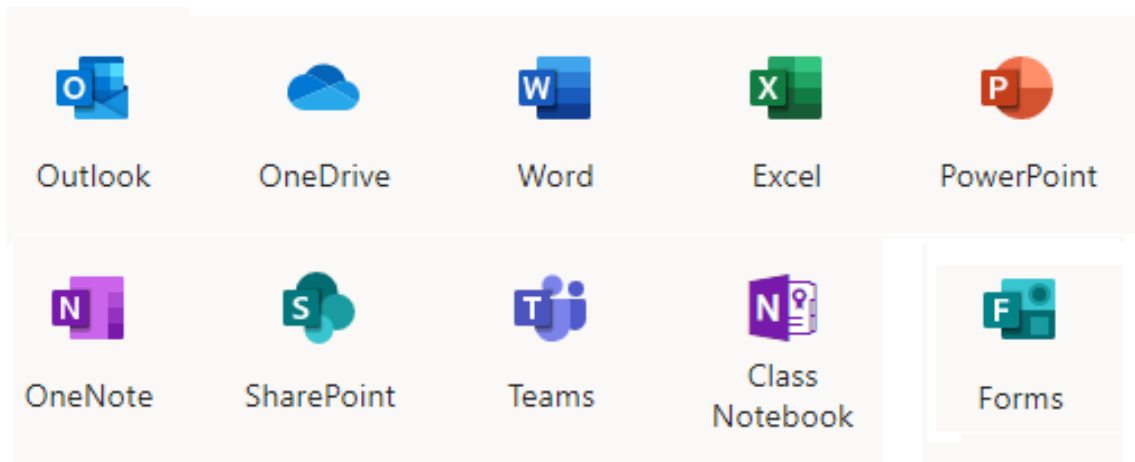
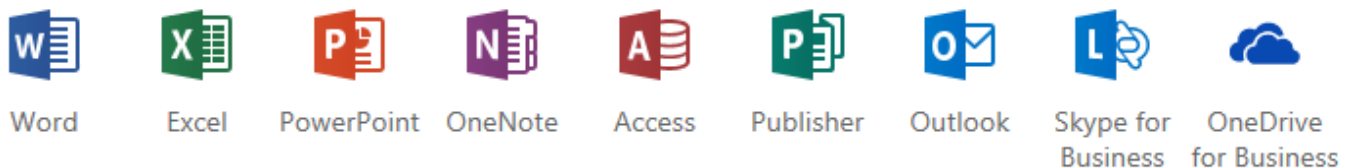


Accessing Office 365 and downloading latest Office products

The school now offers Office 365 and the latest Office products for use at home. Office 365 is an entirely web-based service that can be accessed from any computer without the need to install any programs. This service enables you to use the following products online:



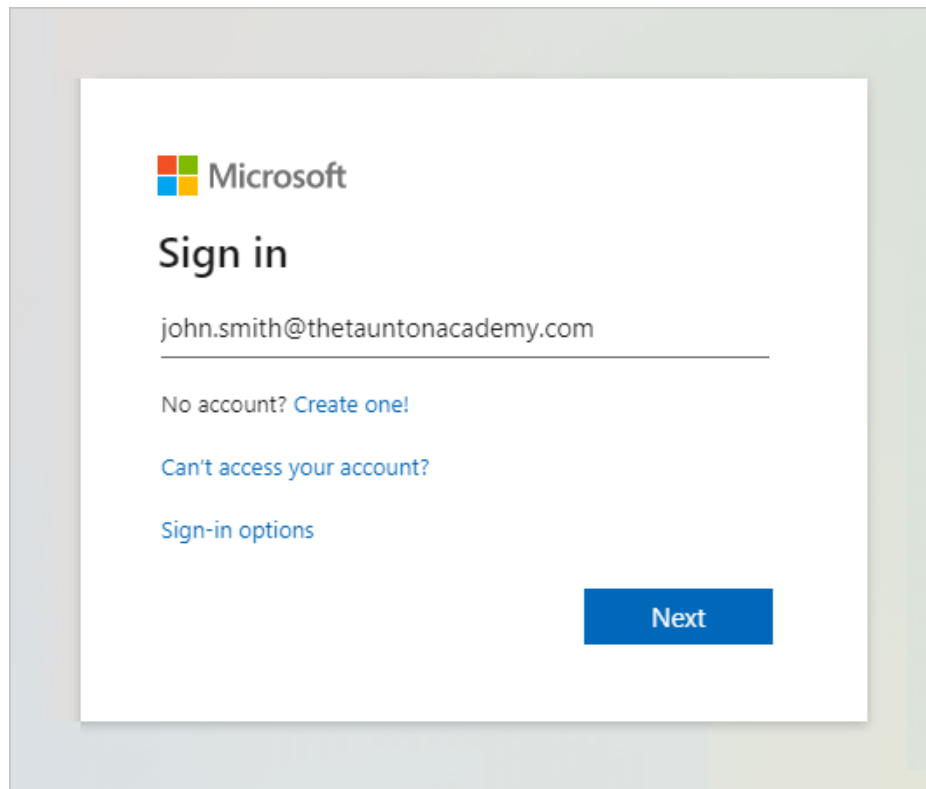
Additionally, this will allow you to download and install the latest versions of the following programs on up to 5 of your home devices, including Mac, PC and tablets.



To access this service, please go to the following URL: <https://portal.office.com>

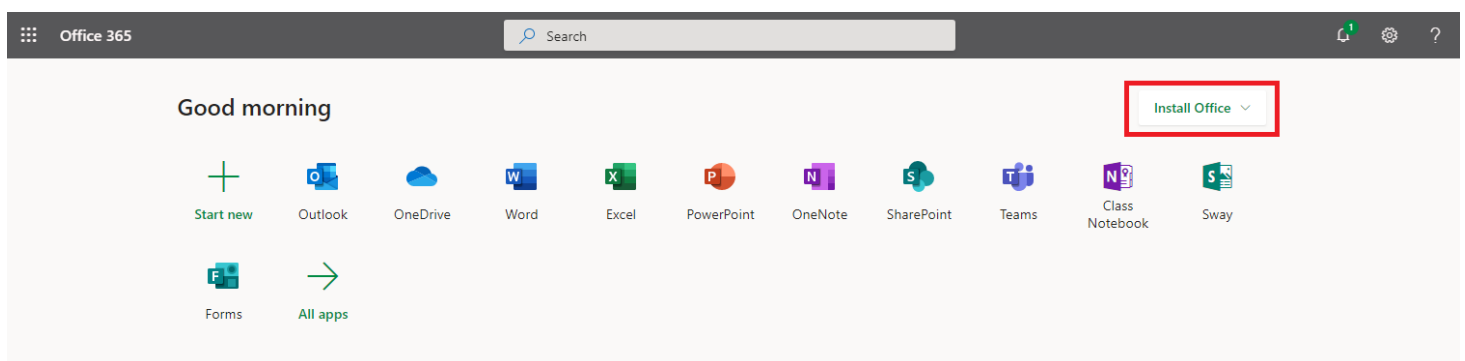
When you navigate to this link, you'll be presented with a logon screen. Here you will need to enter your school login details. In the username field, you'll need to enter your school email address.

For both staff and students, the address is **@thetauntonacademy.com** which comes after your school username e.g. **jsmith@thetauntonacademy.com** or **john.smith@thetauntonacademy.com**



After entering these details, you'll be redirected to the school's login page. If you are connecting from home, you will need to enter your school password. If you are in school, you will be automatically signed in.

Once signed in, you can access all of the Office programs within 365 or choose to install Office onto your machine by clicking the "**Install Office**" button located in the top right corner of the screen, just above the list of available apps.




After clicking this button, you'll be presented with two options:

- **Office 365 Apps:** This installs the basic Office 365 programs.
- **Other Install Options:** Allows for advanced customisation of available apps and devices.

To install the basic Office programs, you need to select the first option of "**Office 365 Apps**".

After you've selected this link, it will automatically download the installer for you and a pop-up will appear detailing installation instructions. Please follow the pop-up to install your Office 365 Apps.

Just a few more steps...



The image shows three sequential steps for installing Office 365 Apps. Step 1, 'Click Run', shows a laptop screen with a 'Setup...' button highlighted by a magnifying glass. Step 2, 'Say "yes"', shows a dialog box with a 'Yes' button highlighted. Step 3, 'Stay online', shows an 'Activate Office' screen with a 'Next' button highlighted.

- 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: thomasc@richuish.ac.uk.

[Need help installing?](#)

Once the installer finishes, you will be able to access the list of basic Office 365 programs on your PC through your school account. This includes programs such as Microsoft Word, Power-point, Excel and more.

Should you encounter any problems at any stage of this process, please contact the IT Helpdesk by emailing ictsupport@thetauntonacademy.com and we will walk you through the process and resolve any issues.