

Office 2016 at Home – Students & Staff

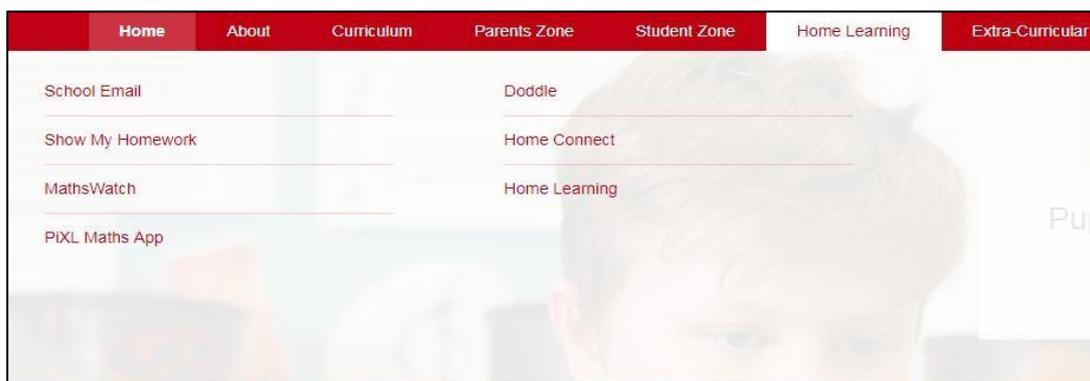
As part of West Craven High School's facilities we offer Office 2016 at home for our students, in order for them to access this they must log into their school e-mail account.

If you do not have access to your e-mail this can be reset by asking your form tutor to log a request with ICT at help@westcraven.co.uk

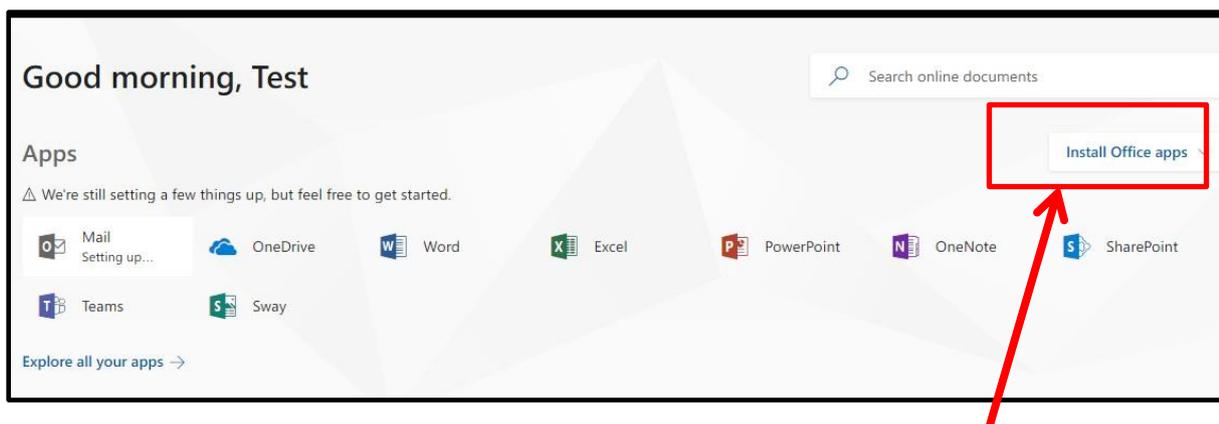
After you have your log-in details, in order to login if you access the school website

Westcraven.co.uk

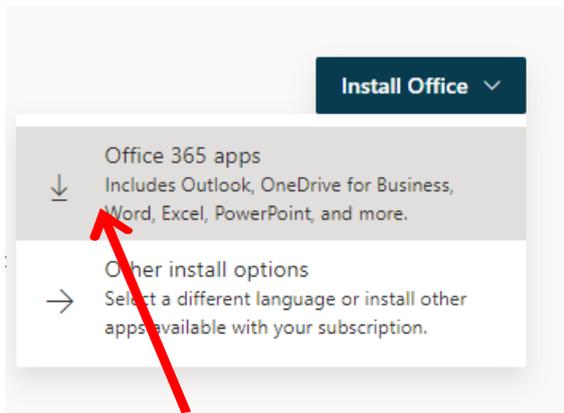
Then navigate to the Home Learning area, you will be met with the school links and information, on here click "Academy Email" or go to www.office.com



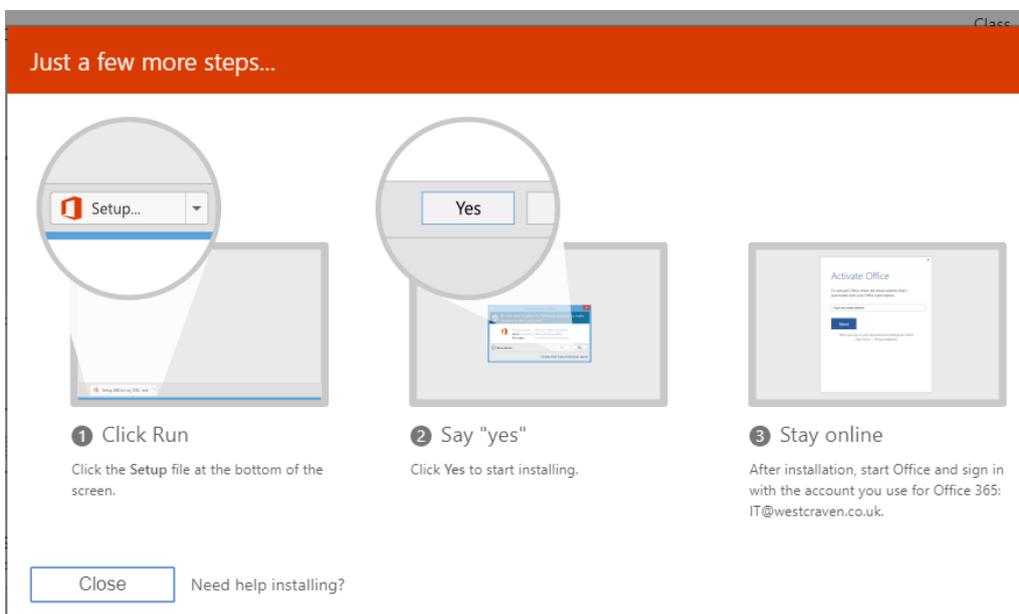
Log in with your West Craven E-mail & password and then you will be met with the below;



Click "Install Office Apps" and you will be prompted to download Office 2016.



Click Install Office 365 Apps



You'll then see this popup in the centre of the screen.

Your download should start at the bottom of your screen.



You can see the Microsoft Office Download file – Please open it and then proceed to install on your computer.