



Microsoft Office Download User Guide

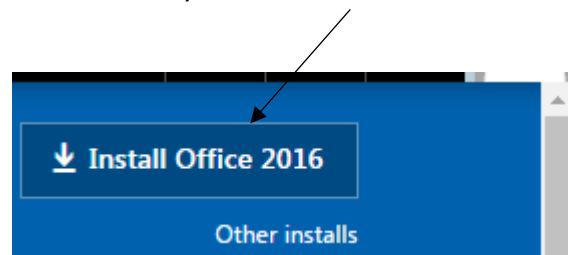
As a student you now have access to Microsoft Office for free while you are at our school. This is through the Office 365 Pro Plus Student advantage scheme.

To download the software, you need to logon to your school email. To do this go to <http://mail.trafalgar.wilts.sch.uk>, and logon using you full school email address and password

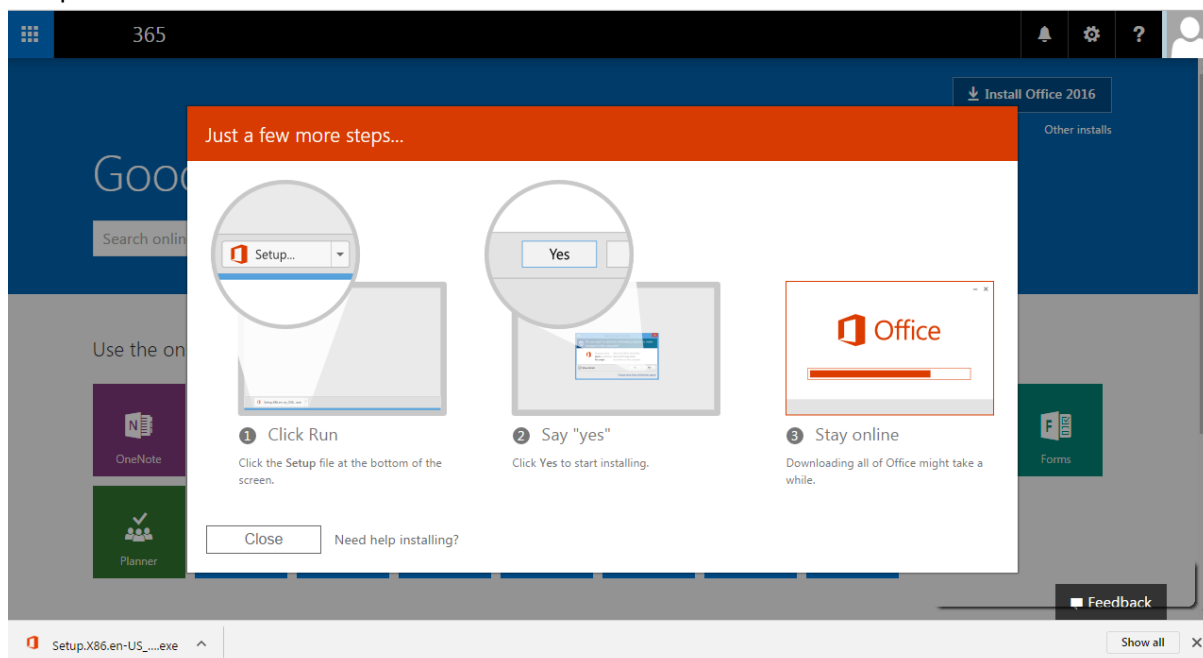
Once you have logged in click on office 365



At the top Right of your screen you will need to click on the button that says install office 2016

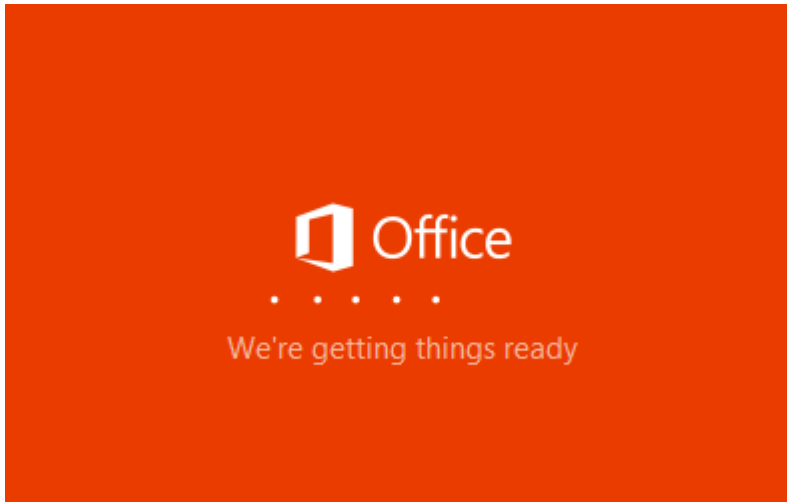


You will then be taken to this screen you need to follow the instructions on the screen explaining how to start the setup





Once the setup begins you will see this screen



Once the setup is completed click close and then it will all be installed

