



The Matthew Arnold School

Part of the Bourne Education Trust

Microsoft Office Installation Tutorial

This document provides guidance on how to install Microsoft Office onto your own personal computers at home using your school email.

Step 1:

Go to <https://portal.office.com>

Step 2:

Sign in with your school email address and password.

Type in your school email address, if you are a pupil then it will need to be in the following format:

<Year of entry><First initial><Second name>@matthew-arnold.surrey.sch.uk.

For example if you started the school in 2019 and your name is Joe Bloggs your email address will read **19JBloggs@matthew-arnold.surrey.sch.uk.**

If you are a member of staff then your email address will look follow this format

<First Initial><Second name>@matthew-arnold.surrey.sch.uk

Microsoft

Sign in

to continue to Outlook

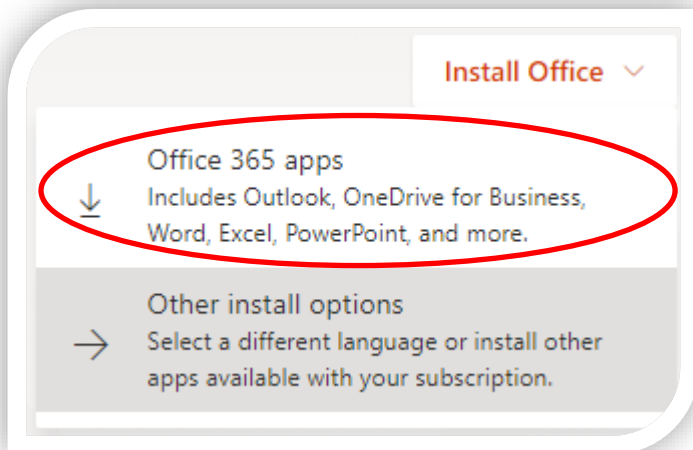
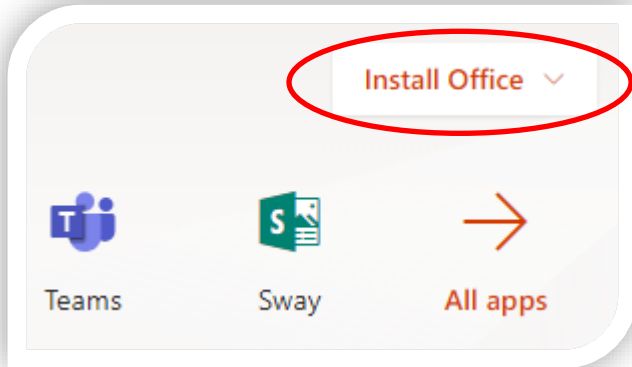
Email address or phone number

[Can't access your account?](#)

Back Next

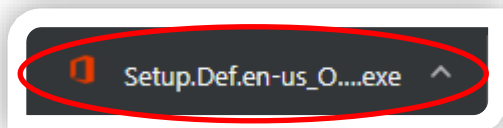
Step 3:

Near the top right corner, you will see a button that says "Install Office", click on it. It should have a dropdown which an option that says "Office 365 apps", select that option. See circled options below.



Step 4:

Doing this should automatically start download a Microsoft Office Installer, when the installation has finished downloading run the file.



Step 5:

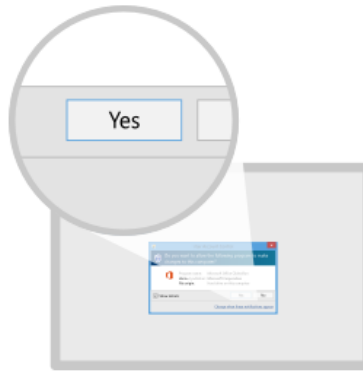
Follow the onscreen instructions and you should have Microsoft Office installed on your computer!

Just a few more steps...



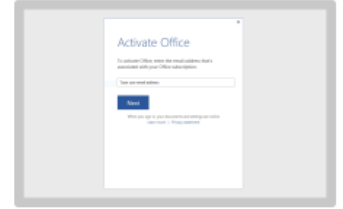
1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: teststudent@matthew-arnold.surrey.sch.uk.

Close

Need help installing?

Please be aware that with your school account, you can install Office on up to 4 devices.