



THE EMMANUEL  
SCHOOLS FOUNDATION

## The King's Academy Installing Office 2016 via Office 365

December 2017

The Emmanuel Schools Foundation  
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## You will need:

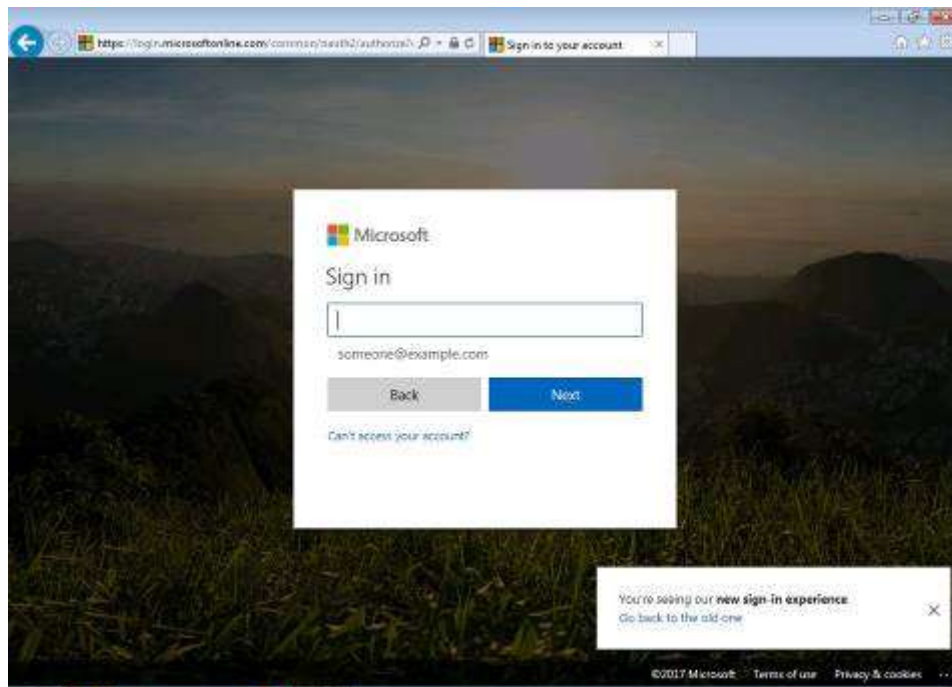
1. Access to the Internet

## Installing on a tablet or mobile device

Go to the App Store on your device and install Office from there. When asked to sign in, use your network username with @esf-schools.org.uk after it (2123456@esf-schools.org.uk) and use your normal network password. This will then activate on your mobile device or tablet.

## Process:

Go to <https://portal.office.com>. You will see the following screen:



You will need to enter the same username you use to access the network (your student ID) with @esf-schools.org.uk after it. Your username will look something like [2123456@esf-schools.org.uk](mailto:2123456@esf-schools.org.uk). Once you have typed your username, click on Next.



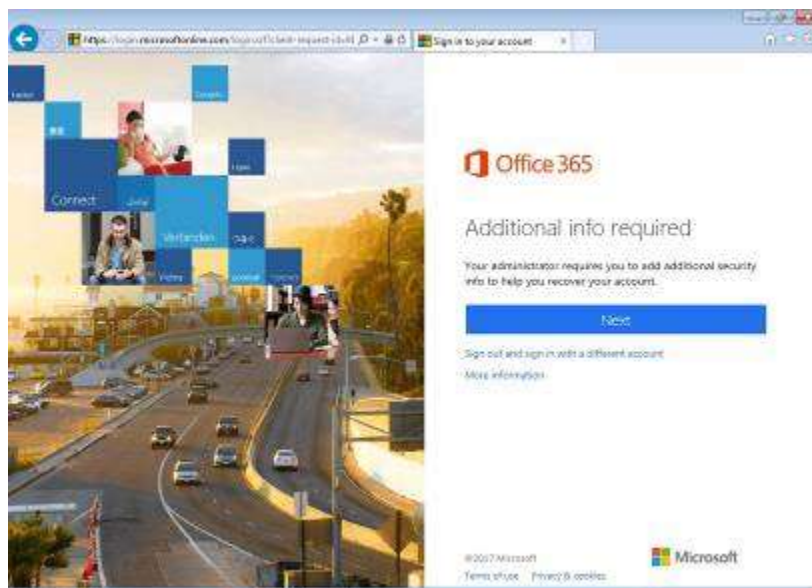


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You'll then be asked for your username again and this time you will have to type in your password. This is the same username and password you use to access the network in school:



Once you have typed in your username and password, click on OK. You will then see the following screen:

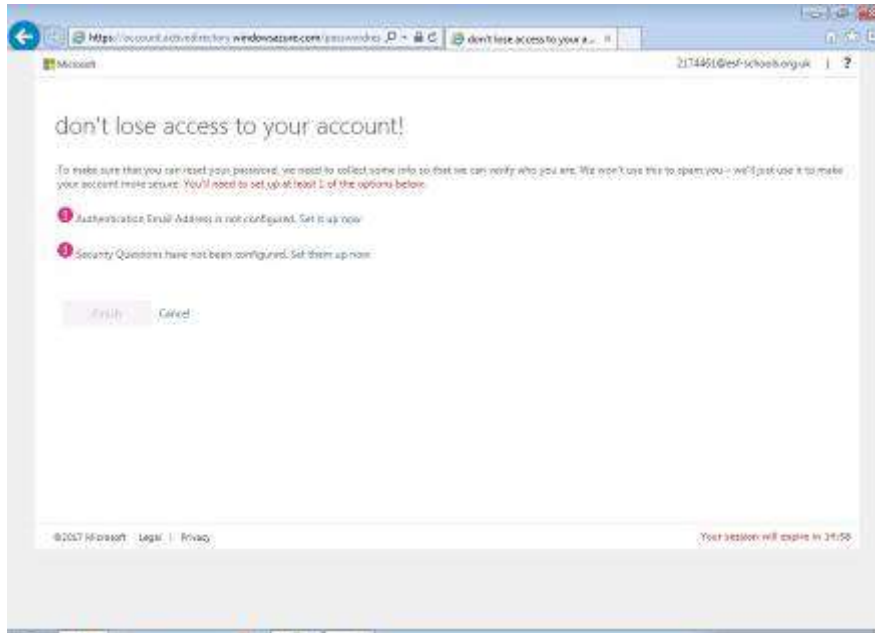


This screen will appear the first time you log in. You need to set up an email address (you can use your personal one) and other security information so if you have any issues Office 365 can help. Click on Next.



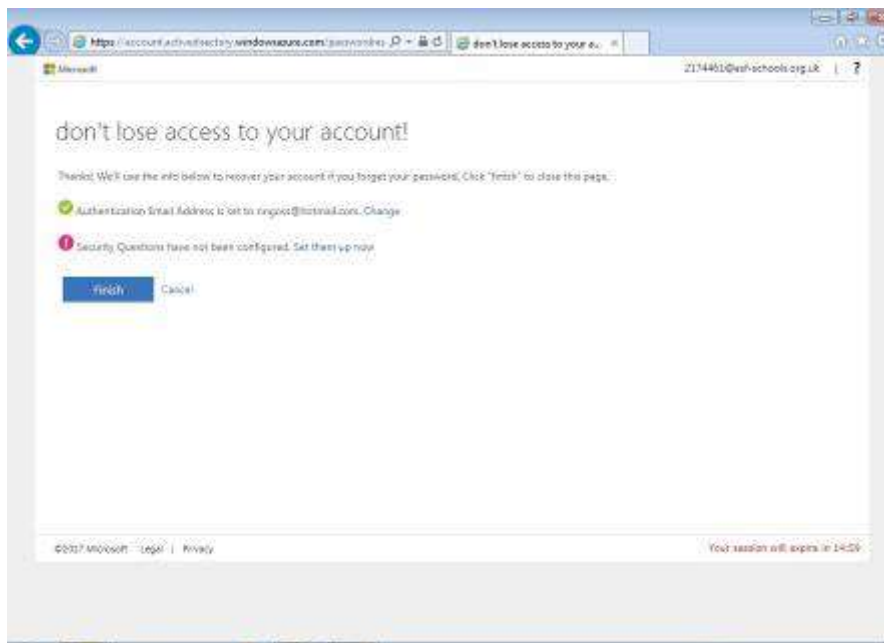


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This screen allows you to configure your email address and configure some questions. Click on *Authentication Email Address is not configured. Set it up now.*

You will then see the following screen:



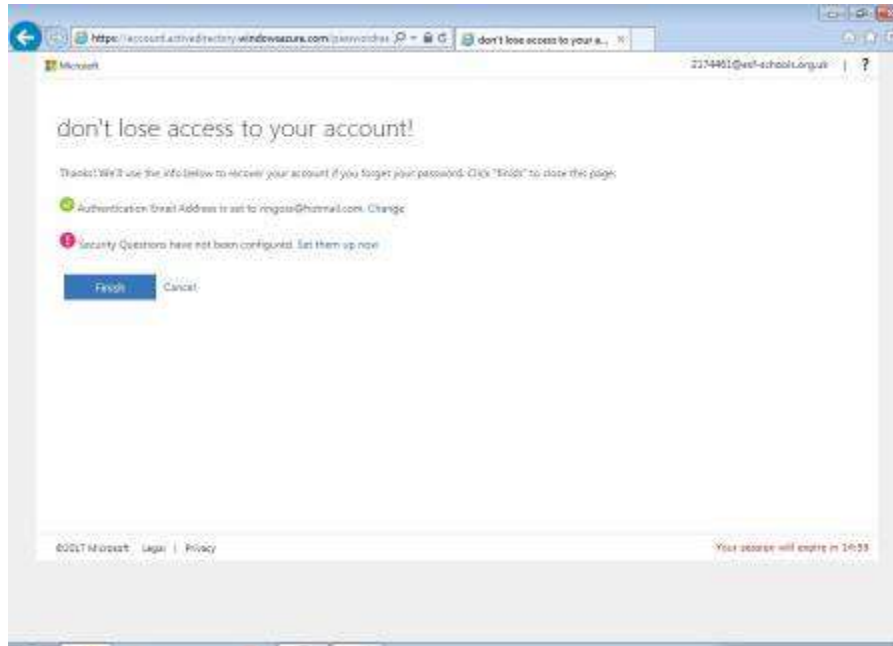
Enter your email address and Office 365 will send you a code. Put this code in the second box and click on Verify. You will then be taken back to the verification page:

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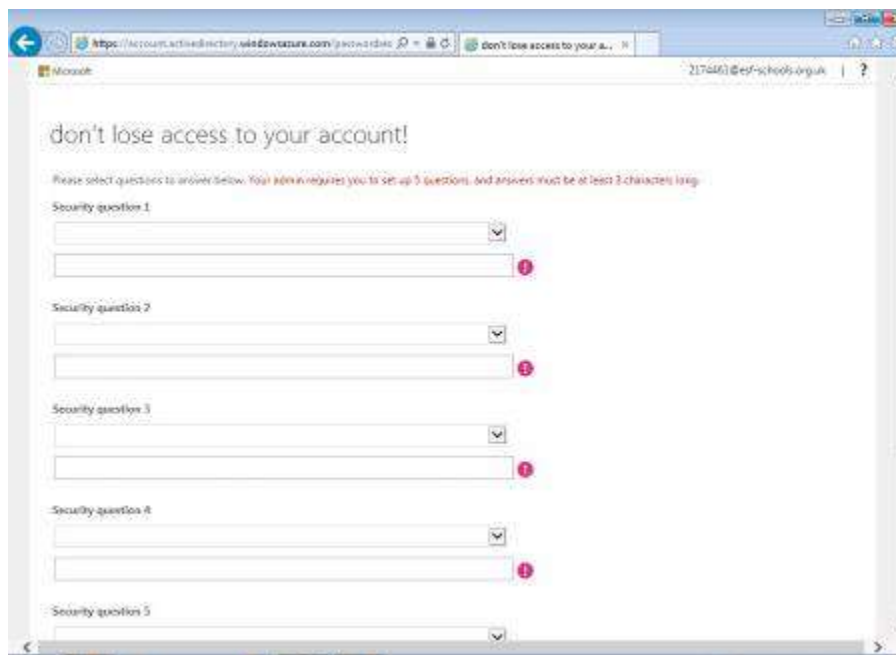




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Next, click on *Security Questions have not been configured. Set them up now.* The system will then take you to this page:



You need to choose a question for each box. Click on the down arrow and choose a question:

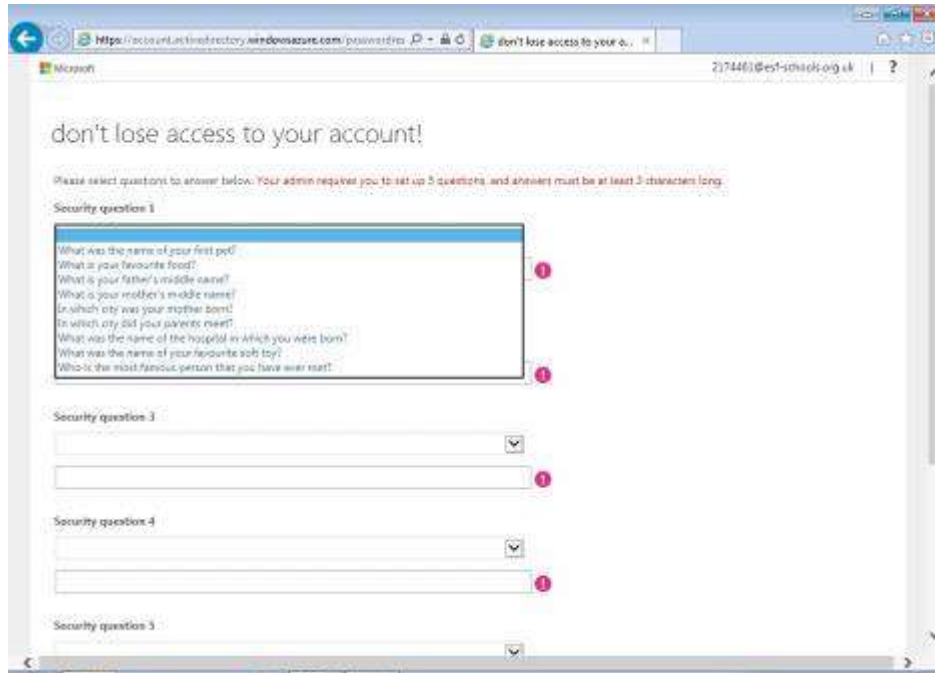
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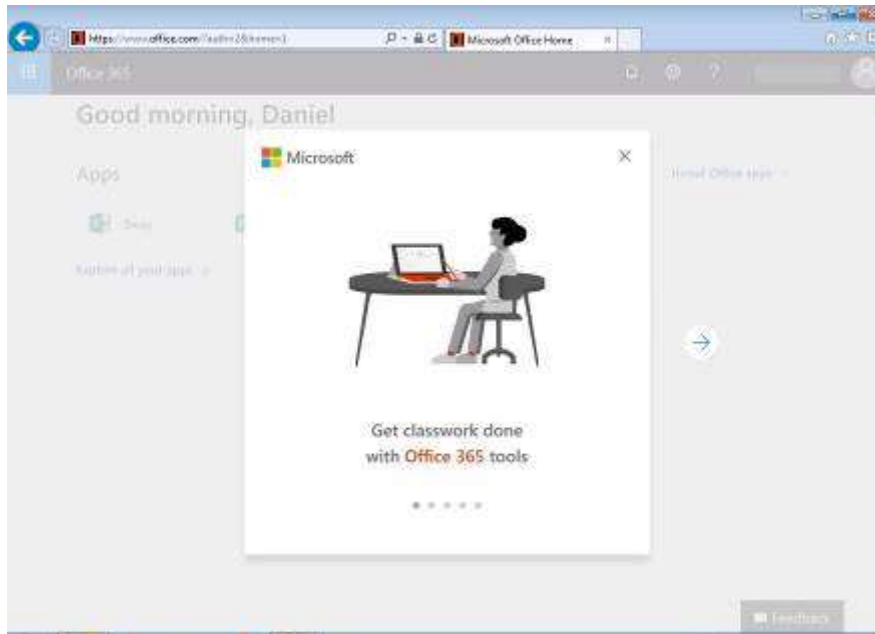


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Type in an answer that you will remember! This will help Office 365 if you forget your password or are locked out.

Once you have configured both authentication types click on Finish. You will then see the Office Portal Page with the Office 365 Introduction:



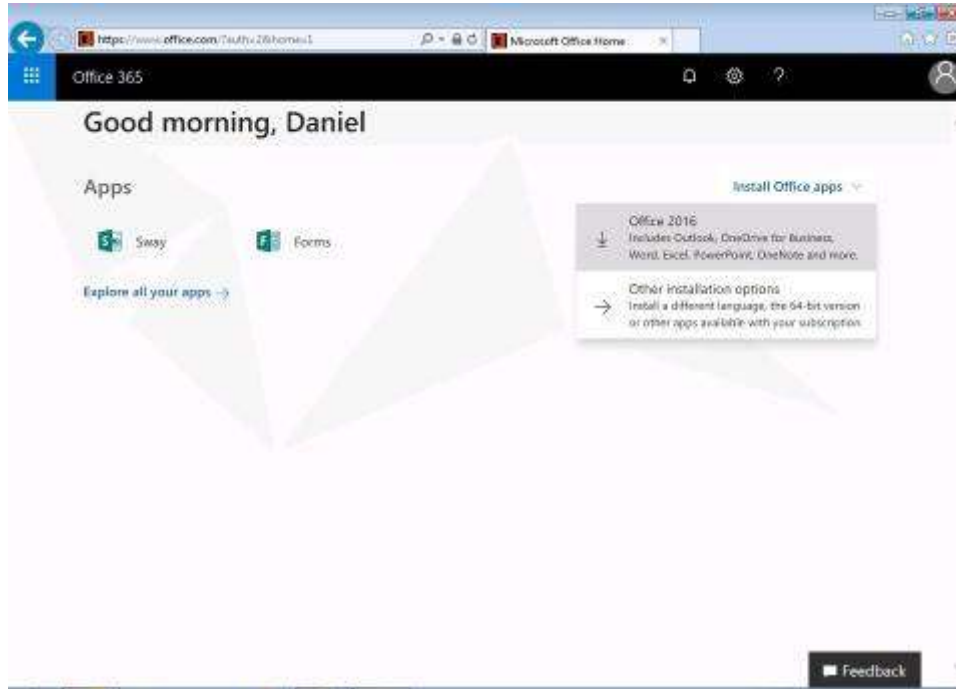
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Once you have finished the introduction, you will see the main Office 365 page:



Click on **Install Office apps** and follow the on-screen instructions. This will then install Office 2016 on your machine.

## How does the license work?

Once you leave the Academy and your account is removed from the network, Office 2016 will give you 30 days to purchase a new license. It will not be automatically uninstalled.

You can install Office 2016 on 5 devices.

