Installing Microsoft Office 2013

Please find below, instructions for installing Microsoft Office 2013. Please note - This licence is only valid while your child is a pupil at Farsley Farfield Primary School.

- Open up your web browser and **go to mail.office365.com**.

- Log in with your school provided username and password. This will be something ending @farsleyfarfield.org.uk. If you do not know your username and password, please contact Mrs Hawkhead at Rachel.hawkhead@farsleyfarfield.org.uk.

- Once signed in **click on the cog icon** at the top right then **click on office 365 settings**
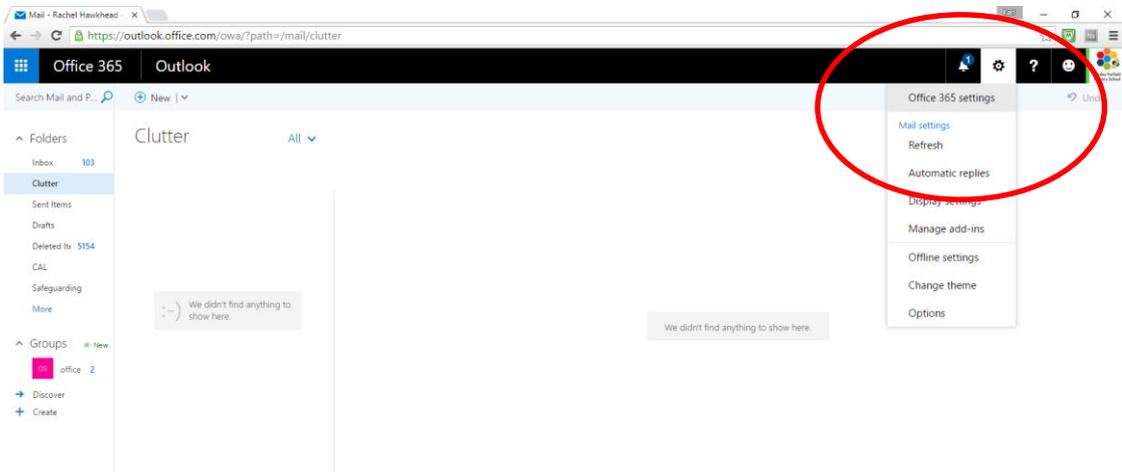
- Once there **click on software** on the left hand side
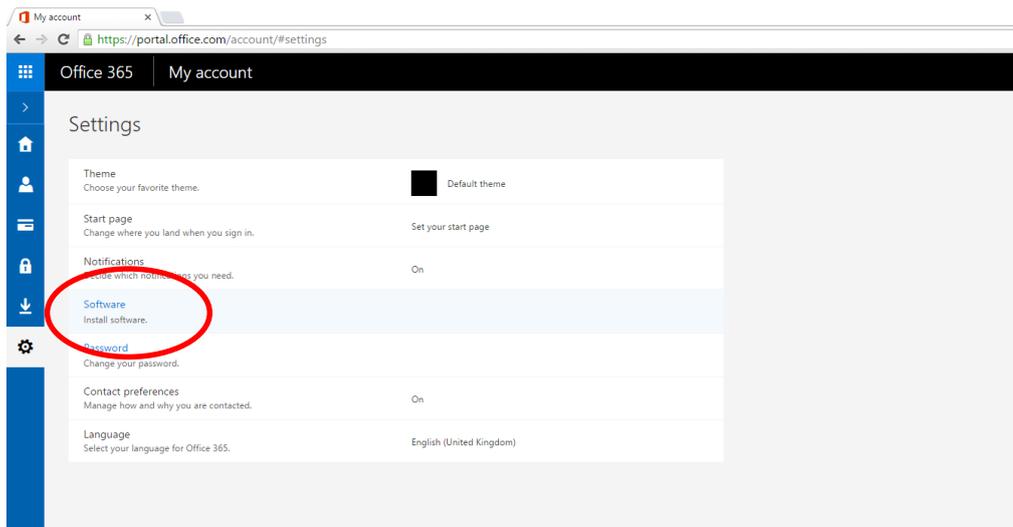
- On the next screen **click install.**

- You should then be asked if you want to run or save the file. **Click run.**

- The file should then download and open when finished. At this point, your computer may ask if you want to allow the following program to make changes to this computer. **Click on Yes.**

- This will now start to download and install the appropriate programs. This may take a while depending on your broadband speed.

- On the 'Welcome to your new Office' screen, **click next**
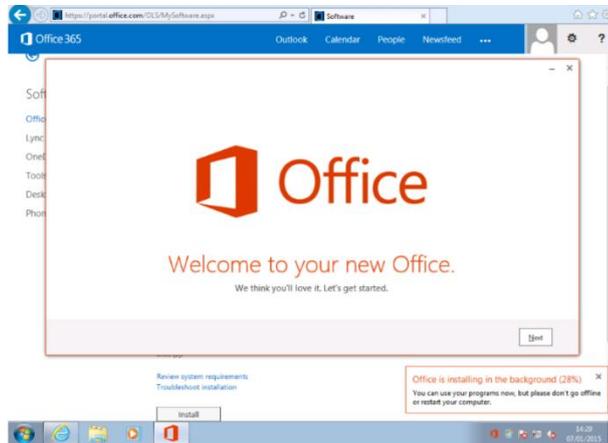
- On the next screen, **click use recommended settings** then **click accept.**

- You will now get a welcome to Office video. Watch the video or click next to skip it.

- A sign in page should now appear. Using your school provided username and password, **sign in** for Office to determine that you are using a valid license then **click next**.

- On the next screen, choose your preferred theme then **click next.**

- On the next screen you can take a look at the features of Office or click no thanks to skip this step.

- Wait until Office has finished downloading/installing. Do not turn off your pc or your broadband connection until installation is complete.
  When it's finished you will see a 'You're good to go' screen. **Click all done.**

- Office 2013 should now show in your start menu.

If you have any problems installing your free copy of Microsoft Office 2013, please contact Mrs Hawkhead in the school office.