

HOW TO install Office365 on your own device

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(Students, your Learnlink email address can be found in DayMap)

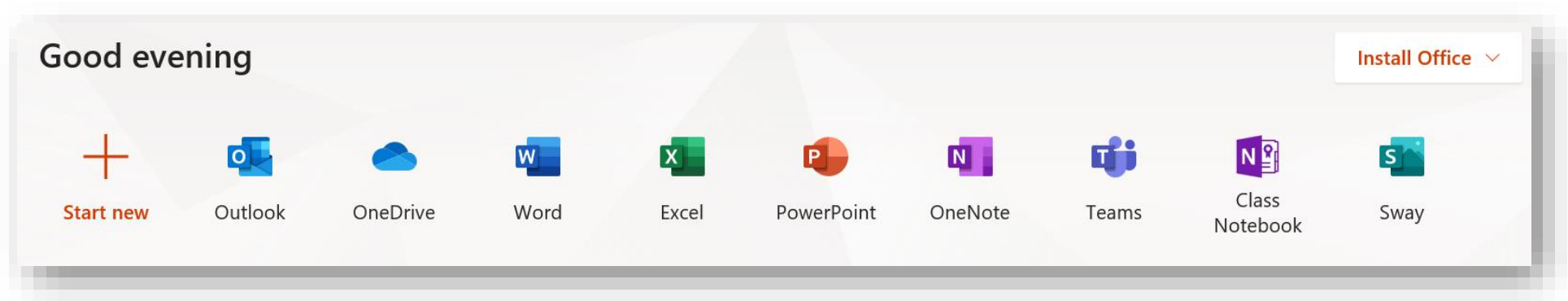
Click on EMAIL (if required login using the same credentials as Learnlink)



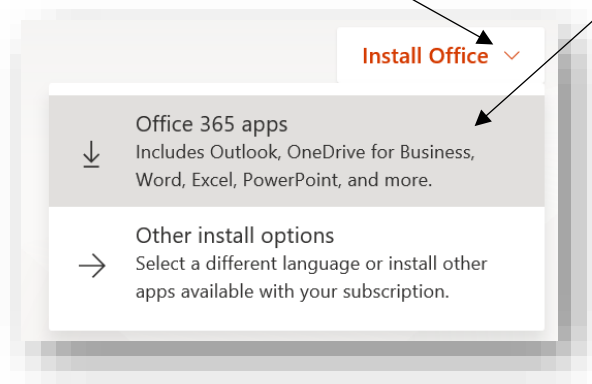
Click on the app launcher, then select Office 365



You will be presented with the following



Select the Install Office down arrow and choose Office 365 apps, Follow the prompts to install on your device, be patient



Once Office 365 has been installed, when you first open an application (for example WORD) you will be required to login and licence the product, you will need to use your Learnlink credentials selecting **work or school account**. Follow the prompts to finalize the process. Once complete you will have a fully licenced version of Office 365 which can be installed on up to 5 devices