

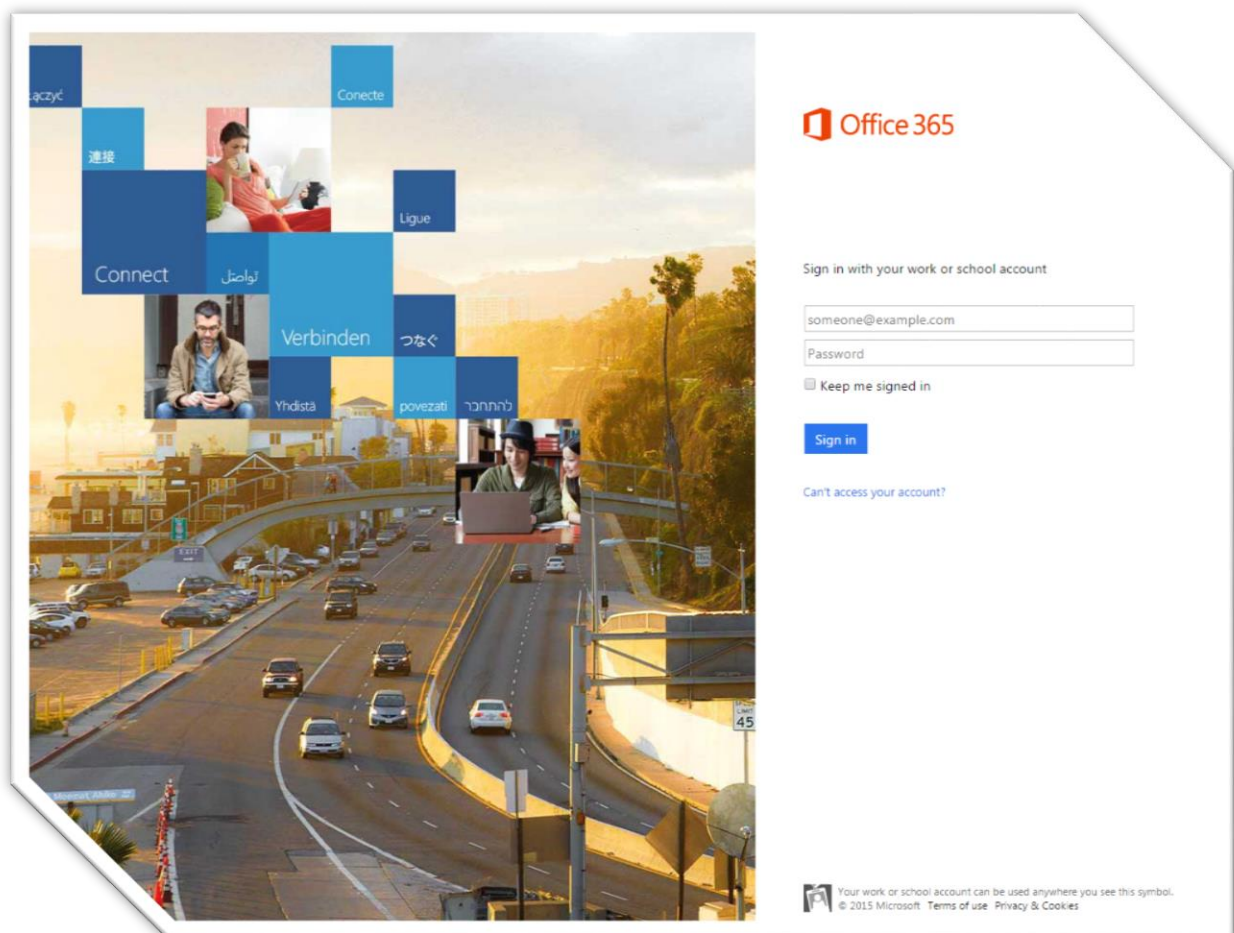


Microsoft Office Install Guide for Students

1. Enter the address below into your computer browser

<https://portal.office.com/ols/mysoftware.aspx>

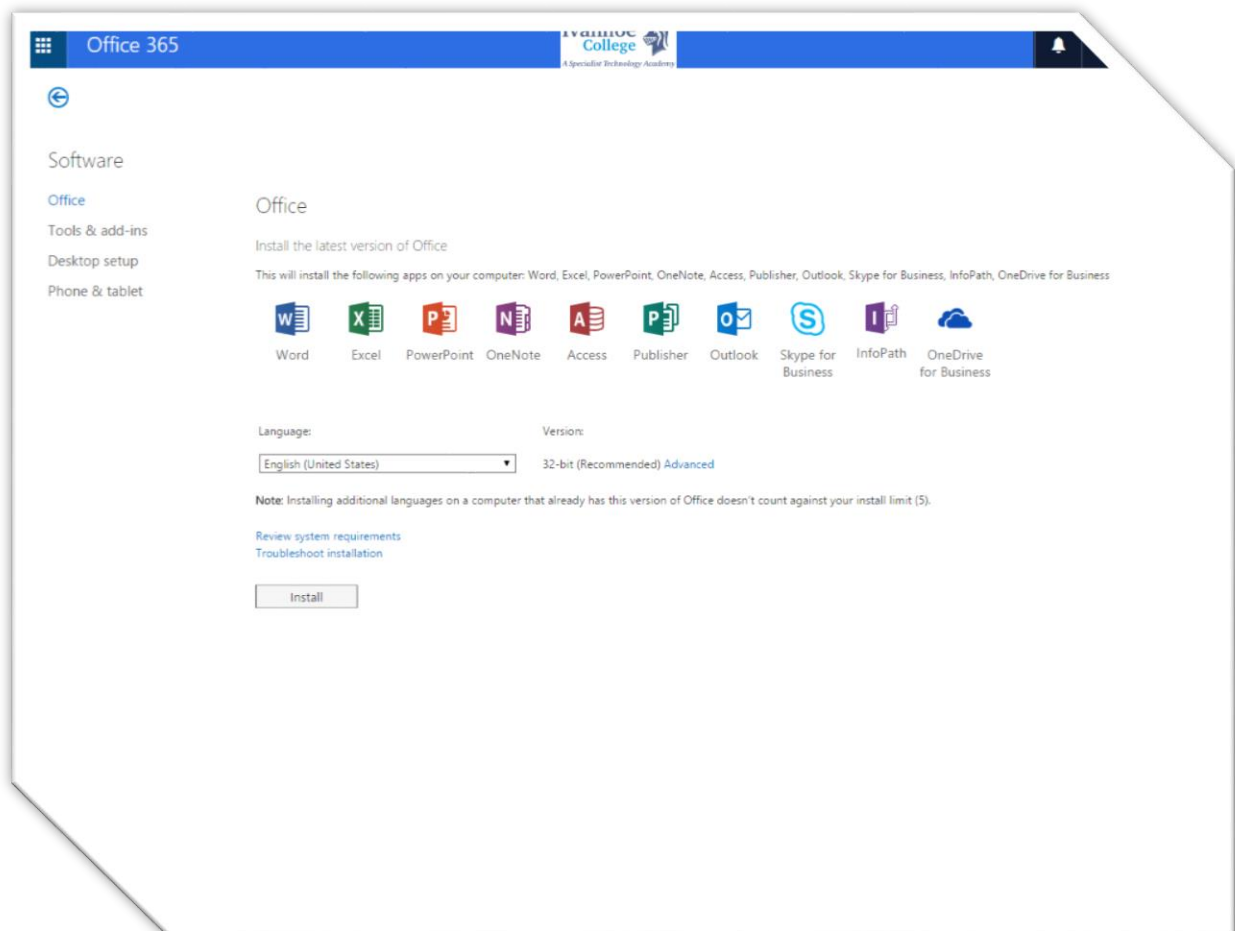
You should then see a login page like the one shown below.



2. Enter your Ivanhoe e-mail address in the top box and your normal Ivanhoe login password in the bottom box (your e-mail address will be in the format of your username followed by “@ivanhoe.co.uk”. For example, if your username is 14ASmith your email address would be 14ASmith@ivanhoe.co.uk)

Once you have entered these details, click “Sign In”

- When you have successfully signed in you should then see the screen below. This screen shows all the software that will be installed as part of Microsoft Office. Ensure the language is set to “English (United States)” (it should be set to this automatically) and when you are ready to start click the “Install” button.



- The software will then start its download. When prompted select “Run” to begin the install and download process. Follow the on-screen instructions from this point to complete the install.

Depending on your internet connection, this process may take some time to complete as the entire Office Software package is downloaded from the Internet.

Please be aware, if you have a monthly internet usage limit/cap, downloading Microsoft Office may use a large percentage of this limit.

If you have any problems please contact the IT Support Team – office365support@ivanhoe.co.uk