

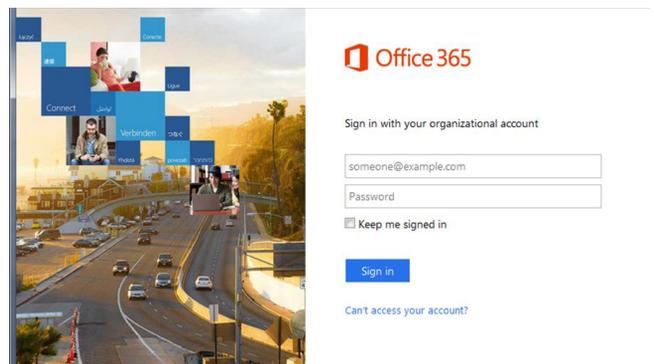
How Do I Install Microsoft Office on Another Computer?

As a student of Frankston High School, you are eligible to install up to 5 copies of Microsoft Office on 5 different devices – free of charge!

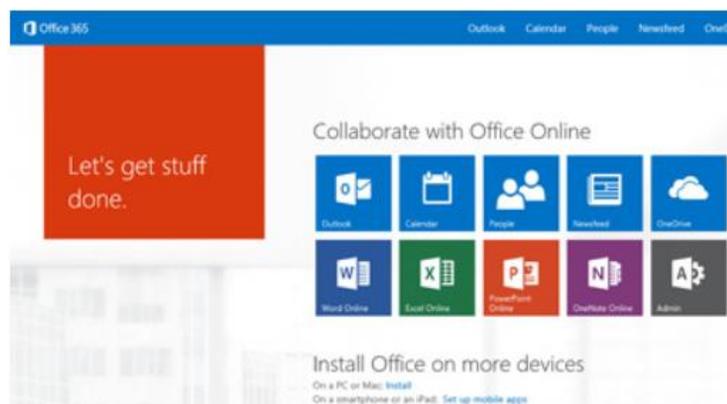


To install office, you must have an internet connection and use your Frankston High School email address and password. You can install Office in two ways:

1. On the computer you wish to install Office, visit www.mail.office365.com and login with your **school email and password.** or



2. Visit <http://portal.office.com> and log in with your **school email and password.**

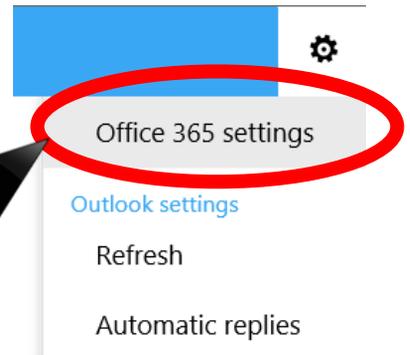


Instructions continued on next page.

Installing Microsoft Office on Another Computer (Continued)

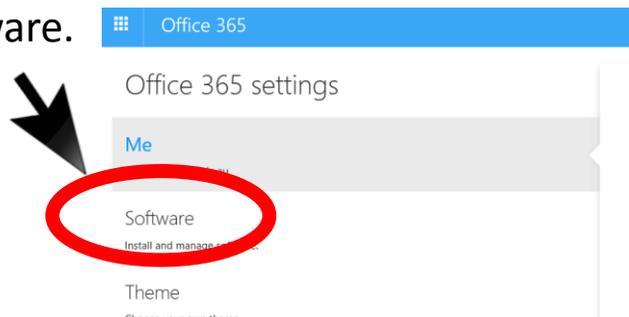


3. In the top right hand corner of your screen, click the 'cog' (tools).

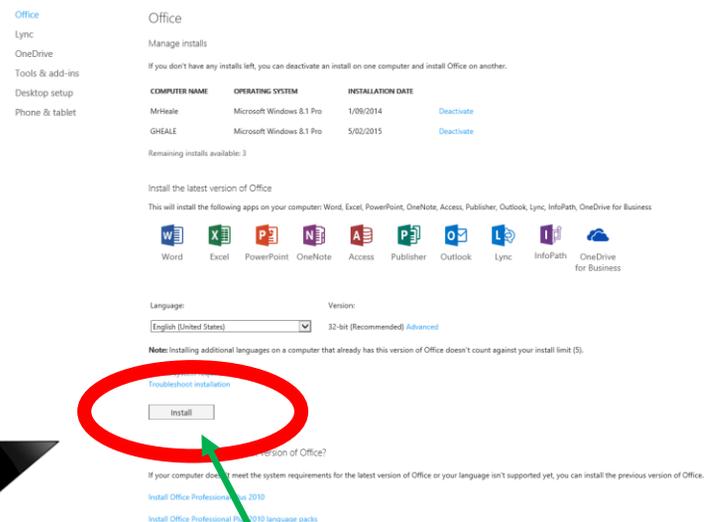


4. Choose Office 365 Settings.

5. Click the link for Software.



6. This where you can check your current installations and licence availability. You can deactivate current installs (and re-use them on a different device).



7. To install Office on the device you are using, simply choose your language and Version (32/64 bit – 32 recommended) and click install.

