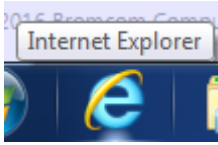


Installing Office for Home Use

As part of our offer in the Academy, you are licensed to use a copy of Microsoft Office for home use.

- 1 Use Internet Explorer if you can as this seems to work a little better



- 2 Use the url `portal.office.com`

- 3 You will be taken to this page and need to enter your usual log in details – my username is dlove and so I entered that. If you are 15obrown, you would enter that. You then need to add @stagschools.org.uk

You should not need a password, as this information should be sufficient to redirect you



Work or school account

Keep me signed in

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

Installing Office for Home Use

So, having pressed Enter, you will be redirected to a log in section like this and should enter your details as below with your user name@stagschools.org.uk

Use your usual password



Sign In

365.stagschools.org.uk

Type your user name and password.

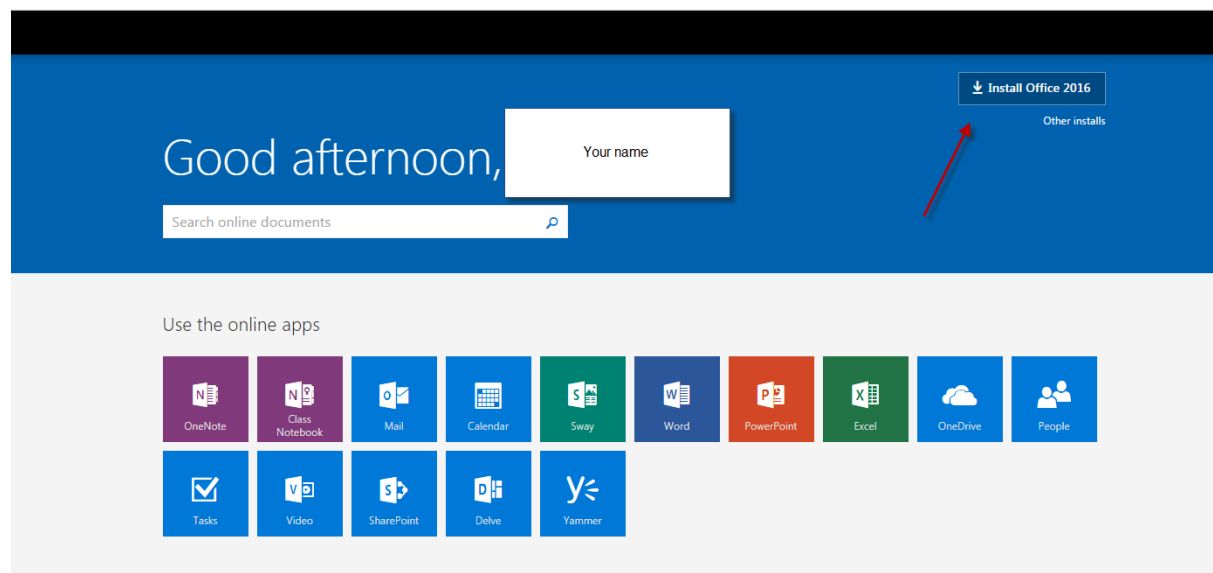
User name: Example: Domain\username

Password:

Sign In

You should see a screen like this which says, Good Morning/Afternoon, Your name

Look for the Install Office 2016 button on the side



Good afternoon, Your name

Search online documents

Install Office 2016

Other installs

Use the online apps

OneNote, Class Notebook, Mail, Calendar, Sway, Word, PowerPoint, Excel, OneDrive, People, Tasks, Video, SharePoint, Delve, Yammer

Any problems with this, please try it with Chrome and do not hesitate to contact the Academy