



Microsoft Office is available free to every pupil.

Each pupil can download Microsoft Office on up to 5 different devices including desktop computers, laptops, tablets and phones.

**To get Microsoft Office on a desktop computer or laptop.**

1. Visit <http://portal.office.com>
2. Enter your child's email address.
3. Enter your child's email address again and password.
4. Download

**To get Microsoft Office on a tablet or phone.**

1. Go to the app store.
2. Search for the Microsoft app you require. (E.G. Word, OneDrive, Excel)
3. Select install and enter your personal password.
4. Open the app when it has downloaded and log in with the child's email address and password.

**It would be useful if your child had access to Microsoft Word and OneDrive.**