How to Download Microsoft Office for MBS Students

- 1. Go to the school website (<u>http://www.meolebrace.com/</u>) and locate the Home Learning Tab
- 2. Click on the Office365 link
- 3. Enter your school email address and password

After you have signed into your school email account (Microsoft Office 365), you can download the free version of Microsoft Office and install it to your compatible devices.

4. Click the **apps section** then click on the **office 365 arrow** to the right and look for the **install office** message highlighted red to download it to their home devices (see images below).

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Ар	ps			-					
•	Outlook		OneDrive						
w	Word	x	Excel						
P	PowerPoint	N	OneNote						
s	SharePoint	Tji	Teams						
N	Class Notebook	s	Sway						
F	Forms	RR	People						
	Calendar		Schoolboo	king					
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	Good afternoon								\langle
	Start new Outlook	OneDrive	w Word	X Excel	PowerPoint	N OneNote	SharePoint	Teams	Class Notebook
	Forms All apps								

Install Office

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- 5. Choose a language, and then select Install.
- 6. When prompted, select Run.
- 7. Select Yes to allow the app to make changes to your device.
- 8. The installation may take several minutes, depending on your Internet speed. Once installation is complete, you will see a quick tour of how to open your apps. Close the tour, as well as the installation dialog.
- 9. You are now ready to start using Office on your computer.

Please note that the download is not unlimited, and you will be restricted to a maximum download for no more than three devices. Remember to uninstall it from any old devices should you replace them. When you leave the school, the download will be void and unusable.