

Installing the Office 365 Applications to your Desktop

Step 1: Go to <http://login.microsoftonline.com>

Step 2: Log in by entering your mytekura email address and password underneath 'Work, or school, or personal Microsoft account'.

The email address is your Firstname.Lastname@mytekura.school.nz and the password is your Te Kura student ID number:

Username: Joe.Student@mytekura.school.nz
Password: 213456745



Work or school, or personal Microsoft account

Joe.Student@mytekura.school.nz

.....

Keep me signed in

Sign in

[Can't access your account?](#)

Step 3: Once logged in you will see this page

The screenshot shows the Office 365 dashboard. At the top is a blue navigation bar with the Office 365 logo on the left and links for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks on the right. Below the navigation bar is a large red banner on the left with the text "Discover something new today." To the right of the banner is a section titled "Install Office on your PC" which includes icons for Word, Excel, PowerPoint, Outlook, and OneNote, along with an "Install now" button. Below this is a section titled "Collaborate with Office Online" which features a grid of icons for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks, and another row of icons for Word Online, Excel Online, PowerPoint Online, and OneNote Online.

From here you can:

1. Install the Microsoft Applications to your computer desktop
2. Access the Online Microsoft Web Applications.

1. 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 go to the START menu, under All Programs you will see the Microsoft Office Applications.



2. Using the Office 365 Web Applications

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



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. If 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.