**Installing the Office 365 Applications to your Desktop**

Step 1:

Go to <http://login.microsoftonline.com>

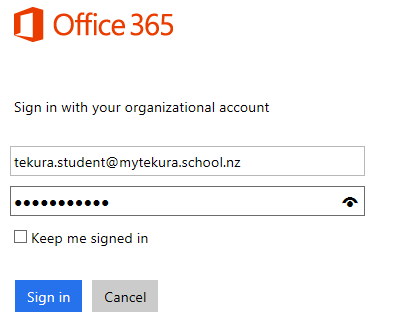
Step 2:

Log in by entering your Te Kura student email address and password underneath ‘Sign in with your organizational account’.

Your Te Kura email address is your [firstname.lastname@mytekura.school.nz](mailto:firstname.lastname@mytekura.school.nz) and the password is your Te Kura student ID number:

Username: joe.student@mytekura.school.nz

Password: 213456745



Step 3:

Once logged in you will see this page

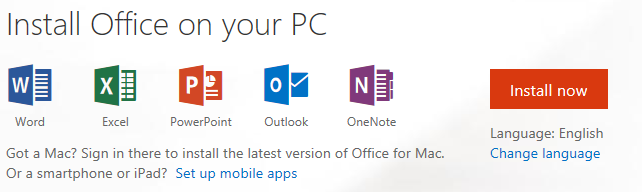


From here you can:

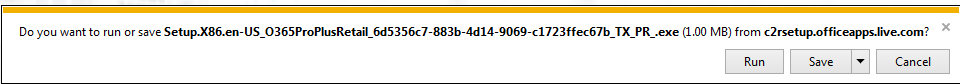
* install the Microsoft Applications to your computer desktop
* access the Online Microsoft Web Applications.

**Downloading and Installing Microsoft Office onto your PC**

To install Microsoft Office on to your PC, click on the Install Now button.



You will see this box appear. Click on the Run button.



The install Wizard will run through the installation of Office 2013 to your PC.

* You will be prompted to accept the Terms and Conditions.
* During the install, you will be advised about One Drive (online storage).
  + One Drive can be accessed through the Web Applications.
  + As a Te Kura student you have access to 1 Terabyte of online storage.
* Select a style (Background) you would like for your Office 365, or choose no background.

Click Next.

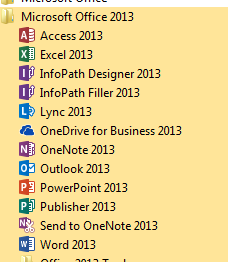
You will then be prompted to take a tour of the new Features of Office.

* To take the tour, click ‘take tour’.
* If you don’t want to take the tour, click ‘no thanks’.

Clicking either of these options will complete the Installation.

If you now check your START menu, under All Programs – You will see the Newly installed

Office 2013 Applications.



**Using the Office 365 Web Applications**

To use any of the Web Applications, you simply click on the one you want. Note that you will need to remain connected to the internet to use the Web Applications.



Once you click on the required application it will automatically launch and display within a new internet browser page.

You are then able to use this application just like you would an installed application.

Two features to note:

Saving:

Any document you create or edit is automatically saved to your One Drive.

In the event you want to save a copy to your computer, you can select “Save As” from the file menu and download the copy to your computer.

Sharing:

You are able to share your documents with other people, simply by sending them a link.

To do this, click on Share and then enter the person’s email address then click share