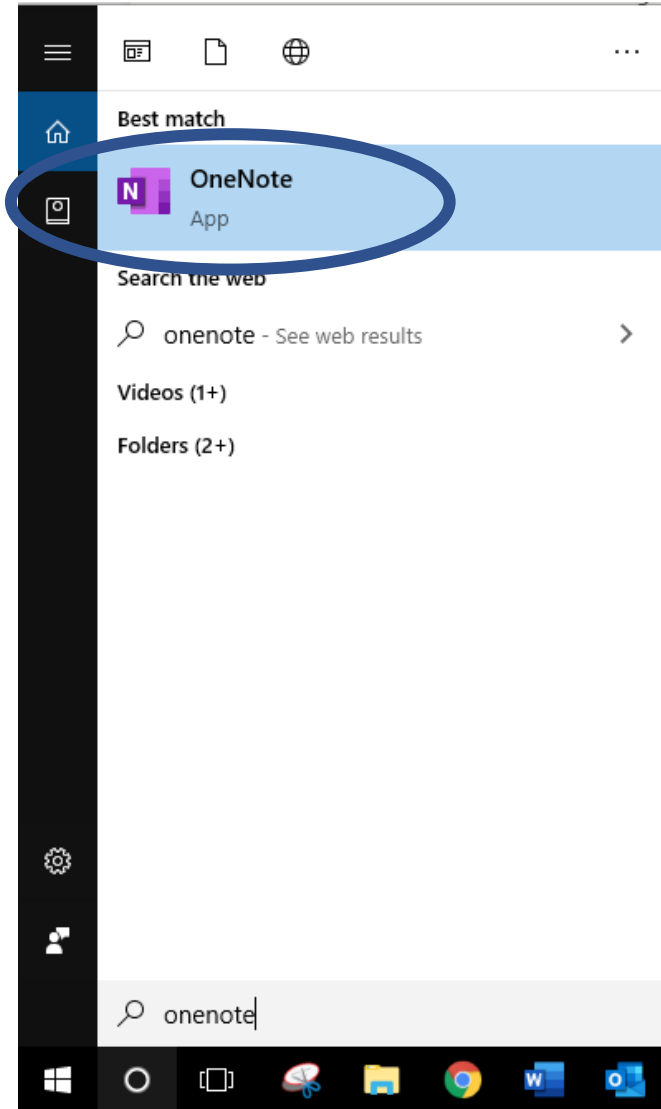


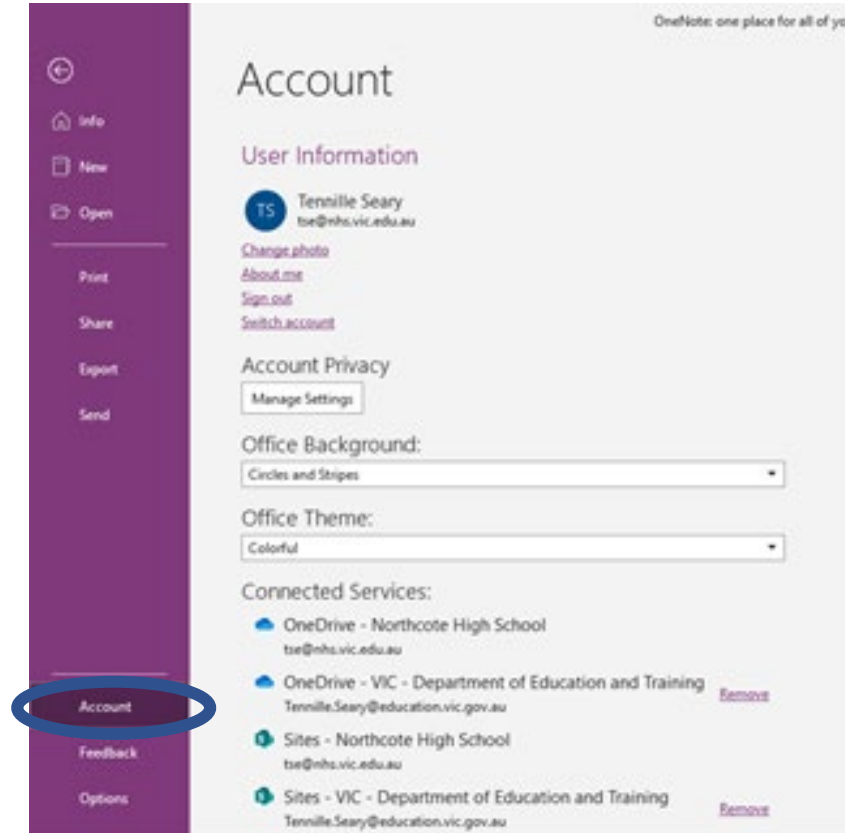
Checking Your Office Version

NHS IT Squad

Open OneNote

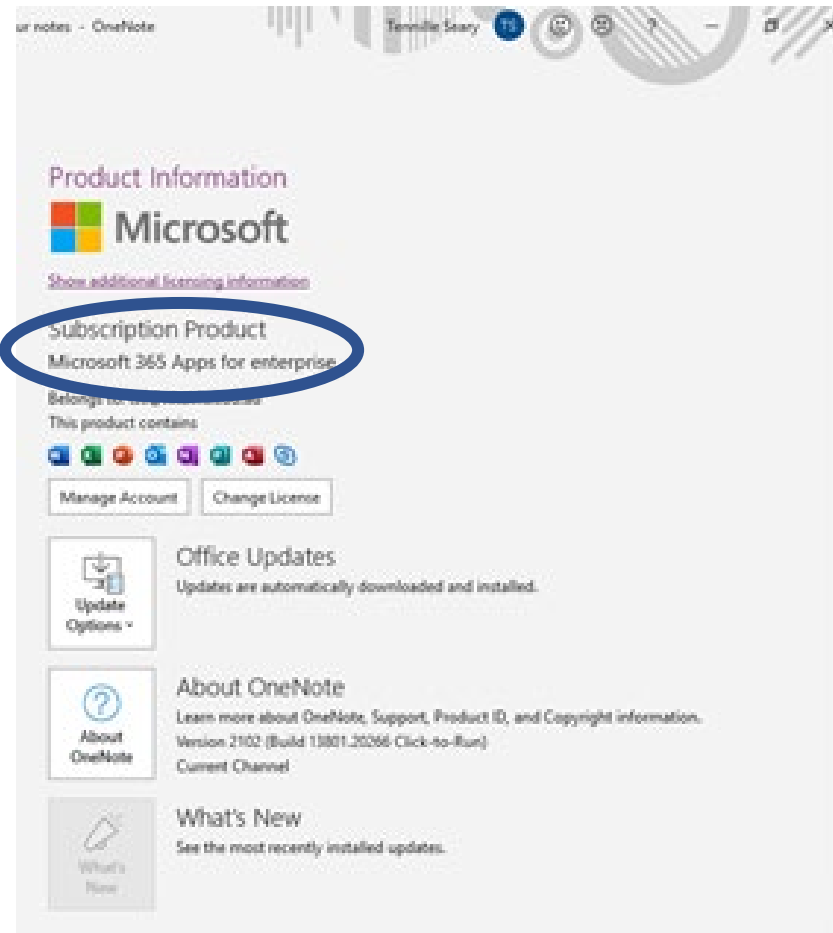


Select File, then Account



Check to see if you have Microsoft 365

If Yes

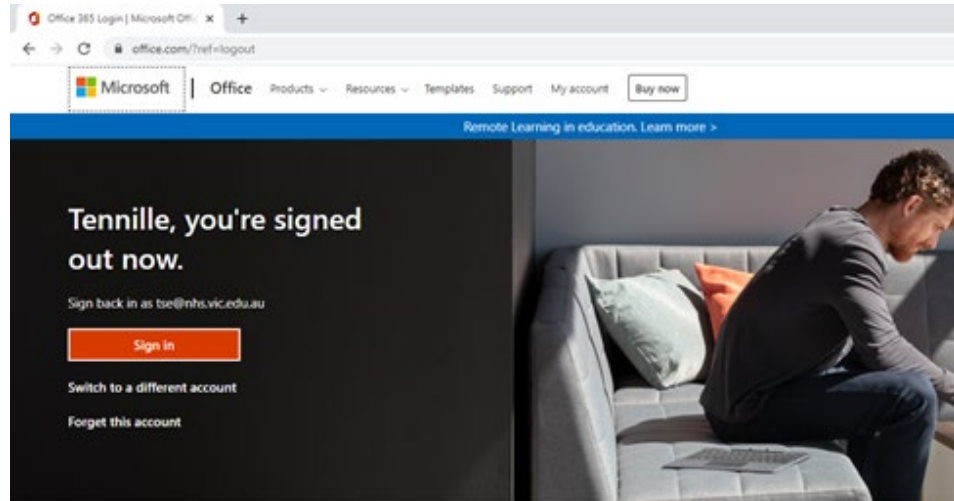


WONDERFUL!

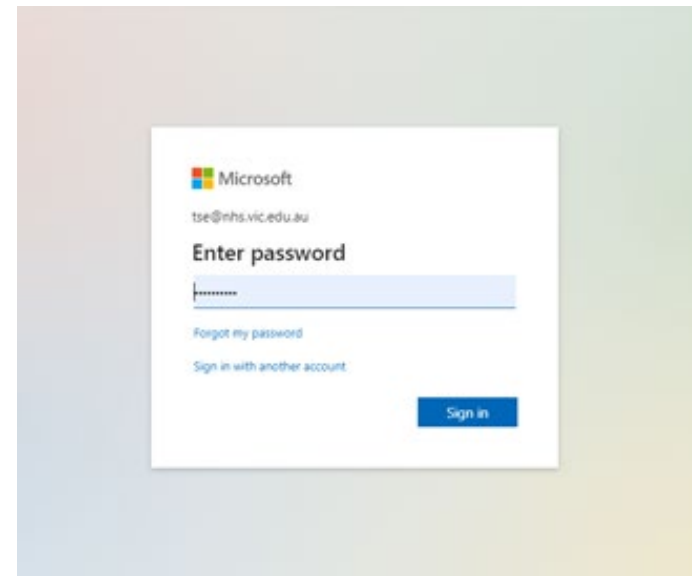
If No, don't worry

Follow the next steps!

Head to Office.com



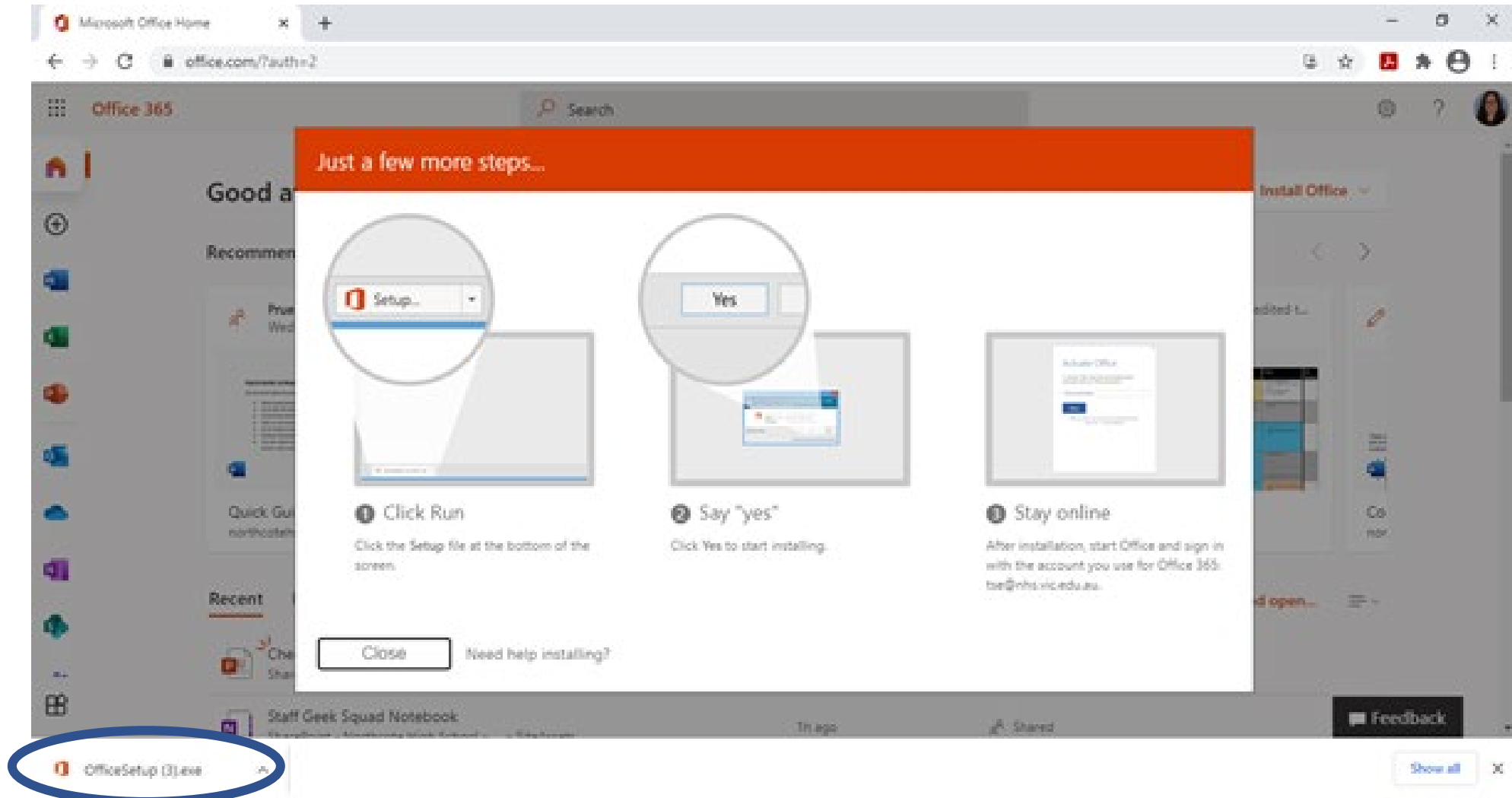
Log in using your school email



Select Install Office drop down menu --> Download Office 365 apps

The screenshot shows the Microsoft Office Home page in a web browser. The browser's address bar displays "office.com/?auth=2". The page header includes the "Office 365" logo and a search bar. A navigation sidebar on the left contains icons for Home, Add, Word, Excel, PowerPoint, Outlook, OneDrive, and Teams. The main content area features a "Good afternoon" greeting and a "Recommended" section with four document cards. A blue circle highlights the "Install Office" button in the top right corner, which has opened a dropdown menu. The menu options are: "Office 365 apps" (with a sub-item "Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more."), "Get all install options", and "Select a different language or install other apps available with your subscription."

Double Click on the .exe download to finalise the installation



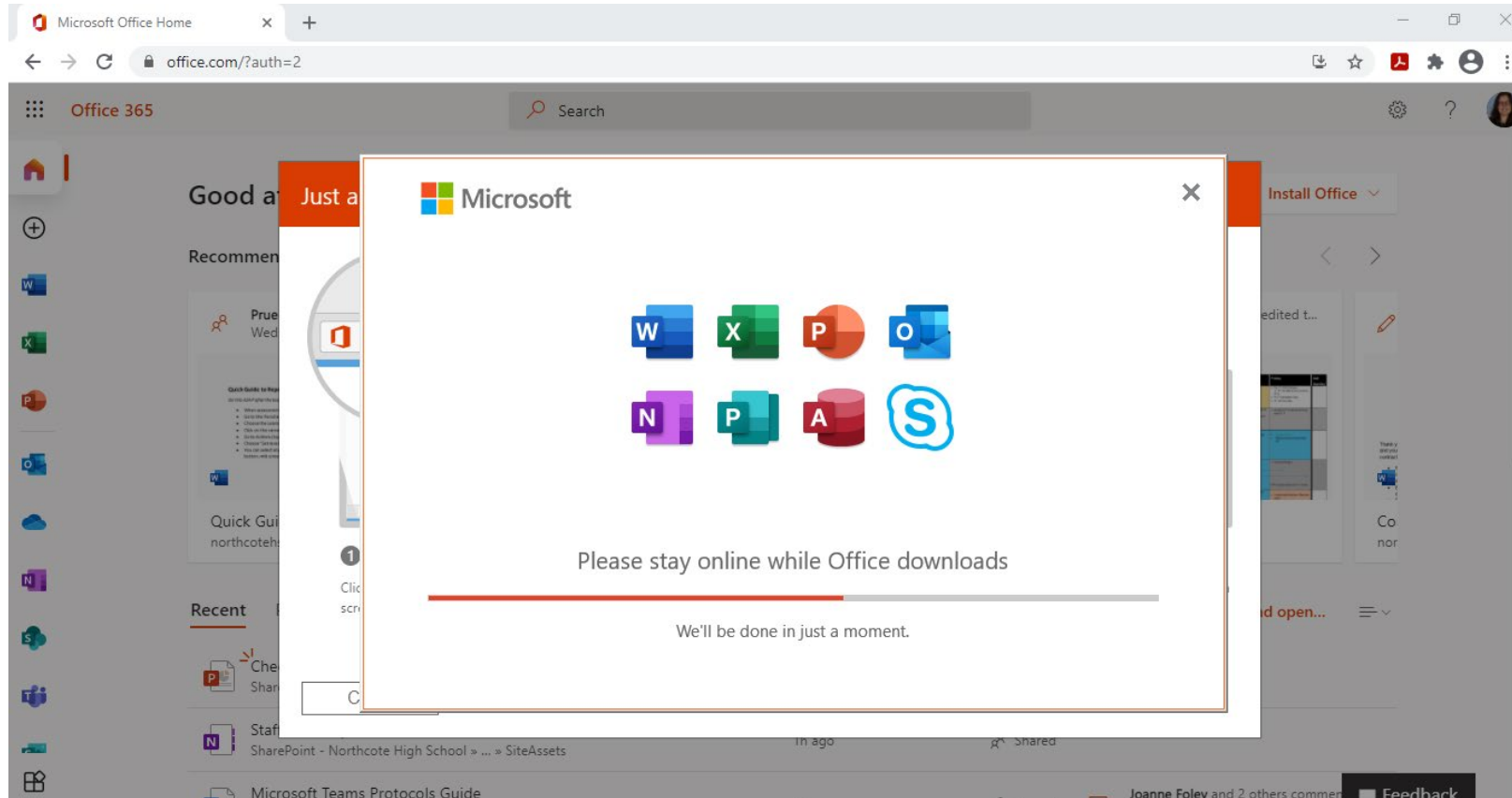
The screenshot shows the Microsoft Office Home page in a web browser. A central overlay window titled "Just a few more steps..." provides a three-step guide for installation:

- 1 Click Run**
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: bn@nhs.uk.

At the bottom of the overlay, there is a "Close" button and a link for "Need help installing?".

In the bottom-left corner of the browser window, a taskbar icon for "OfficeSetup (3).exe" is circled in blue.

Stay online until you the download finishes installing.



You are now good go!

The image shows a screenshot of a Microsoft Teams presentation. The main slide, titled "Microsoft", features a central graphic of a laptop displaying a Windows Start menu with various application tiles. Below the graphic, a large "Pause" icon is visible, followed by the text "You're all set! Office is installed now" and "Click Start to view your apps." A "Close" button is located at the bottom of the slide content. The presentation is displayed in a window titled "Checking your office version.p...". The left sidebar contains navigation options: Activity (with a notification badge), Chat, Teams (with a notification badge), Assignments, Calendar, Calls, Files, and Apps. The top of the window shows the Teams interface with a search bar and a notification about "Windows Quiet Hours". The bottom status bar indicates "Slide 7 of 7", "English (U.S.)", and system icons for "Help Improve Office", "Notes", "54%", and a help icon.