

1. Access Office 365 through the CHS website http://www.camhigh.school.nz/



2. Log in to office 365 using your email address and password (the same password that gets you onto the school wifi)Your email address is your firstnamelastname@camhigh.school.nzeg: susansmith@camhigh.school.nz

3. This should take you to your outlook webmail. Click on the top left-hand waffle [square of dots] and then "Office 365" words



4. Click install Office on right hand side, and then select Office 365 apps.

Office 365	✓ Search			
Good afternoon			Office 365 apps Includes Outlook, OneDrive for Business,	
Mar 26 edited this	+ 2 others edited Mar 29	You recently opened this Mar 29	Word, Excel, PowerPoint, and more. Other install options → Select a different language or install other	
CAMERING FOR A	Meeting Minutes	The second second second second second	apps available with your subscription.	

 Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save** (in Firefox).

If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

The install begins.

Office		×
	w 🔄 🛛 🛛 🗗 🖸	
	Installing Office	
	We'll be done in just a moment.	

2. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer. Select **Close**.

You are able to install office on up to 5 devices.

The Office365 app icons will now appear on your startup menu