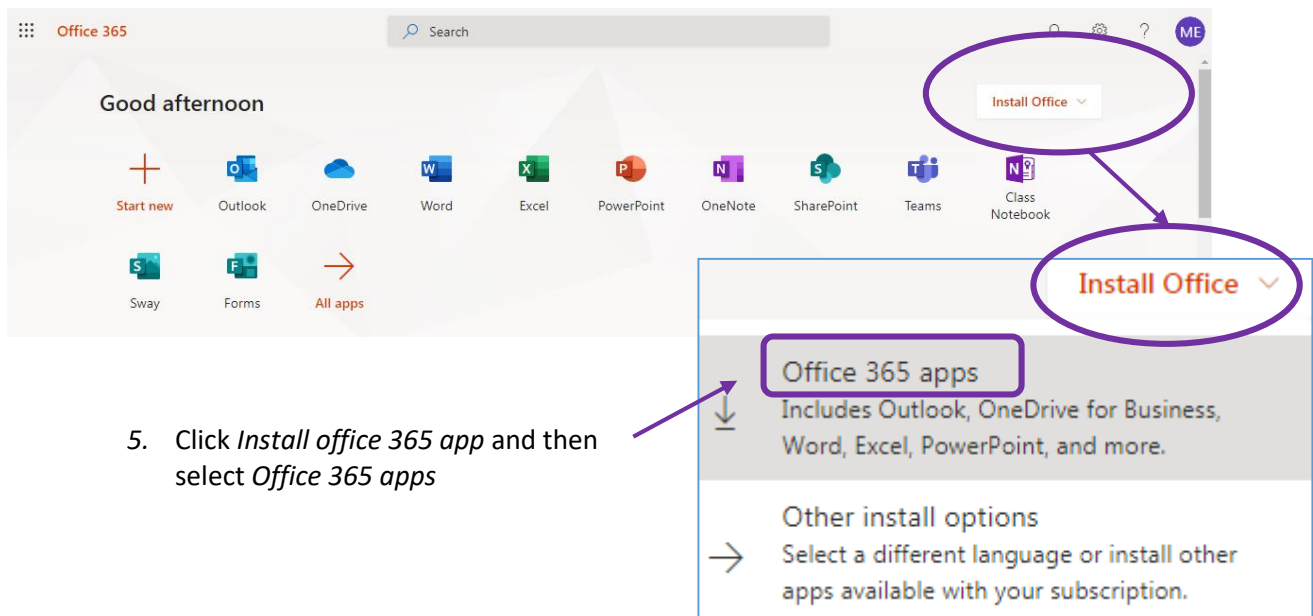


BTEC IT: Bridging lesson resource

Downloading Office 365 with MS Access

You will have to download the apps to your PERSONAL PC.

1. Ensure your local 'C' drive is not full as it will download the install file on the C drive.
2. Login to your office365.
3. Try to use **Chrome** as your browser
4. In the top right hand side you should now see an **install office** tab.

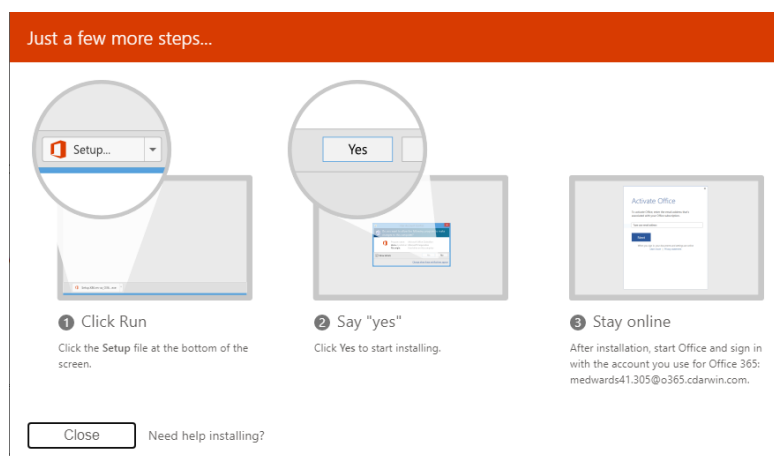


5. Click *Install office 365 app* and then select *Office 365 apps*

6. You may see the download appear on your task bar, where you will need to **open/run** it



7. It will start **downloading** office



Just a few more steps...

- 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: medwards41.305@o365.cdarwin.com.

Close Need help installing?

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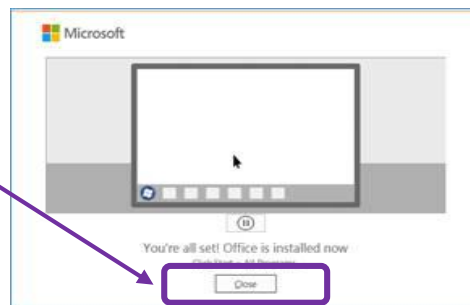
Downloading Office 365 with MS Access

8. Once downloaded, click on it to launch it and select **RUN** to start the install.

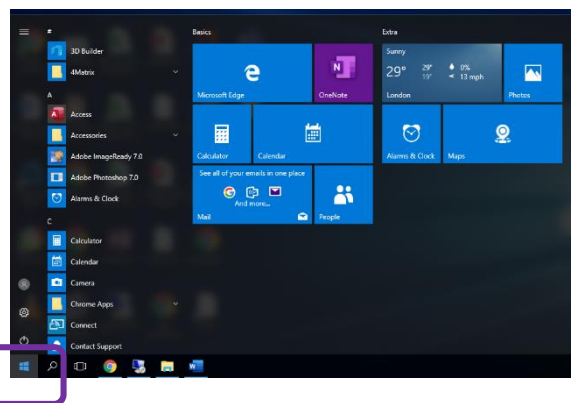


9. Please allow it to complete..... make a cup of coffee (or tea!) and put your feet up ☺

10. Click Close

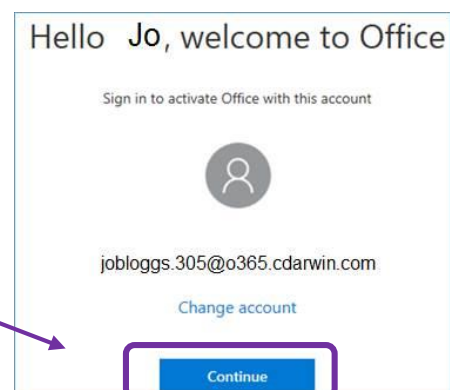


11. Click **START**, icons will be there, it should say **New** just below each icon of the office app.



12. Click the **ACCESS** icon, A Window will pop up with your office365 credentials

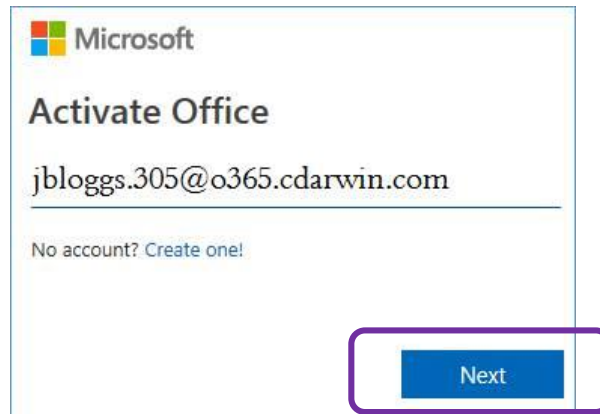
Click *Continue*



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Downloading Office 365 with MS Access

13. Click *Next*



Microsoft

Activate Office

jbloggs.305@o365.cdarwinwin.com

No account? [Create one!](#)

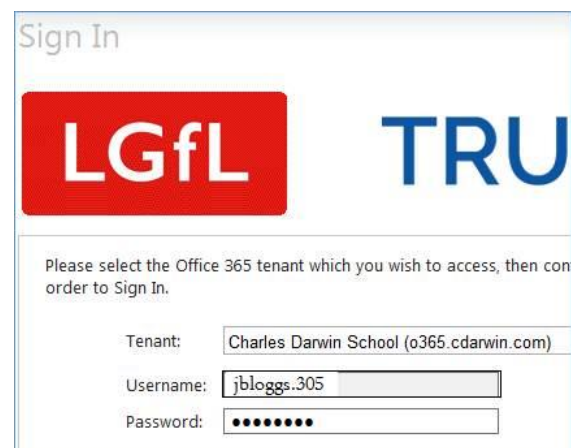
Next

14. Enter your office365 password and click *Sign In*

15. Click **YES** (leave the default tick for *Allow my organization to manage my device*)

It will begin to register your device.

16. Click *Done* (You're all set!)



Sign In

LGfL TRU

Please select the Office 365 tenant which you wish to access, then order to Sign In.

Tenant: Charles Darwin School (o365.cdarwinwin.com)

Username: jbloggs.305

Password: ●●●●●●

17. The ACCESS icon may be on your task bar, launch it.

18. Click *Accept*



Microsoft

Accept the license agreement

Microsoft Office 365 ProPlus includes these apps:

W X P O N P A S

This product also comes with Office Automatic Updates. [Learn more](#)

By selecting **Accept**, you agree to the Microsoft Office License Agreement. [View Agreement](#)

Accept

- If the *Default file Types* pops up, select first radio button (*Office open XML formats*)
- Then click *OK*



That's it, all done!!