Using Office 365

1. Login to MyHighcliffe and click on 'Office 365' or visit http://login.microsoftonline.com
2. Enter your school email address which will be your username followed by @highcliffeschool.com (for example – 09smitha@highcliffeschool.com).
3. Enter your school password and click 'Sign In'
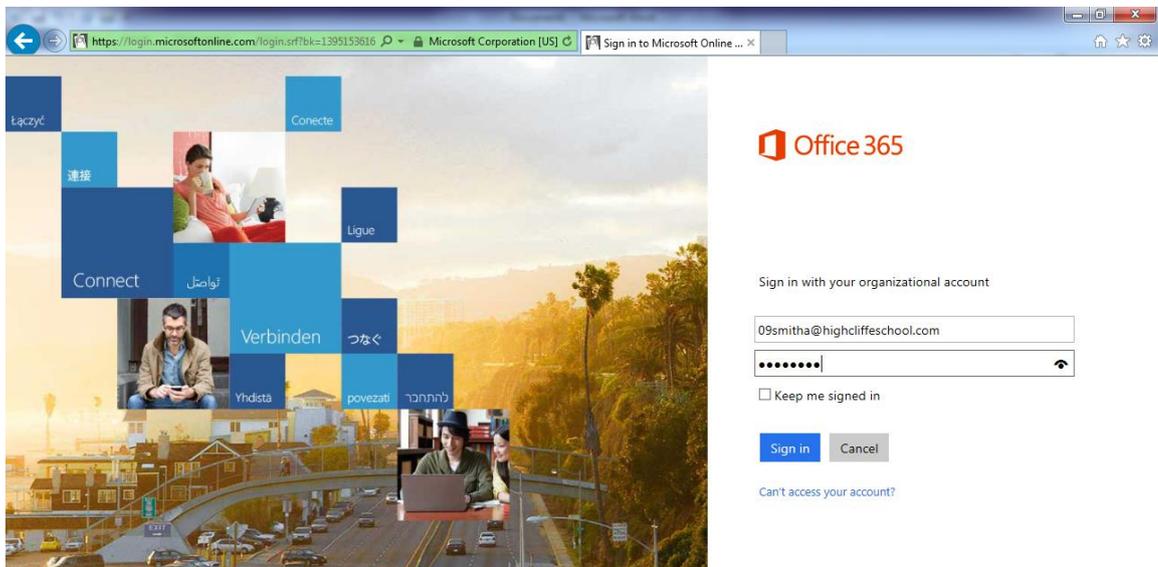
4. You should now be logged in to Office 365 and a screen similar to below will show
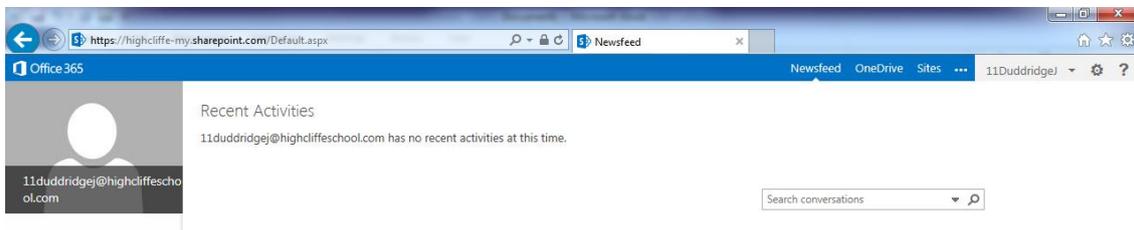

5. **The first time you login you may find you have to leave Office 365 for about 30 minutes to get its self-ready for you. Please logout and come back an hour later. You can tell when Office 365 is ready by click on the 'Person' top left. It is says 'We are almost ready' then it is not yet setup correctly and you need to be patient.**
6. Once setup you can use 'OneDrive' to store your files by clicking on the link on the top menu bar. Any Office documents stored here can be accessed from school and home easily. Any changes will synchronise between home and school automatically.

Installing Office at Home – For Free

As a student of Highcliffe School you are entitled to install Office on your home computer for free. To do this, login as documented above and then click on the 'Cog' on the top menu bar and select 'Office 365 Settings'
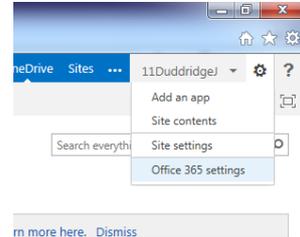
Next click on the 'Software' button
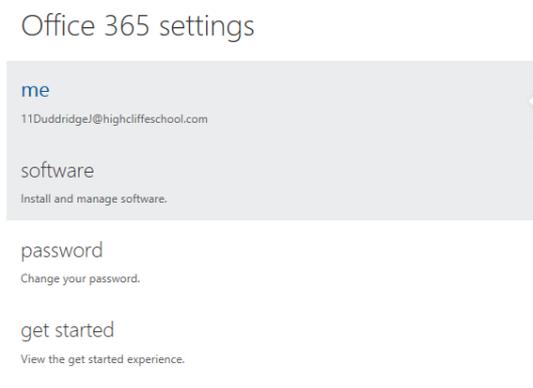
The following screen will be displayed allowing you to select the version of Office you wish to install.
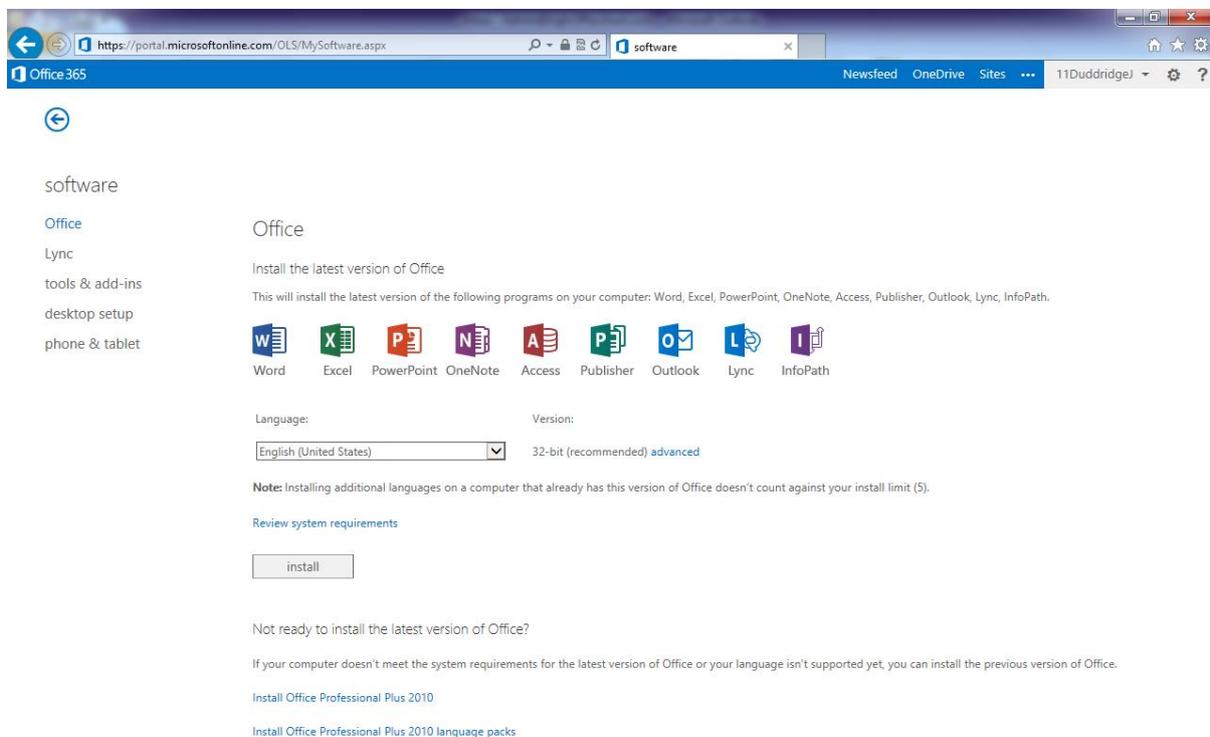
Please note:

- **If Office does not show when you click on Software please logout and come back an hour later as this often takes some extra time for Microsoft to setup.**
- **You will only be able to use this version of Office whilst a student at Highcliffe School. To prove this you may be asked to login using your school username and password periodically.**