

Microsoft Office 365 + OneDrive for Business



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Office 365 – Office on your PC/Mac/tablet



While you are a current student OR employee at Westfield School you are entitled to use Microsoft Office outside of school on your own personal device.

This includes: Windows PC, Apple MAC, Selected Android devices, Apple iOS devices and any other platform you can install Microsoft Office applications.

Microsoft kindly let you install / register Microsoft Office on up to 5 devices using your school username and password.

PC Install

Open a web browser and search for “Office 365 Login” or visit the following URL:

<https://login.microsoftonline.com/>

Use your **Westfield school username and password** to login to the site:

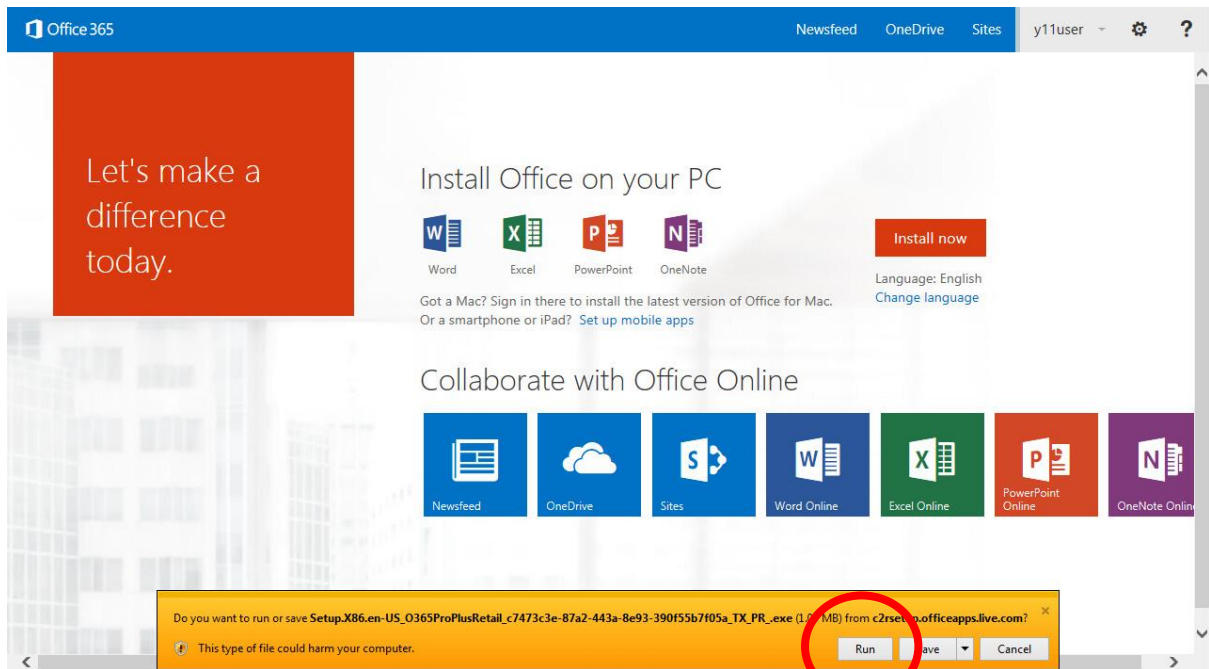
For Staff - *** Remember to add the **@westfield-chorustrust.org** to the end of your username ***

For Students - *** Remember to add the **@westfield.sheffield.sch.uk** to the end of your username ***

Once logged in you will see a screen similar to:



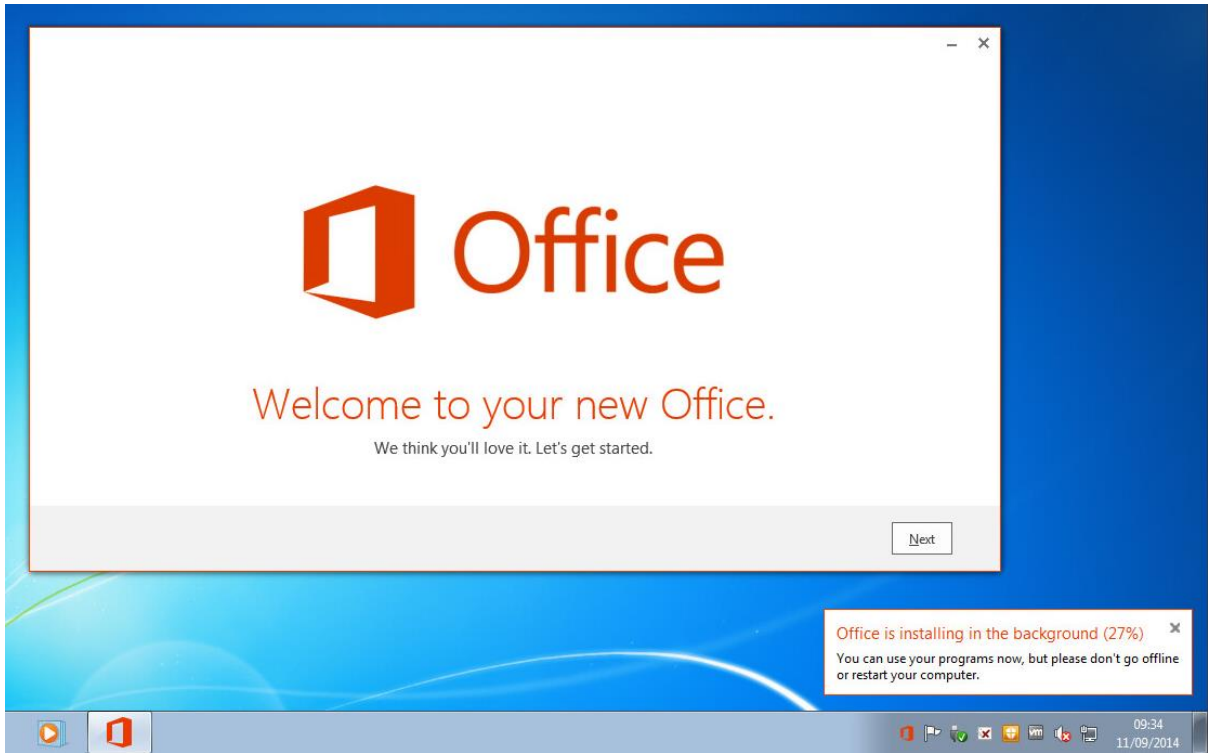
To install Office 365 on your PC click on the “Install Now” button, a run or save prompt box will then appear, choose Run.



The Office 365 installer will then begin to download the necessary files it needs:



The next screen you will see is:

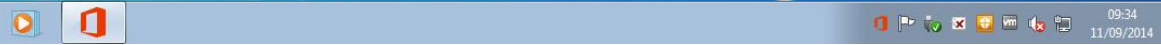


Welcome to your new Office.

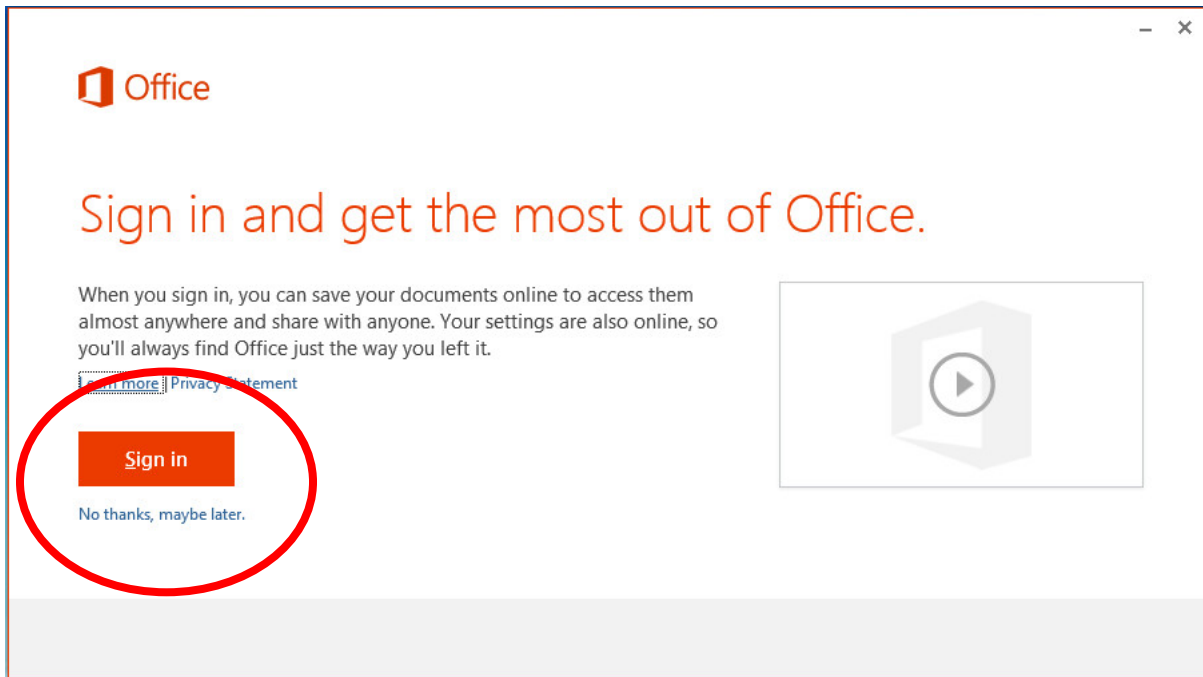
We think you'll love it. Let's get started.

Next

Office is installing in the background (27%)
You can use your programs now, but please don't go offline or restart your computer.

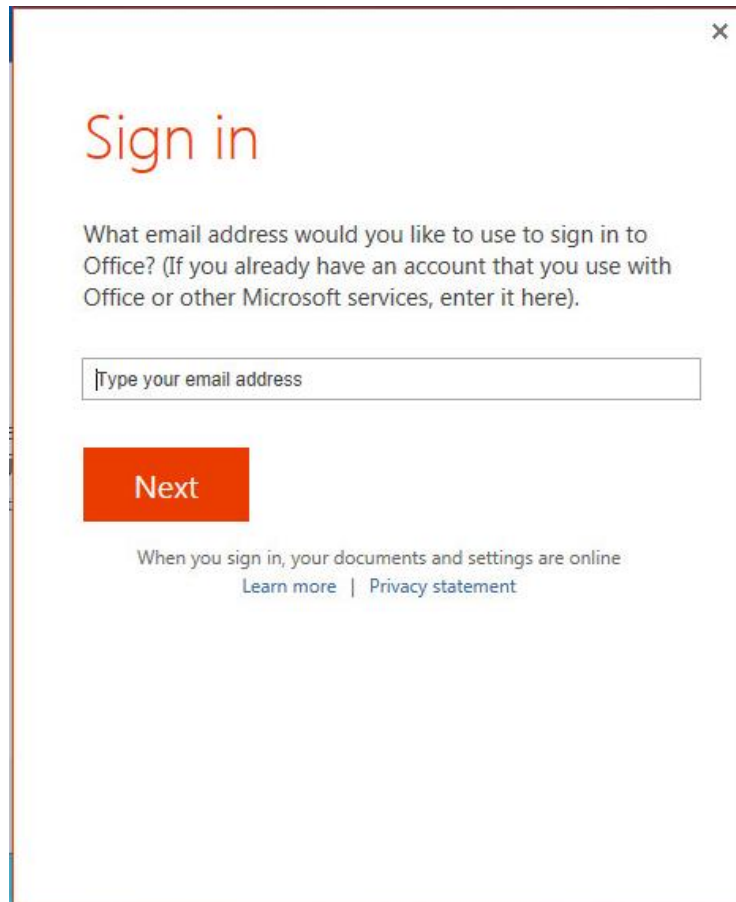


Follow the steps through the Office welcome screen, you will then get to the section where it asks you to "Sign in":



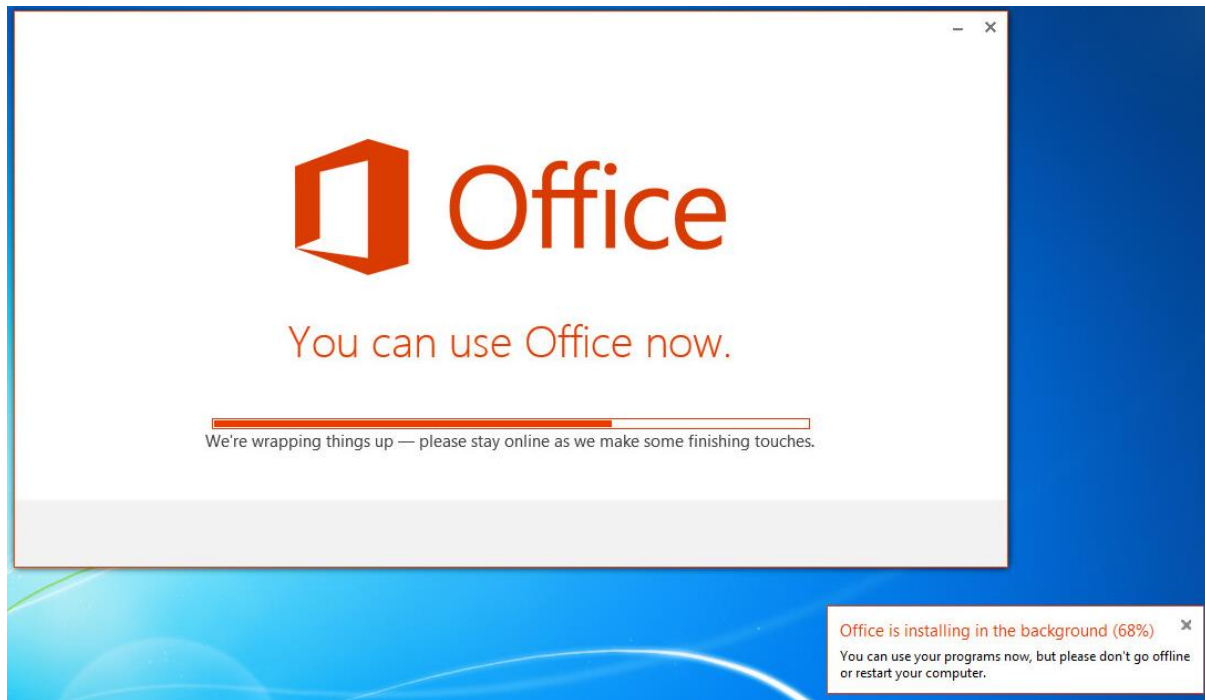
*** Please sign in – this is how Microsoft know you are eligible to install & run Microsoft Office ***

Enter your school email and password – the same one you use to login to the school computers:

A screenshot of the Microsoft Office sign-in window. The window has a white background and a thin border. In the top right corner, there is a small 'x' icon. The main heading 'Sign in' is in a large, orange font. Below it, the text asks for an email address to use for signing in to Office, mentioning that existing accounts can be used. A text input field with a light gray border contains the placeholder text 'Type your email address'. Below the input field is a prominent orange button with the word 'Next' in white. At the bottom, there is a line of text stating that documents and settings are online when signed in, followed by two blue links: 'Learn more' and 'Privacy statement'.

Once you have entered your email and password continue through the rest of the welcome screen. Microsoft Office will continue installing in the background – the time it takes will depend upon your internet connection and specification of PC.

As the install progress continues you will receive the following screen:



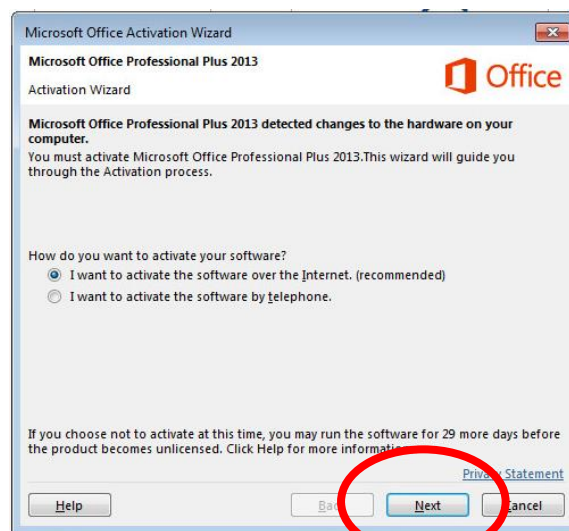
Once the install is complete it will tell you that "You're good to go":



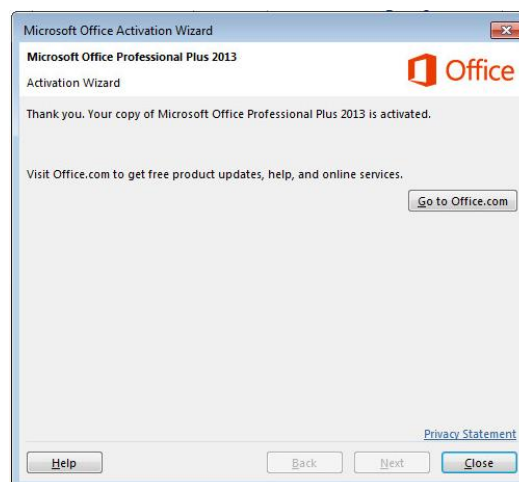
Navigate to Microsoft Office 365 under your start menu to find the applications installed:



Start by running any of the Office suite (Word for example), accept the terms and conditions when you first run the software. You will then have to activate your copy of Microsoft Office.



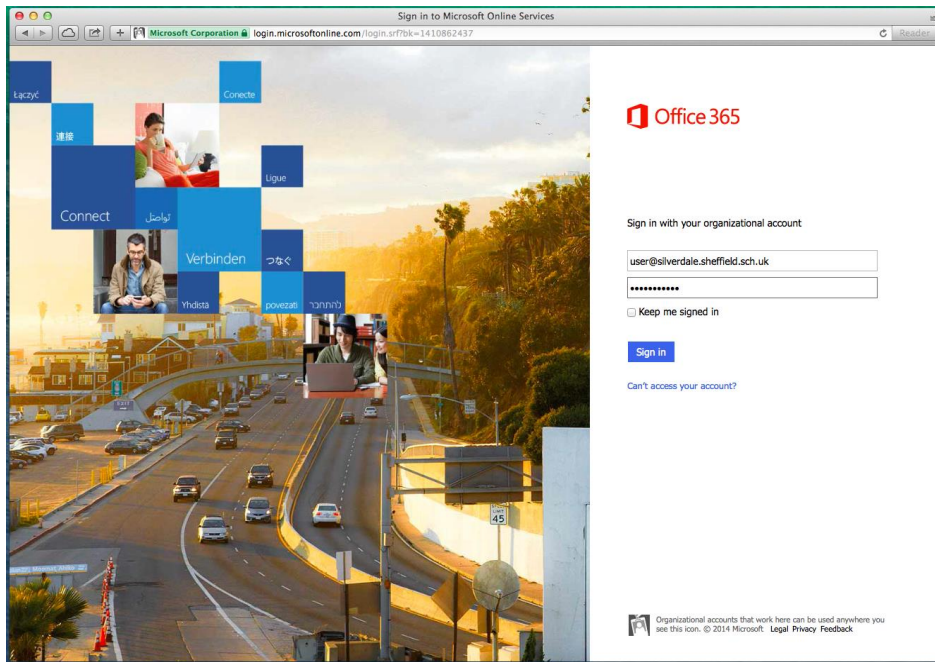
Select "next" – for this step you still need to be connected to the internet. Microsoft Office then goes and checks to see if your username and password is still valid for the organisation Westfield School. If it is it will then come back and tell your Office is activated:



That's it! Enjoy Office 365 😊

Apple Mac Install

To install Office 365 on a Mac visit the Office 365 Login page at: <https://login.microsoftonline.com>

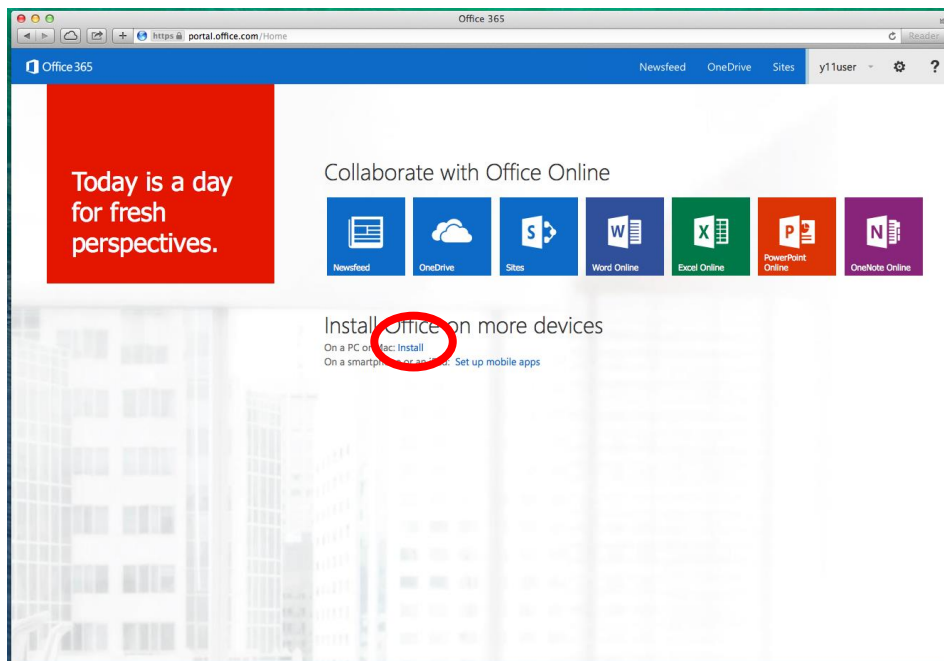


Use your school username and password to login, your username is in the following format:

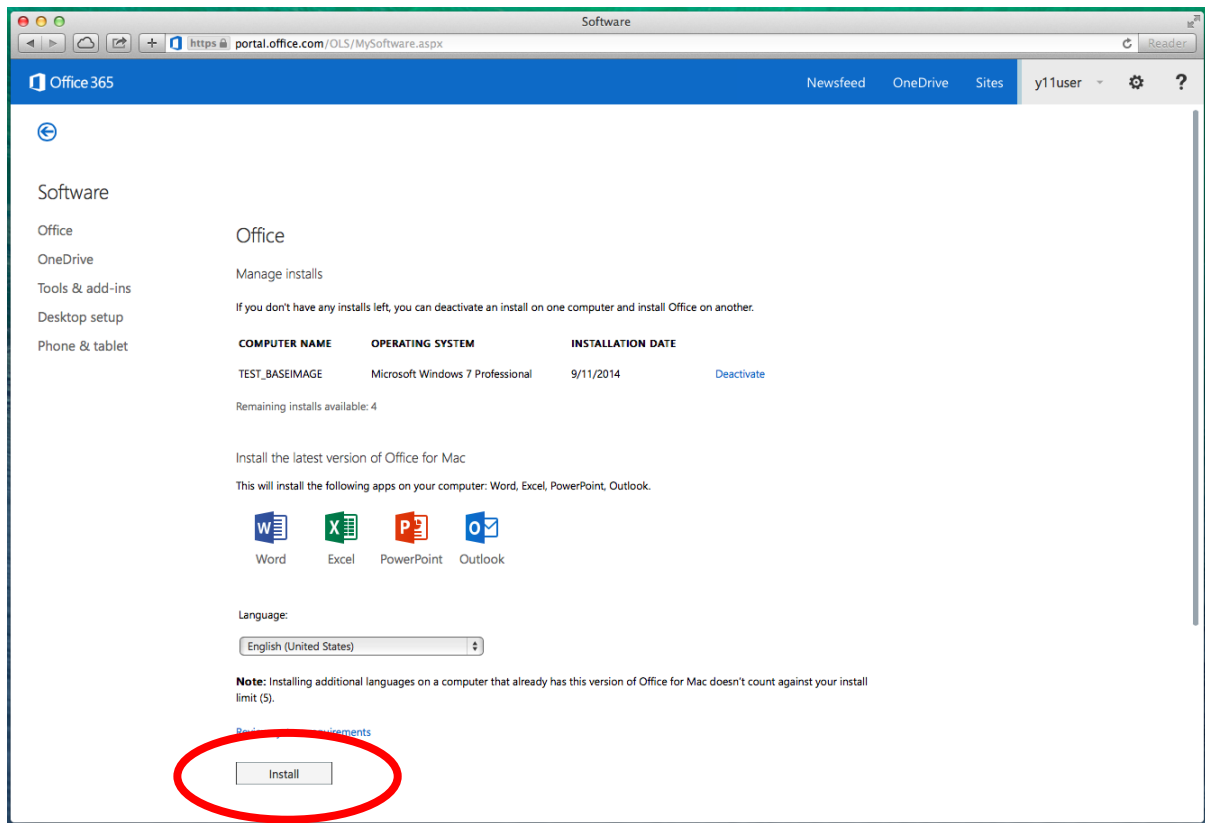
username@westfield-chorustrust.org (Staff),

username@westfield.sheffield.sch.uk (Students)

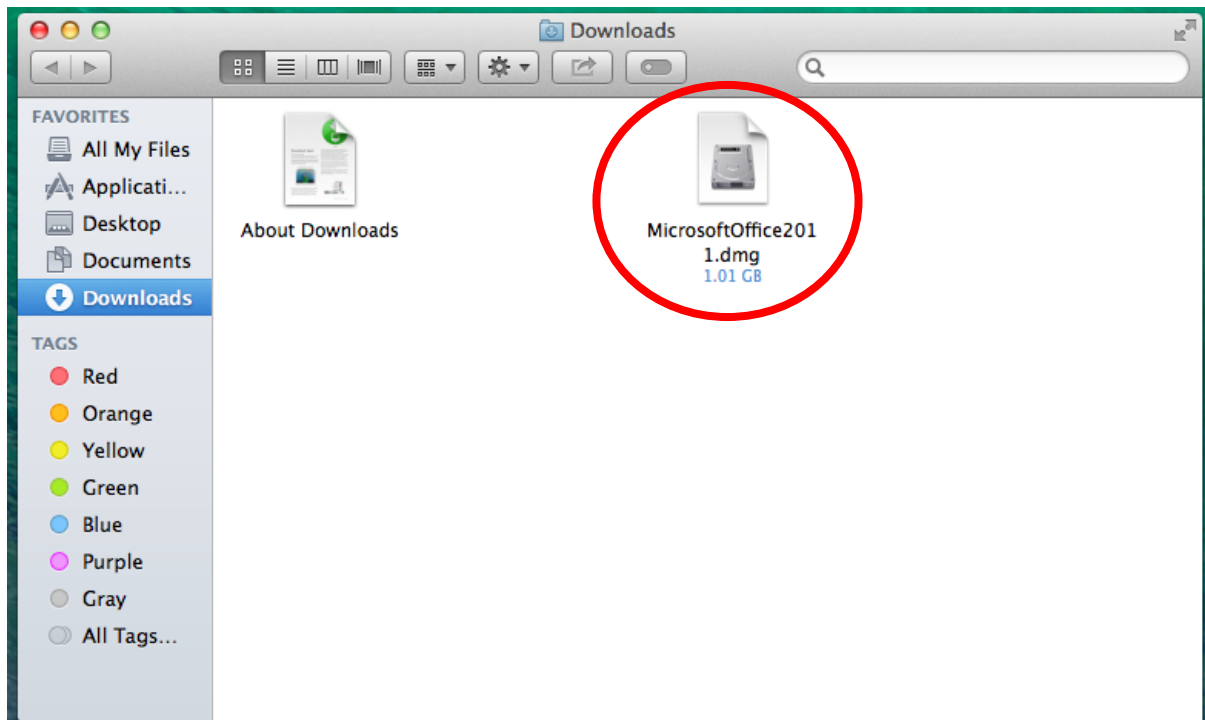
Once logged in you will have the option to install Office 365:



Click install, then select Install again from the next page:



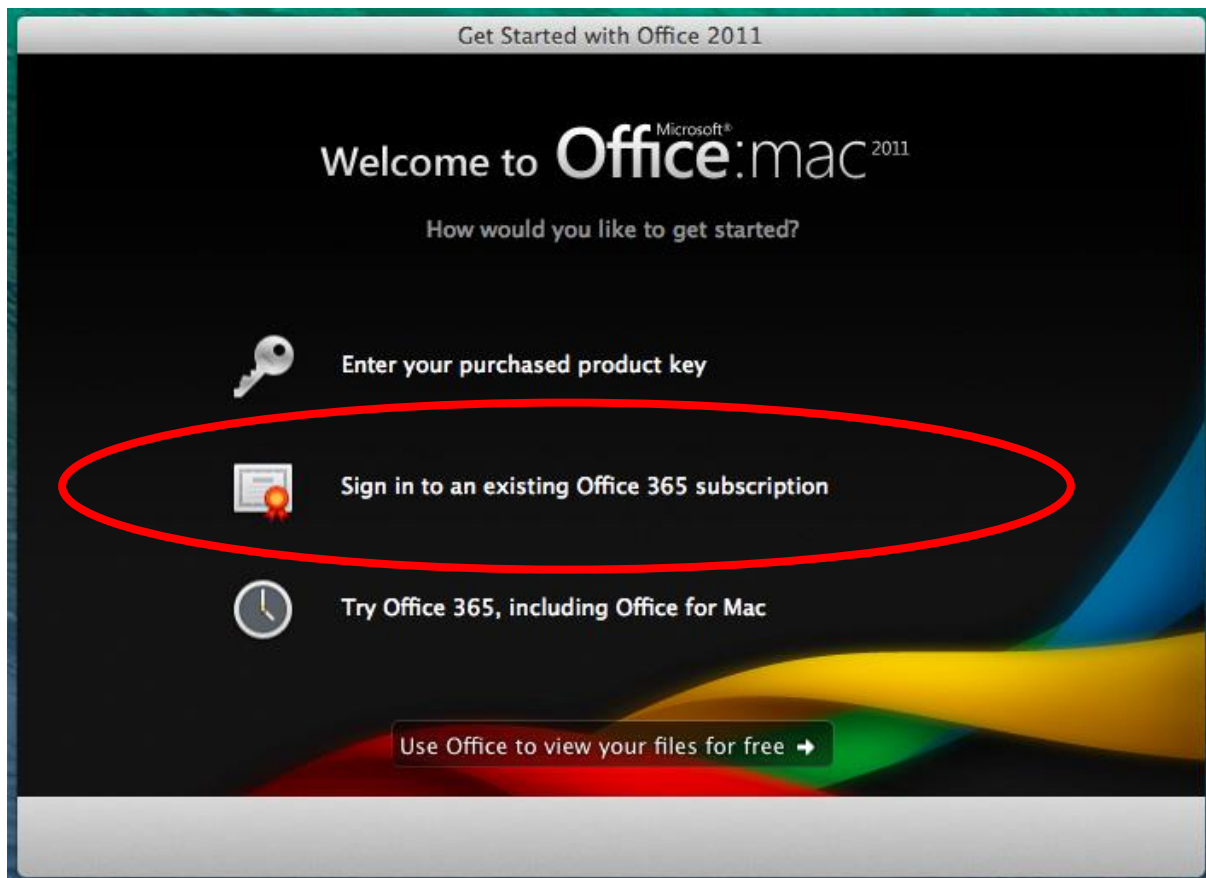
An installer package approx. 1GB will then be downloaded onto your Mac – usually into your downloads folder.



Double click the installer image to start the installation of Office 2011.

Install Office 365 as normal by selecting Continue through the install procedure.

Once the installation is complete and you close the installer you will then be presented with the following screen:



It is important to select the middle option highlighted in the above image to register the software using your Office 365 credentials (the same username and password as your school account). Don't forget when entering your username it is in the same format as your email address: username@westfield-chorustrust.org (Staff), username@westfield.sheffield.sch.uk (Students)

Once it has validated an account exists for you, enter your password, if its happy that you entered them correctly it registers your copy of Office and you can close the registration screen and you are ready to use your copy of Office 365.

Complete



Congratulations! You're now ready to use Office for Mac.

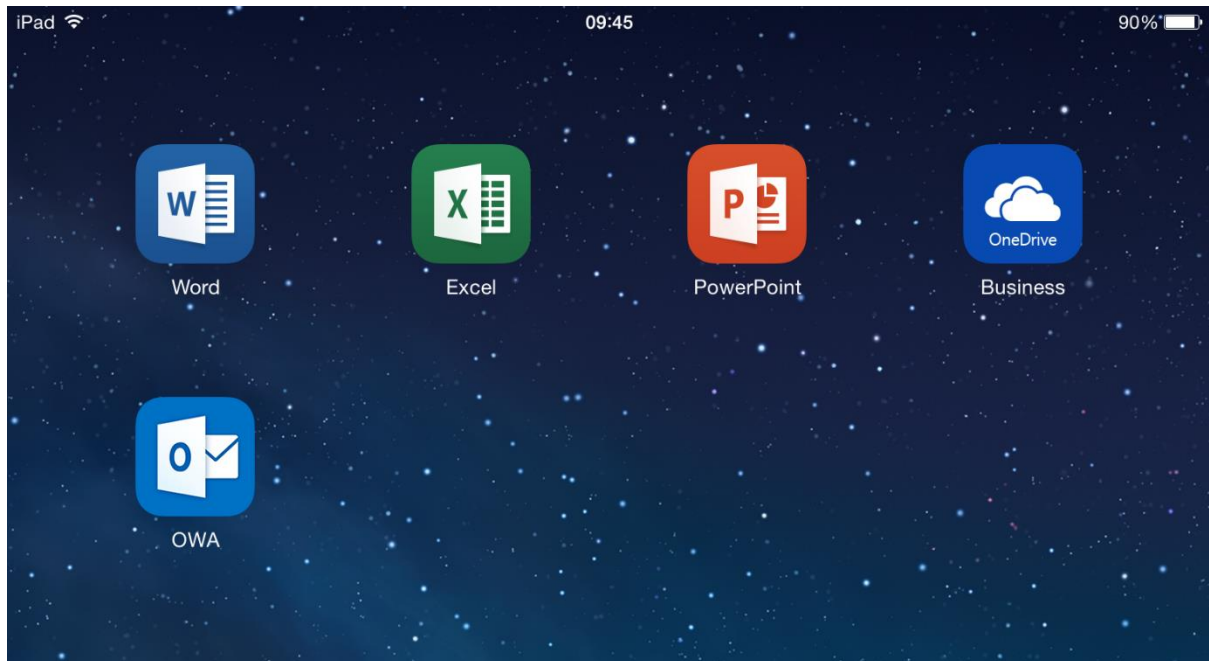
Done

Office 365 on your iPad

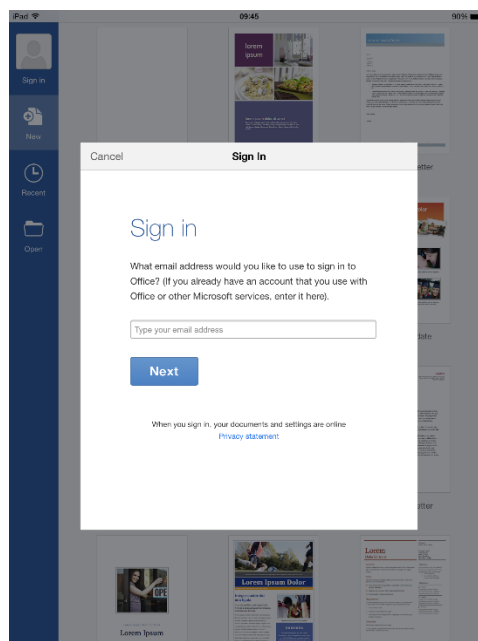
Common Microsoft applications such as Word, Excel, and PowerPoint are available on the iPad.

To use them you have to login with your Office 365 account details (your school username and password).

Firstly download the applications you want to use on your iPad from the app store:



Open the application you wish to use, it will then prompt you to login using your Office 365 credentials (your school username and password):



Firstly enter your school username in for following format: username@westfield-chorustrust.org (Staff), username@westfield.sheffield.sch.uk (Students)

It will then validate your username and check you have an Office 365 account setup, it will then prompt you for your password. Once this is validated the Office application will be signed in as you and you will have access to the application and your own personal school OneDrive account.