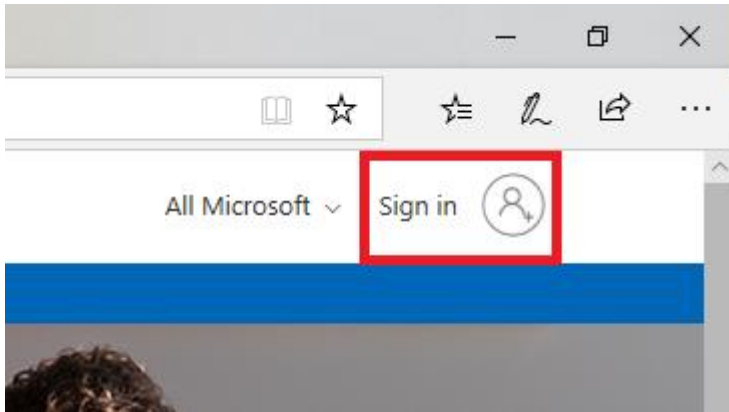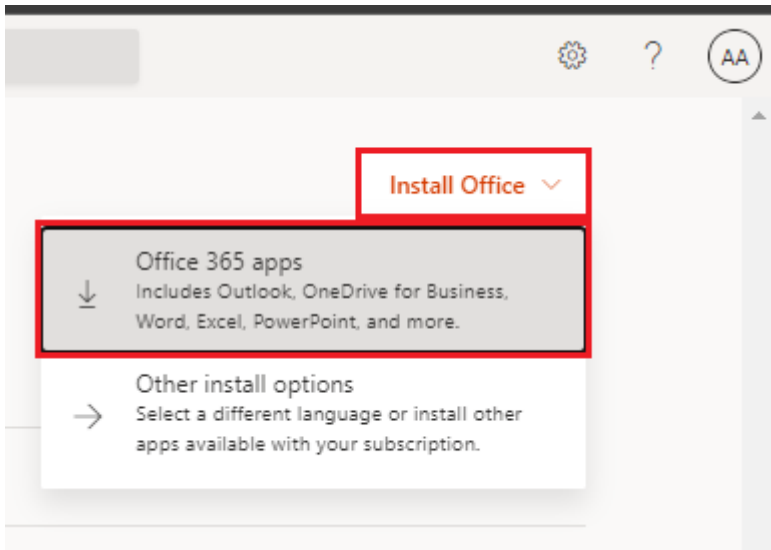# Install Microsoft Office 365 using St Robert of Newminster Student Account
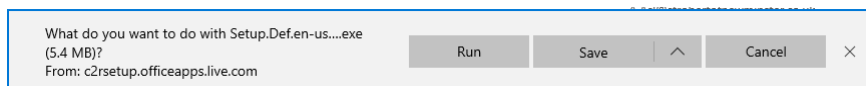
1. Go to www.office.com and click the **Sign In** button in the top-right corner of the page:

2. Sign in with your school email address (e.g. 20abcd1234@str.bwcet.com) and password.
3. Click the **Install Office** button in the top-right corner of the page and then select **Office 365 apps**:

4. You might see an option to Run or Save at the bottom of the screen - Click **Run**

5. You may see a message asking for Office to make changes to your computer, you can say **Yes** to this.
6. Microsoft Office will now begin the installation – this can take a while so please be patient.
7. When installation is complete, you must run one of the Microsoft Office applications, e.g. Word and you will be prompted to sign in. Sign in with your school email address and password as you did on the website above and Microsoft Office will be activated on your computer.

The license for Microsoft Office is associated with your school email account and will be deactivated when you are no longer a student at the school.