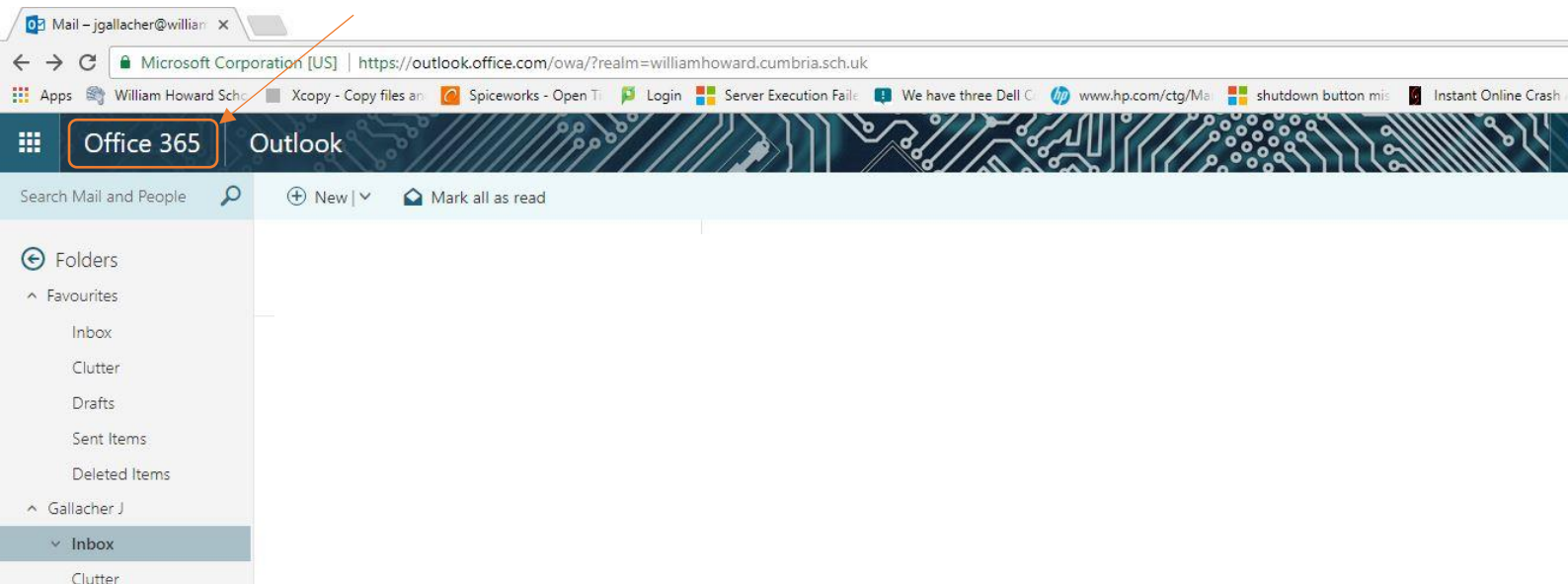
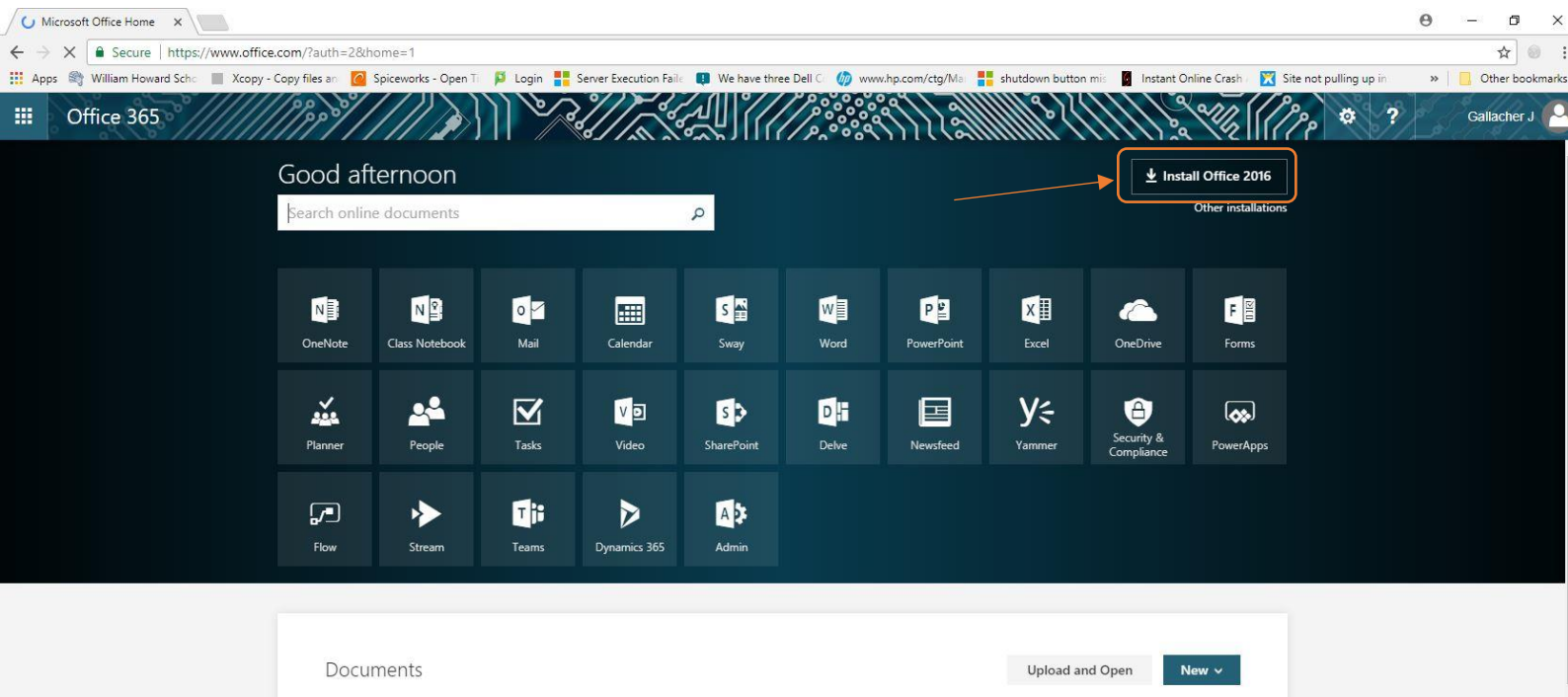


Installing Office 365 – Windows & Mac

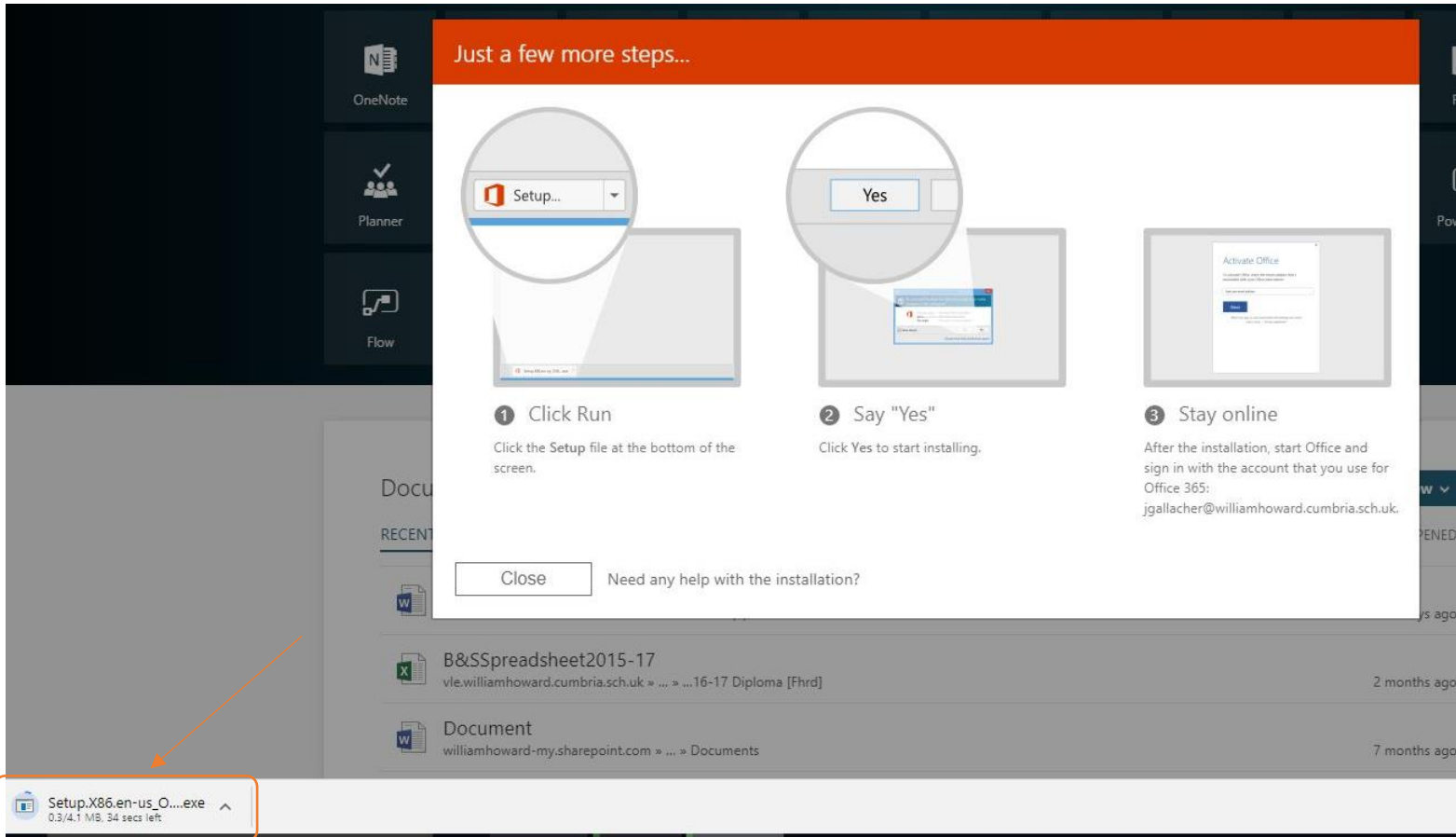
Step 1 – Log into your emails at www.outlook.office.com/owa/?realm=williamhoward.cumbria.sch.uk with your school username and password and select Office 365 at the top left of the page.



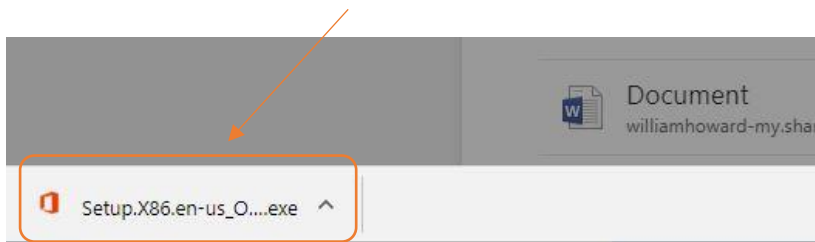
Step 2 – Select Install Office 2016 at the top right hand corner.



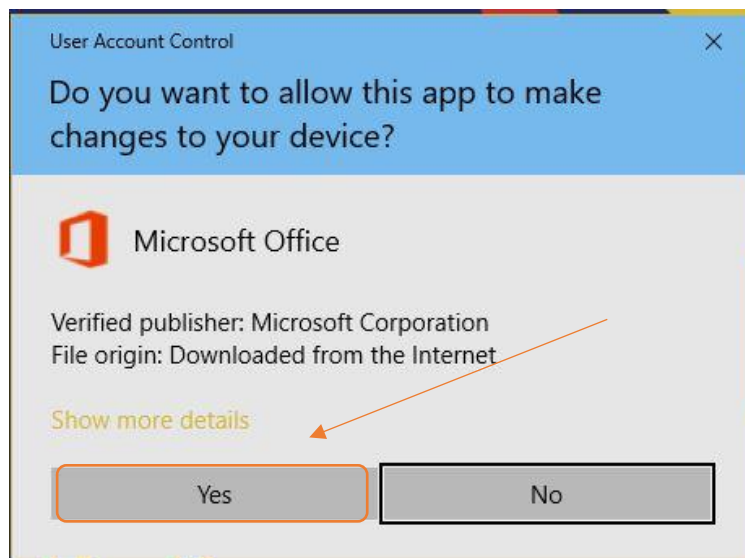
Step 3 – Your download will automatically start to download



Step 4 – Once downloaded please double click on the setup file



Step 5 – If the following box appears on the screen please select Yes



Step 6 – You will then see the following on the desktop, please just wait while office install's



If there are any issues, please contact IT Support and we can help with any problems.

