

Introduction

Oldfield School is pleased to offer all students access to Office 365 at no cost through the school's software licencing agreement with Microsoft. All students are entitled to install a copy of the latest Microsoft Office 365 Pro Plus package. This automatically updatable software ensures our students always have the latest version of Word, Excel, PowerPoint, Publisher and more for as long as you're a student at Oldfield School.

What is Microsoft Office 365?

Office 365 consists of Microsoft applications: Word, Excel, PowerPoint, Outlook, OneDrive etc. These apps can be used within a web browser, downloaded as free apps onto mobile devices or even installed onto a laptop, PC or Mac of your choice at home. The service also includes 1Tb of online storage space per user in OneDrive, to store revision materials and school work, which is then accessible from anywhere, on any device.

How many machines/devices can I run this software on?

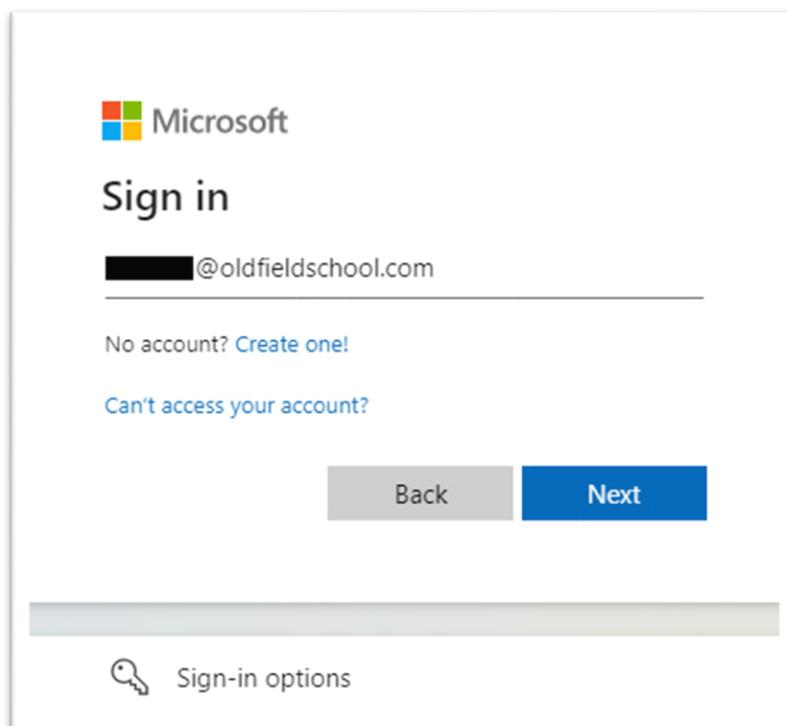
Each license allows you to run Office on up to five machines either Mac or PC. You can also run Office Mobile for Android, Office Mobile for iPhone or Office apps for iPad on up to 5 mobile devices

How to access Office 365

Whether you intend to use Office 365 online (within a web browser), or install the software on your own PC, you will need to sign into Office 365. To do that, simply go to the following login page:

<https://office.com>

When signing in, use your Oldfield School email address and password in this format <username>@oldfieldschool.com



Microsoft

Sign in

██████████@oldfieldschool.com

No account? [Create one!](#)

[Can't access your account?](#)

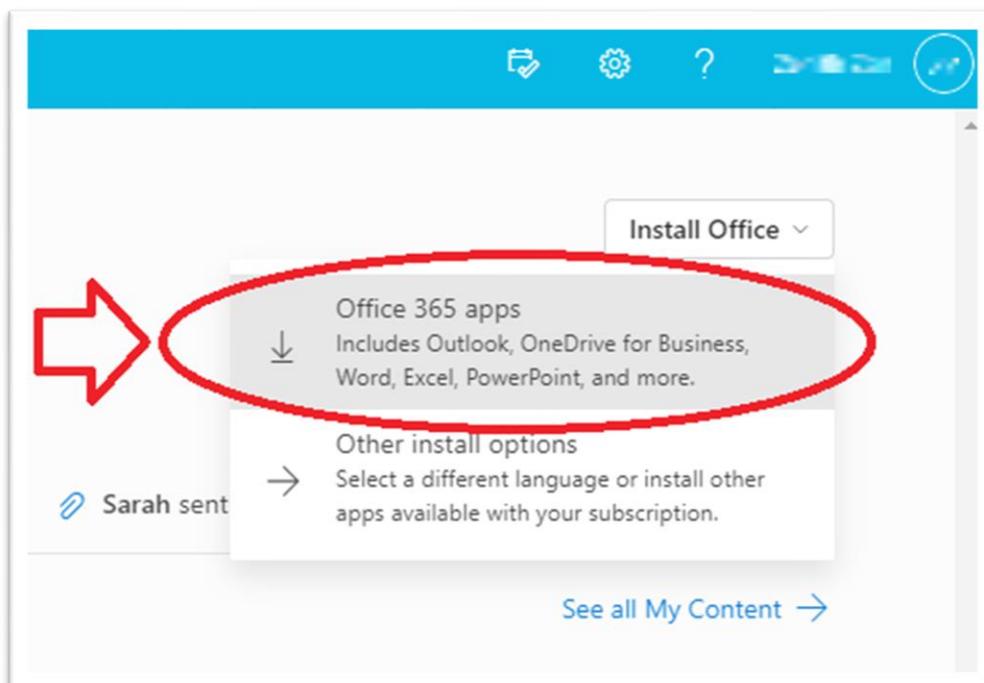
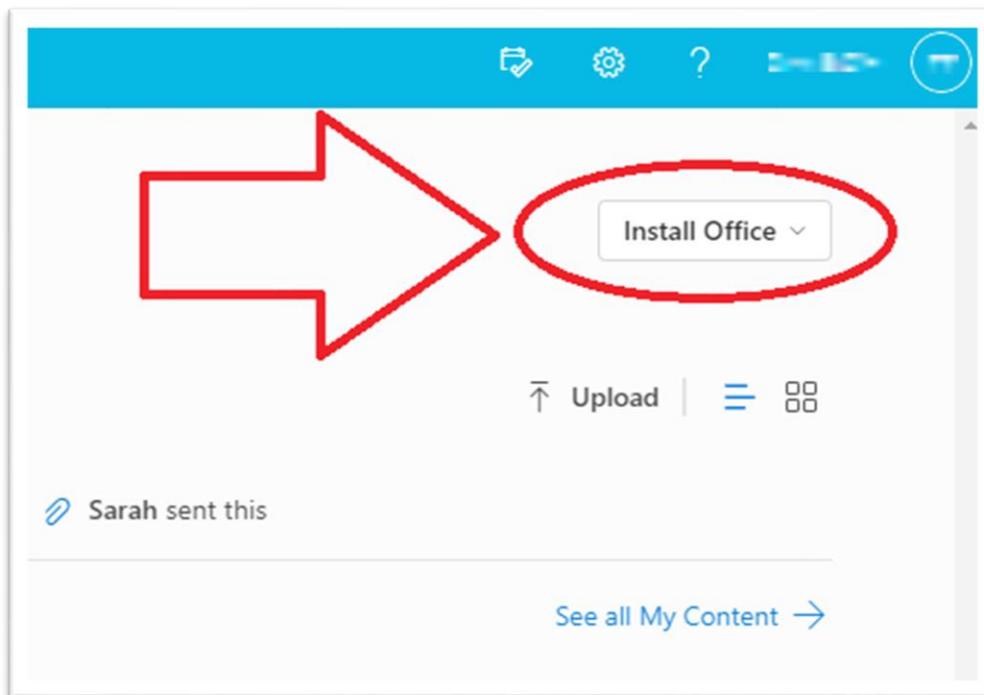
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 Sign-in options

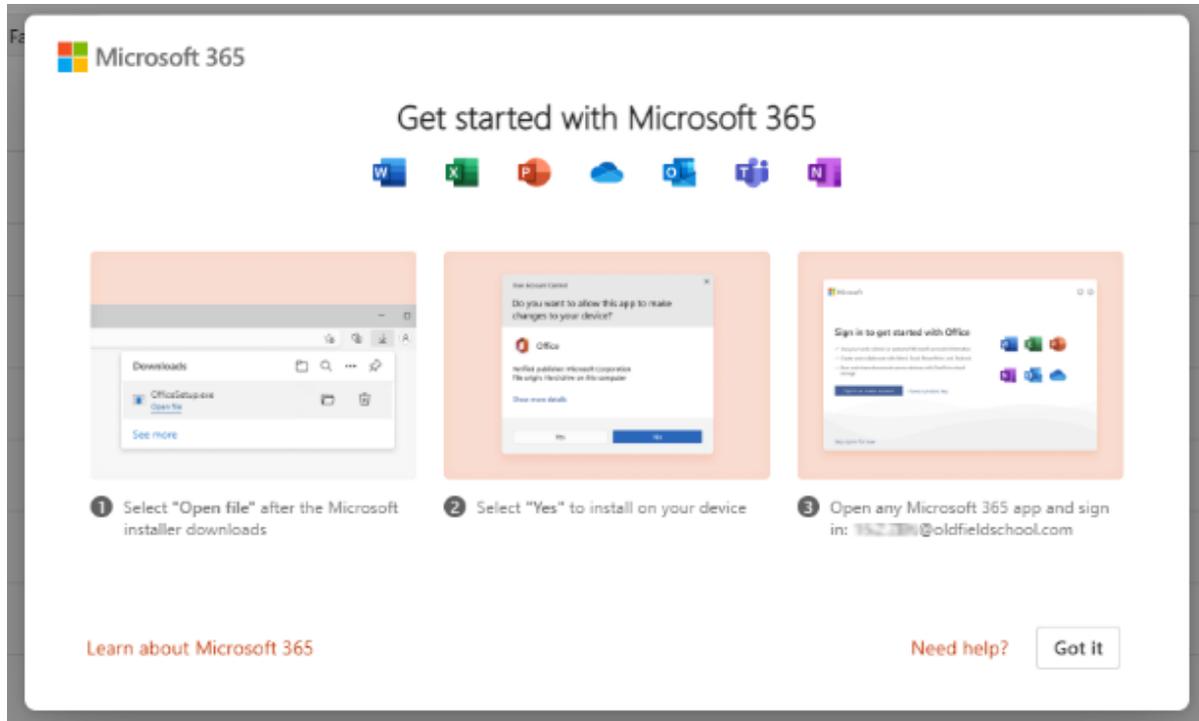
Once you have logged in, you will see the Office 365 home screen. From here you can either select an Office 365 app from the left-hand sidebar and use it straight away within a web browser or you can install the full, desktop versions of Office 365 onto your own personal devices at home.

Installing Office 365

To install Office 365 on your device, click on the down arrow at the top right-hand corner of the button labelled 'Install Office' and select 'Office 365 apps' from the dropdown menu to download:



If you are on an Apple Mac, it will download the Office for Mac installer, if you are on a Windows PC, it will download the Windows Office installer. Once the installer has finished downloading click on it to begin the installation. Simply follow the instructions on the installer, once it completes Office will be installed on your device.



Using Office 365 on Mobile Devices

The Office 365 apps are available to download from Google Play or the Apple App Store for Android and IOS devices respectively. For Android users, if you cannot see the apps in Google Play it is likely that your device is not compatible with Office 365.

Once you have installed the apps, you will need to swipe through the introduction and log into the app using your Oldfield School email address and password. As with the online version, all documents are saved to OneDrive.

Conditions of use

This licence is only valid during your time at Oldfield School. Once you leave, the licence will become deactivated, and Office 365 will continue to function in a read-only fashion; editing will not be permitted. You will then have to obtain an Office Home licence, or the software will need to be uninstalled.

If you have any queries, then please do not hesitate to contact the Oldfield School ICT Support team.