Cotham School ICT Support

How to obtain your FREE, fully licensed copy of Microsoft Office 2013.

Microsoft have added an option to our schools licensing agreement, where students can download a full copy of Microsoft Office 2013 for personal use.

Please note: The license is only valid while the student is enrolled at the school. When the student is no longer at Cotham School it becomes your responsibility to uninstall the software. If you do not do this, you will be breaking the law by violating Microsoft's Licensing terms.

It is recommended that you use Internet Explorer when using a PC and Safari when using a Mac.

Minimum System Requirements:

In order to install Microsoft Office 2013, you need to meet the minimum system requirements – as shown below:

Processor	1 gigahertz (GHz) or faster processor	
RAM	1 gigabyte (GB) of RAM	
Hard Disk Space	Atleast 3 gigabytes (GB) of free space	
Operating System	• Windows 7 (32-bit or 64-bit)	
	• Windows 8 (32-bit or 64-bit)	
	• Windows 8.1 (32-bit or 64-bit)	
	Macintosh OS X	

To check that you meet the minimum system requirements on Windows, click on Start and type in "System Information". The specifications about your computer will be listed on the screen.

To check that you meet the minimum system requirements on a Mac, click on the Apple on the finder window and then click about this Mac. The specifications of you mac will be listed on the screen.

Disclaimer:

Please note that the software and installation process is a third party system provided directly by Microsoft. Cotham School does not accept any responsibility for any loss or damage caused whilst attempting to download and/or install your free copy of Microsoft Office. If you are unsure, please seek professional assistance.

To obtain your copy of Microsoft Office please follow the instructions below;

 Open your web browser and go to <u>http://portal.microsoftonline.com</u> – you will be presented with an Office 365 login screen as shown below:

Preservation	
< 🕞 🅅 https://login.rr 🔎 👻 🔒 Mi 🖒 🅅 Sign in to Office 365	× 🕜 ☆ 🕮
Liszó	Office 365
	Sign in with your organizational account
Connect July	someone@example.com
Verbilder 252	Password
	☐ Keep me signed in
	Sign in
	Can't access your account?
	Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Community Feedback

2. Log into the portal using your school email address and network password.

Your school email address is your username @cotham.bristol.sch.uk

🔿 🔿 🔯 https://login.rr 🔎 🗧 🛔 Mi 🖒 🅅 Sign in to Office 365	- □ - ×
Lacod.	Office 365
	Sign in with your organizational account
Connect July	carpentere@cotham.bristol.sch.uk
Verbinden pac	••••••
Vodau Parkan Volau	□ Keep me signed in
	Sign in
	Can't access your account?
	Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Community Feedback

If you have difficulty logging in with your school email address and network password, please contact ICT Support in A003 who will be able to assist you.

3. Microsoft will now prepare a set of personalised download links for you. Initally this may take a couple of hours to prepare your download – you can leave the webpage and come back a couple of hours later to try to download the software again if you wish – this will depend on the speed of your internet connection.

A ttps://portal.microsof P	- 🖴 🗟 C 🚺 software	×	- □ × ☆ ©
Ed Carpenter 🔹 🍄 🤶			
\odot			
software			
Office	Office		
phone & tablet	* Setting up Office		
Microsoft ©2014 Microsoft Corporation	Legal Privacy Community Feedback		

4. Once your download has been prepared, the screen will look like this:

(① https://portal.microsoftonline.com/01 / ク ー 論 監 む ① software		
😶 Ed Carpenter 🔻 🏟 ?		
€		
software		
Office	Office	
In In	Istall the latest version of Office	
Т	his will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.	
	v] XI PI NI AP PI OZ LO II	
v	Vord Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath	
L	anguage: Version:	
I	English (United States) 22-bit (recommended) advanced	
N	lote: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).	
R	eview system requirements	
	install	
Microsoft ©2014 Microsoft Corporation Leg	al Privacy Community Feedback	

You will notice that the Language drop down box is set to "English (United States)" this is fine as this installer also includes the English (United Kingdom) file set.

5. Click on the "Install" box at the bottom of the webpage to start the installation process. You will be asked whether you wish to run or save the installer. The installer is an online process – so please click "Run" at this point.

A ttps://portal.microsoftonline.com/OI P + A & C	C software x
Ed Carpenter 🔻 🌣 ?	
\odot	î
software	
Office Office	
phone & tablet Install the latest version	an of Office
This will install the latest	version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.
w I w	
Word Excel F	'owerPoint OneNote Access Publisher Outlook Lync InfoPath
Language:	Version:
English (United States)	32-bit (recommended) advanced
Note: Installing addition	nal languages on a computer that already has this version of Office doesn't count against your install limit (5).
Review system requirem	ents
install	
To view a list of updated	computer installs, refresh the page. It may take a few minutes for your updated installs to appear.
Do you want to run or save Setup.X86.en-us_0365ProPlusRetail_3093b076-60cb-4c90-a82f-79803731b97f_TX_PR_exe (558 K8) from c2rsetup.officeapps.live.com?	
This type of file could harm your computer	<u>Run</u> Save ▼ <u>Cancel</u> >

6. When the installer starts, you will be shown a splash screen similar to the one shown below:



7. The installation process will then begin. You will be asked to provide your school email address and password again to confirm that you are authorised to install the software.

×	×
Activate Office	Sign In
To activate Office, enter the email address that's associated with your Office subscription.	User ID: carpentere@cotham.bristol.sch.uk
	Password:
Next	☑ Keep me signed in
Enter a product key instead When you sign in, your documents and settings are online Learn more Privacy statement	Sign in
	Can't access your account?
	© 2012 Microsoft Corporation Privacy Legal

8. Click next at the splash screen to start the installation process.



Welcome to your new Office.

We think you'll love it. Let's get started.

<u>N</u>ext

- X

9. You can decide whether or not to send diagnostic data to Microsoft – and then click on accept to agree to the terms of the Microsoft license. We recommend that you say "No thanks" at this point.



- **10.** A video will play outlining the new features of Microsoft Office. You can close this straight away if you wish.



11. Office is now available to use from the Start Menu although the installation is still taking place in the background. You can check the process of the installation by clicking on the orange O in the notification area by the clock. Do not disconnect the internet or shut down your computer until you are told that the installation has completed! Installation will take anywhere between a couple of minutes and a couple of hours depending on the speed of your computer and the speed of your internet connection.



12. Once the installation is complete you will be shown a balloon prompt in the notification area to tell you that this is the case and after a short while the orange O will disappear too. You can now disconnect your internet connection or shut down your computer if required.

