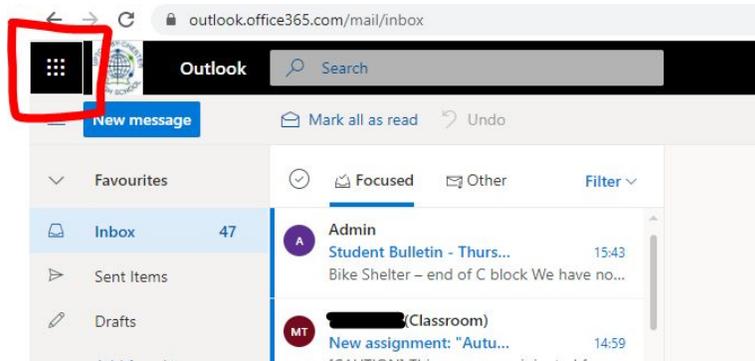


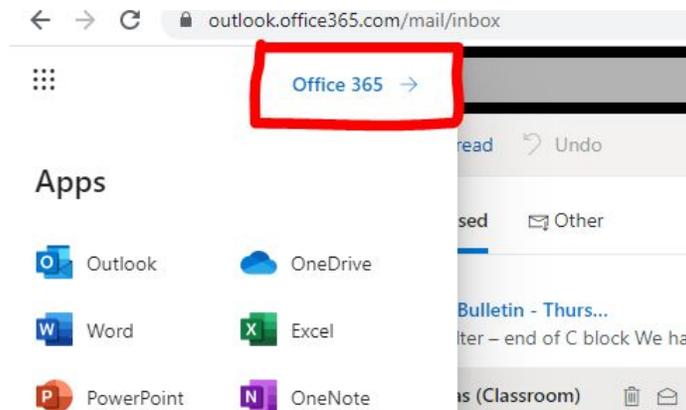
Download Microsoft Office at Upton-by-Chester High School

All users at Upton-by-Chester High School can download, for free, a full copy of Microsoft Office on upto 5 devices. This includes PCs, Macs and tablet devices. The process is really simple to do and begins by logging into your upton email account.

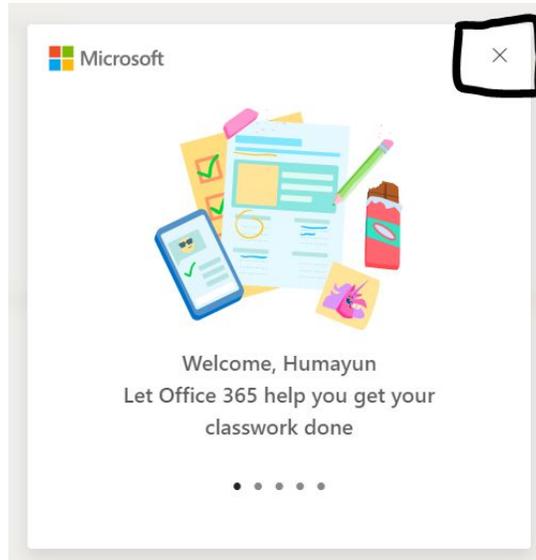
Login to your Upton email account, then at the top left of the screen click the nine dotted more icon



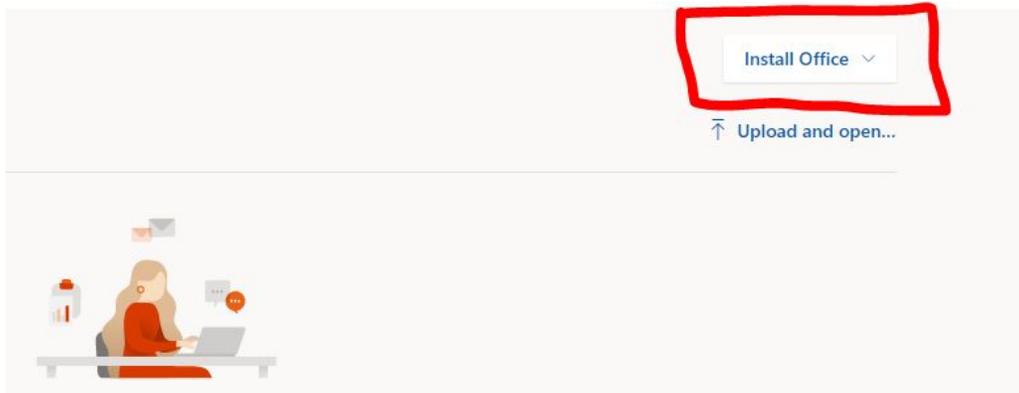
Followed by the 'Office 365' Link



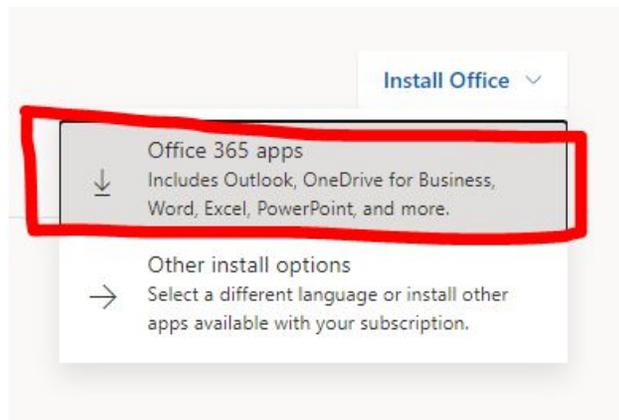
If this is the first time you have clicked the link you may get an info popup, click the 'x' to close this and move on.



Once loaded click the 'Install Office' link at the top right of the screen



Then select 'Office 365 apps'



A small file will now download, this can be found in your downloads and will complete the process for you. A new popup will also appear on your screen detailing how to continue and complete the install.

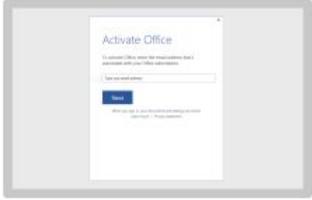
Just a few more steps...



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: 20AiiH@uptonhigh.co.uk.

Need help installing?