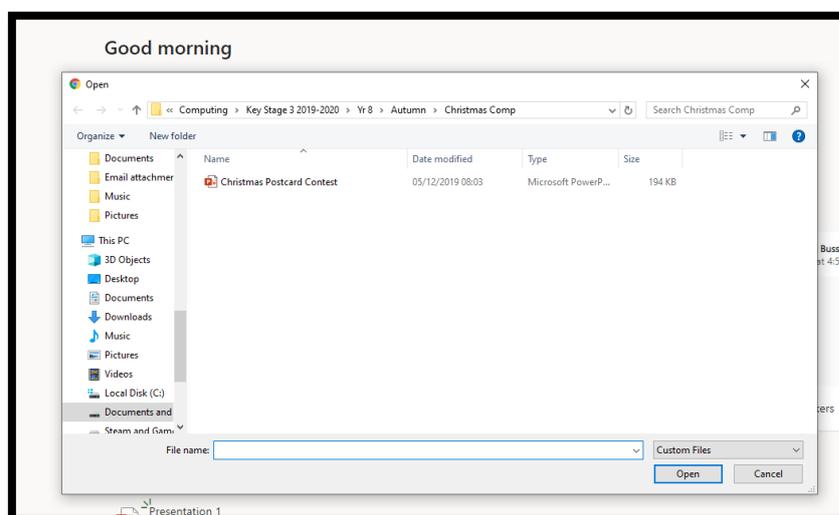


5. Once it is uploaded to your online account, you will be able to open / edit it as you would any other document.

# How to install Office 365 onto tablets / mobile devices.

There are two methods:

**Method One:**

1. Log onto the Office 365 site on your device by following the steps above.

2. Click on install Office.

3. Then click on Apps & devices. Select the device you wish to install Office onto (in this case we will use Android).
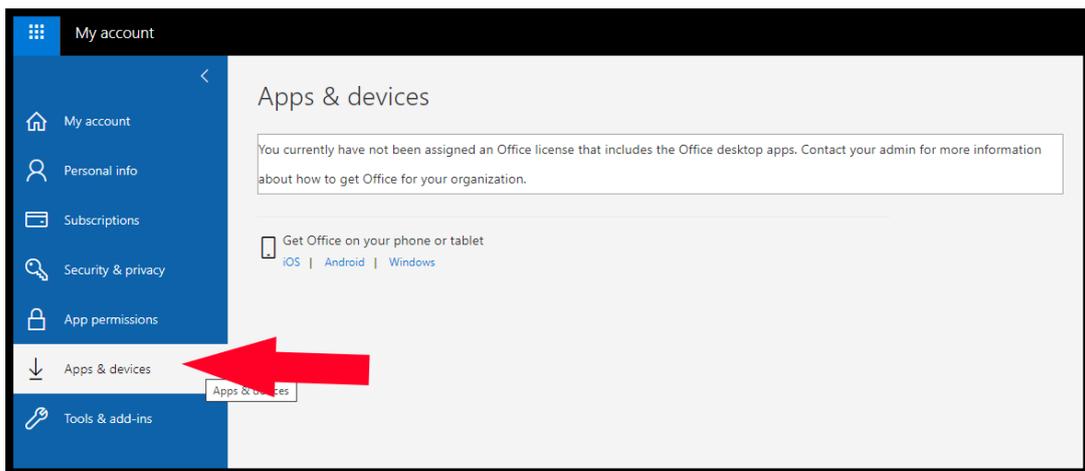


4. It will ask you to confirm that you want to get the app. Click "Get the app".
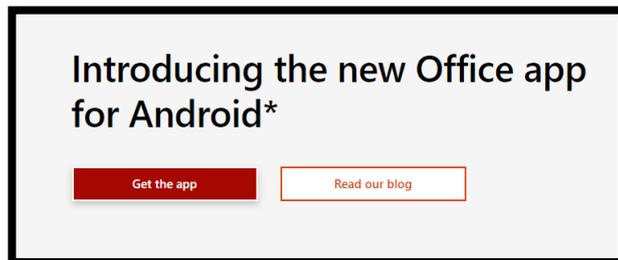


5. This will take you to the Play store where you can install the application.
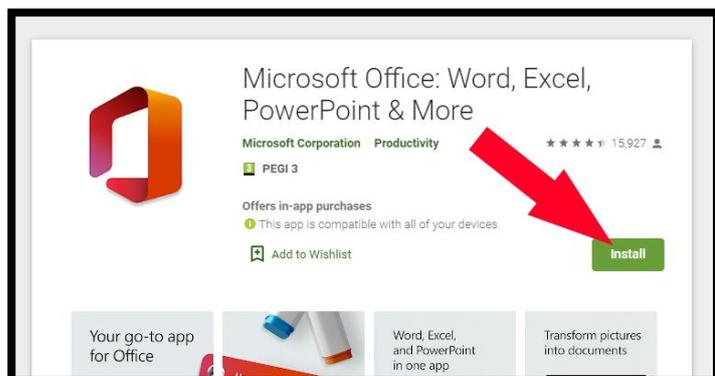
6. From this point, follow the on-screen instructions (or look at the next method if stuck).

1. On your device, go to the app store (in this case the Play store as we are using Android in this example).



Google Play Stor
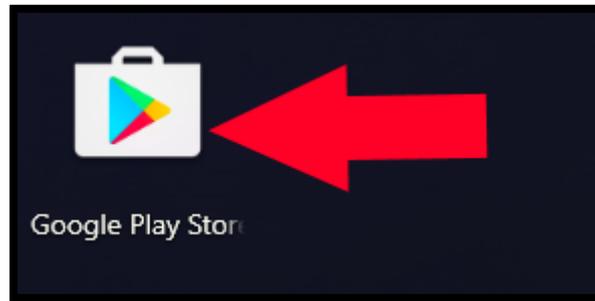
2. Click on search and type in "office". Click on "office 365" as it will be the first option that appears on the search list.



← office

🕘 office 365

🔍 office

🔍 office 365 app
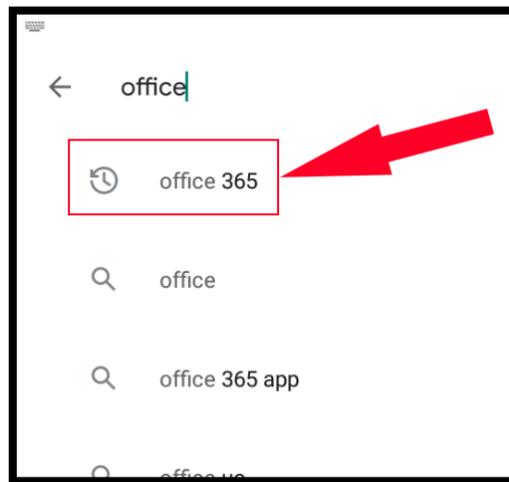
3. IMPORTANT! Make sure you install the Office app created by Microsoft Corporation, as shown below. Click on the "Microsoft Office: Word, Excel, PowerPoint & More" app.



office 365

Microsoft Office: Word, Excel, PowerPoint & More
Microsoft Corporation
4.4 ★

Email App for Hotmail, Outlook Office 365
Ad · TezaStudio
Email for hotmail outlook mail
4.8 ★
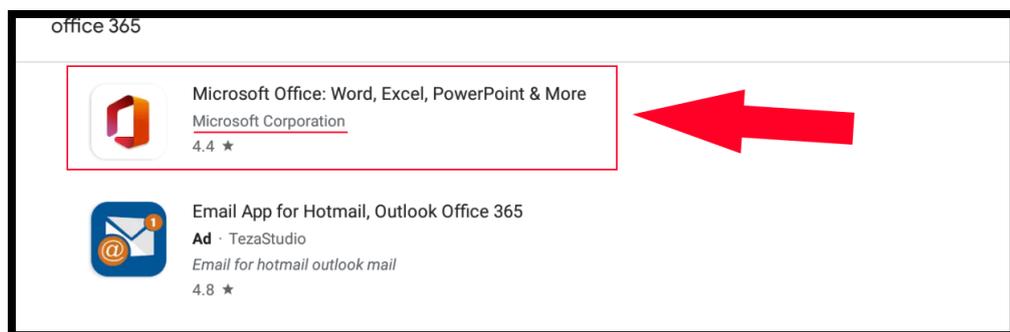
4. Click the install button.
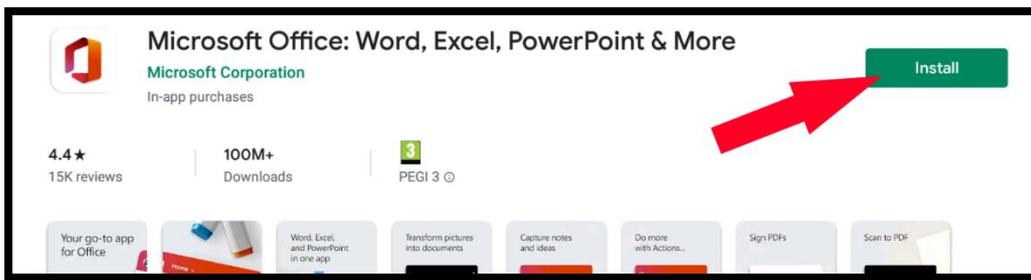


5. Once it has downloaded, click open. It will then ask for permission to read / write to your documents. Accept this, or unfortunately the application will not be able to work.

6. Click on "Get Started".

7. A few optional setup pop-ups will appear. You can choose to agree or disagree as these are optional settings that will not prevent the app working. The app will then ask to connect to your account.
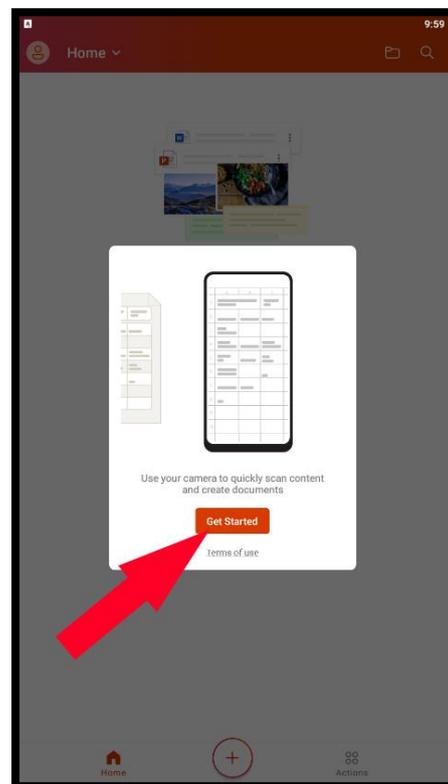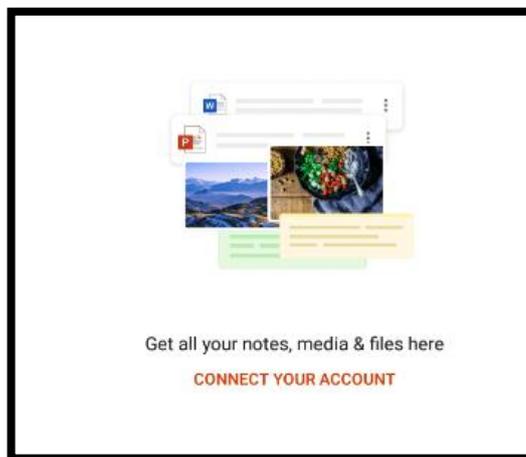




8. Click on "Connect Your Account".

9. It will then ask you to log into your Office 365 account. Enter your school email address. This is your school username (surname + first initial) followed with @gts.devon.sch.uk . For example: surnamef@gts.devon.sch.uk.

10. Next, enter **your school account password**. This is the password you use to log onto the computers at school.
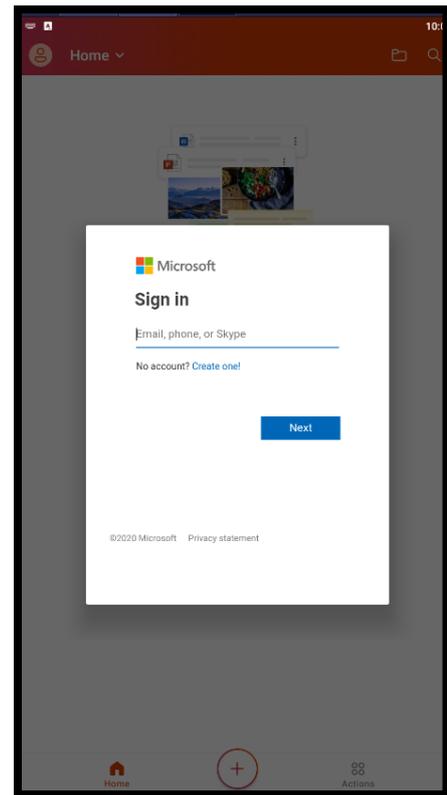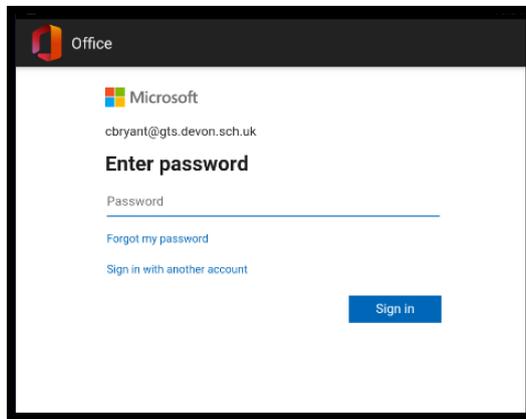
11. This will take you to the app home screen.
    From this point you can download work from Show My Homework and open it / edit / save it using this app.

12. You will likely find that you have a new folder called "Microsoft Apps" in your app library which will contain Word, Excel and PowerPoint. This will enable you create new documents.

# Problem Shooting

1. If one of the above methods does not work, use a different one. No matter the device you will have two methods open to you.

   If you have a device, you will be able to do your Microsoft Office-based school work.

   You can even do it on your game console.

   ## SO NO EXCUSES!