



Office 365



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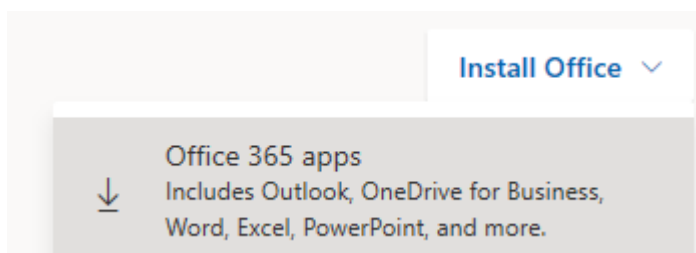
Upgrading Microsoft Office for Microsoft O365

You can install full copy of all Microsoft office products from your O365 login online. If you don't already own a copy or wish to upgrade an older version, you need to remove any previous installation of a Microsoft product from your computer. Please make sure you have any media to re-install any office products removed as once you leave the Marches Trust your subscription will end and the product will no longer work.

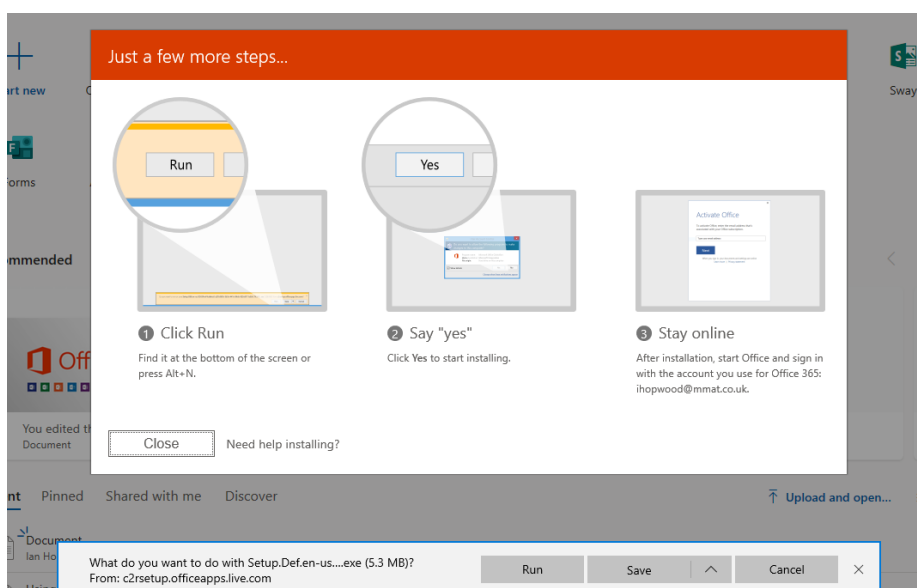
Installing O365 from online

To start the installation process, open a web browser of your choice and navigate to portal.office.com sign in with your school credentials using the full domain.

On the main holding page towards the top right corner you will see a text box saying install office click on this to bring up the following options.

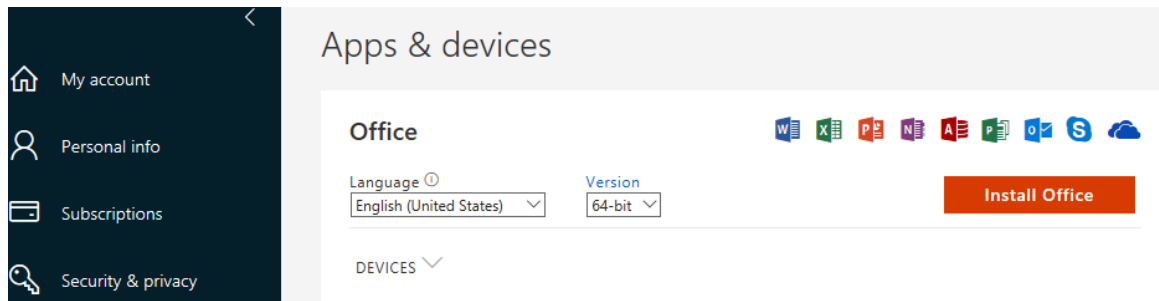


Click on Office 365 apps and you will be presented with following screen as you can see it prompts you with the information to install.



If you don't see option Install office click on your initials in the very far right corner and select my account.

The webpage will then redirect you to the My Account page from here click on apps & devices, then click install office and follow the onscreen prompts.



Once you've completed this installation you possibly might be asked to authenticate yourself and sign in, the credentials to use for this will be your @mmat.co.uk account.

You can do this on 5 machines including iOS, Android, Mac OSX by either downloading the apps from the app store or following the prompts from the MS portal.