- 1. Login to your Office 365 account https://www.office.com/
- 2. On the top right you will see "Install Office apps" click on this to reveal a drop down menu.

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Uffice 365						Q @ ?
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	CneDrive 🖉 Word	Excel	PowerPoint	OneNote	Office 2016 Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote and more.	
	Class Notebook SS Sway Explore all your apps →	Fig Forms			Other installation options install a different language, the 64-bit version or other apps available with your subscription.	
	Documents				$\overline{\uparrow}$ Upload and Open New \vee	

3. Follow the instruction that pop up.

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4. Once the software is installed open any of the Office applications to start. If you are asked to enter an email address and password, use your student email address (in the form firstinitialsurname@student.friern.barnet.sch.uk) and your FBS network password. For example if your computer login username is jbloggs your email will be *jbloggs@student.friern.barnet.sch.uk*