

Office 365



To install office on your PC firstly go to portal.office.com

Type in your username / the username of your child in email format for example

E10-1234@meadowhead.sheffield.sch.uk

In the password box, type whatever the password that is used in school.

Click install Office at the top right.

Save the file that pops up.

Run it once it is downloaded.

An installer will open that will download and install office.

Once this is done click start and choose Word

Click accept

And choose a blank word document

Then click file then account and sign in with your school username and password again to register it.