



# 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	<ul style="list-style-type: none"><li>• Windows 7 (32-bit or 64-bit)</li><li>• Windows 8 (32-bit or 64-bit)</li><li>• Windows 8.1 (32-bit or 64-bit)</li><li>• Macintosh OS X</li></ul>

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.

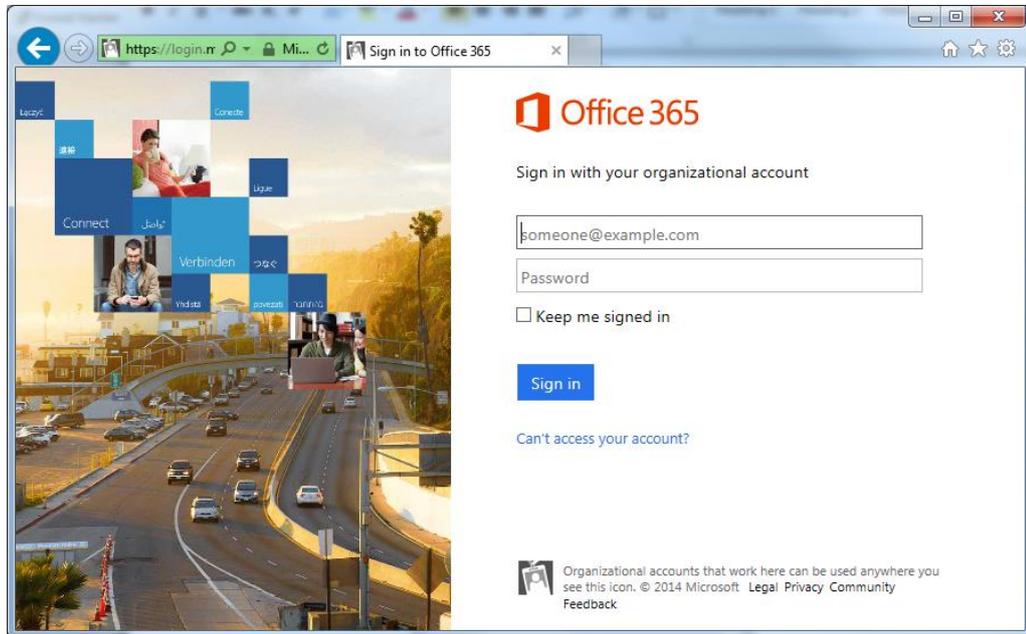
To check that you meet the minimum system requirements on a Mac, click on the Apple on the finder window and then click about this Mac. The specifications of you mac will be listed on the screen.

### 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.

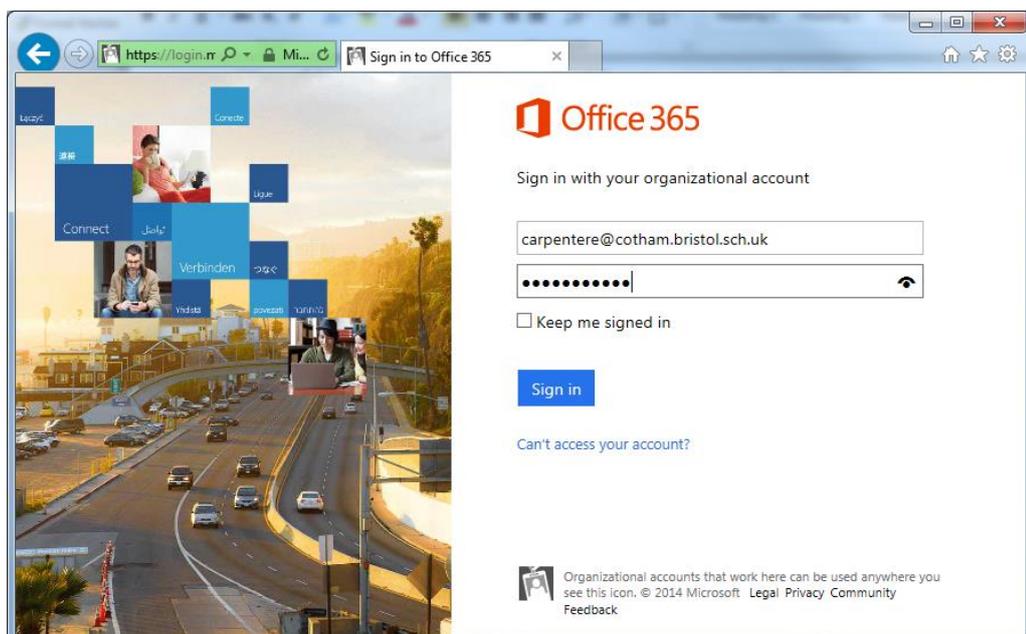
To obtain your copy of Microsoft Office please follow the instructions below;

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



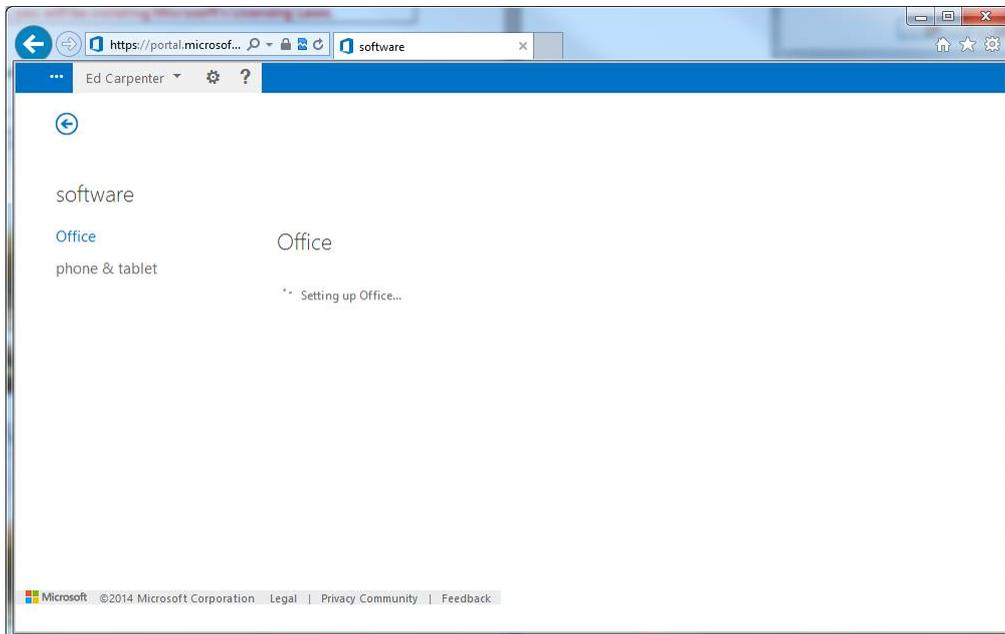
2. Log into the portal using your school email address and network password.

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

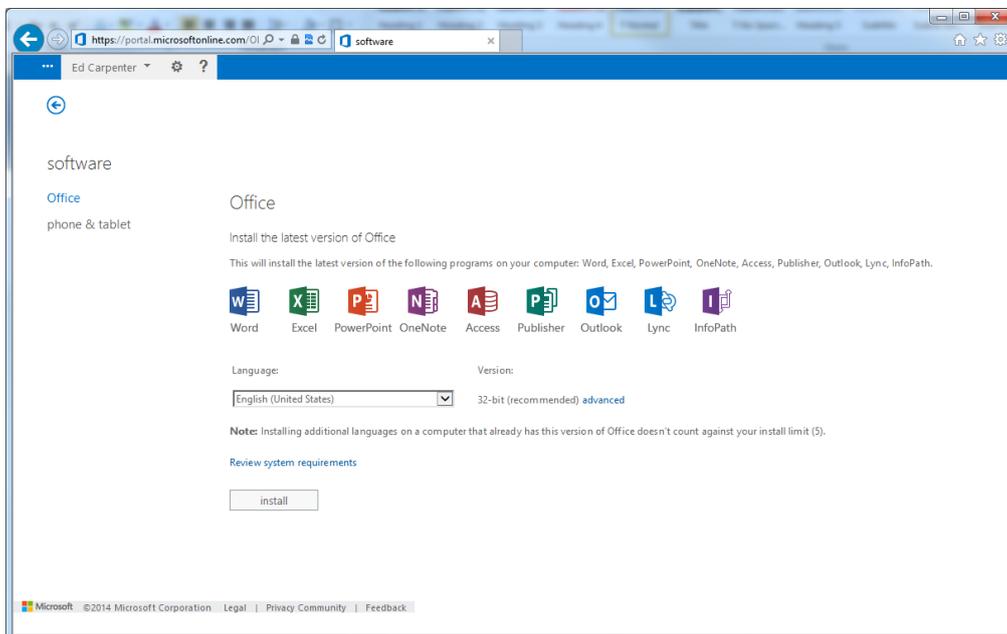


*If you have difficulty logging in with your school email address and network password, please contact ICT Support in A003 who will be able to assist you.*

3. Microsoft will now prepare a set of personalised download links for you. *Initially 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.*

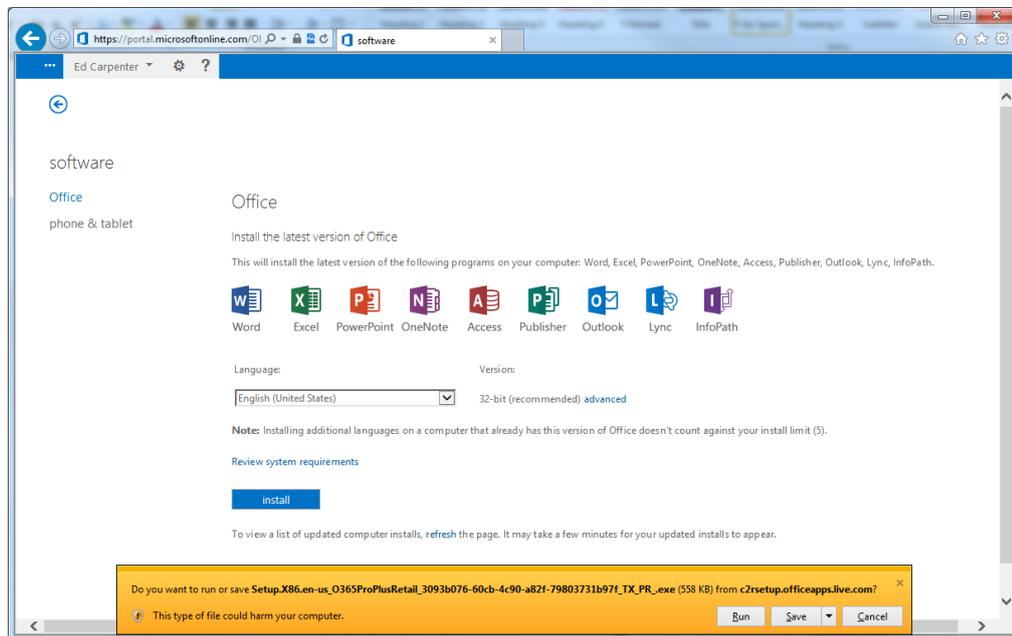


4. Once your download has been prepared, the screen will look like this:

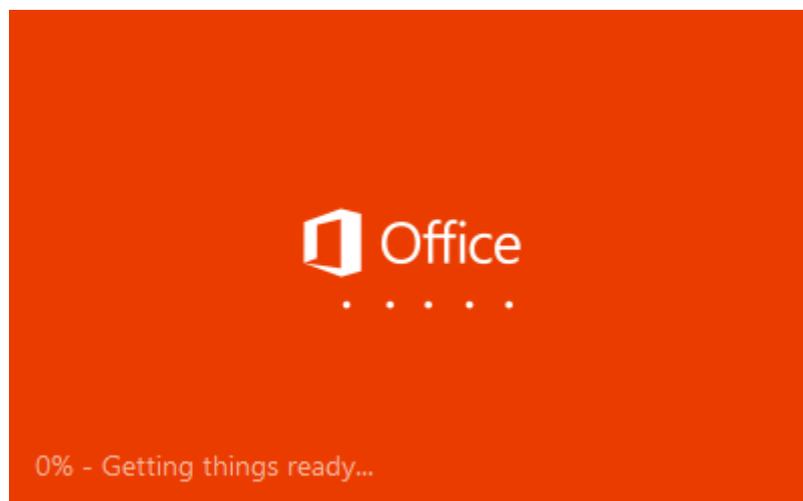


*You will notice that the Language drop down box is set to “English (United States)” this is fine as this installer also includes the English (United Kingdom) file set.*

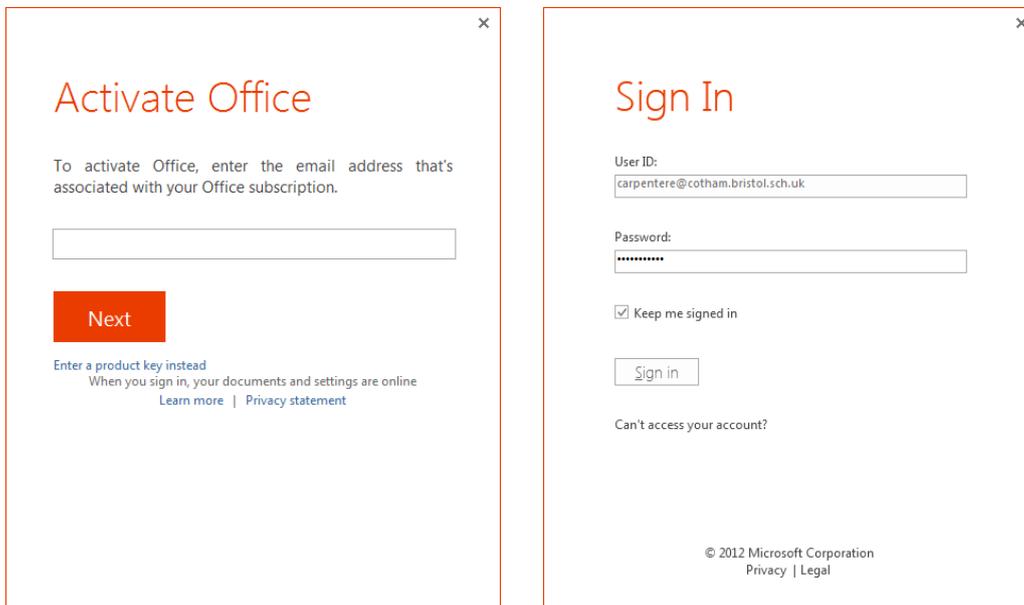
5. Click on the “Install” box at the bottom of the webpage to start the installation process. You will be asked whether you wish to run or save the installer. The installer is an online process – so please click “Run” at this point.



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



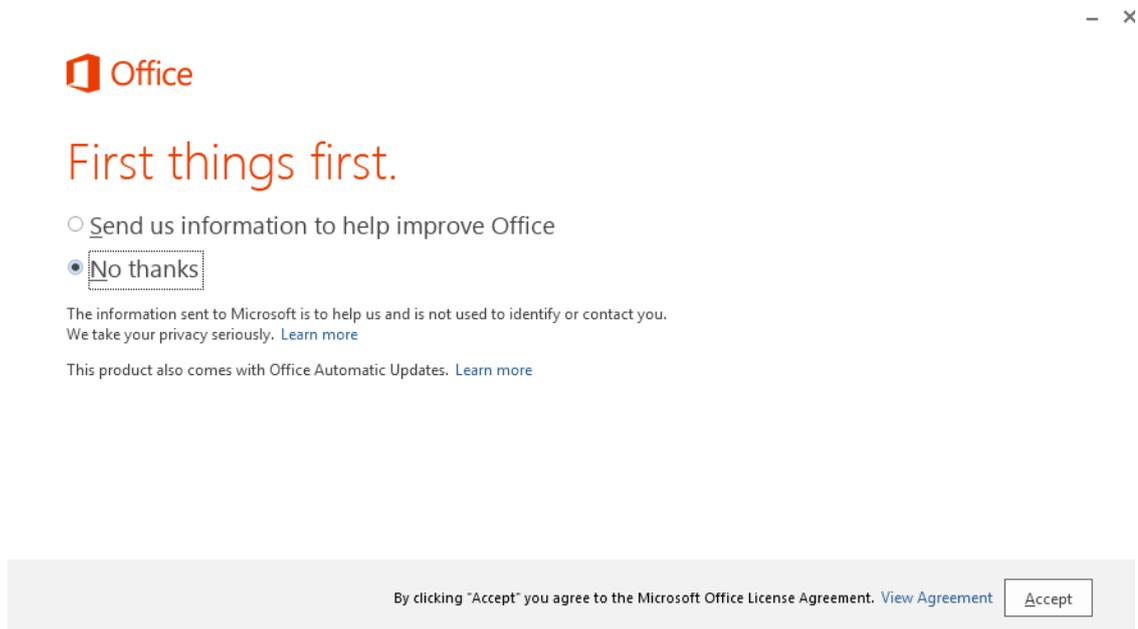
7. The installation process will then begin. You will be asked to provide your school email address and password again to confirm that you are authorised to install the software.



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



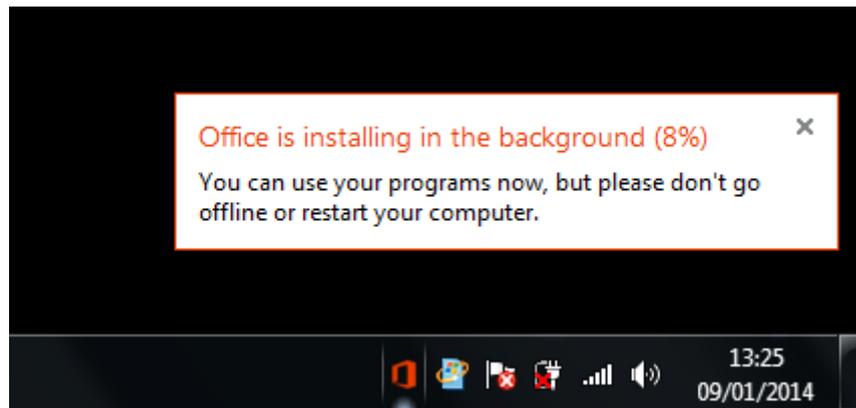
9. You can decide whether or not to send diagnostic data to Microsoft – and then click on accept to agree to the terms of the Microsoft license. We recommend that you say “No thanks” at this point.



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.

