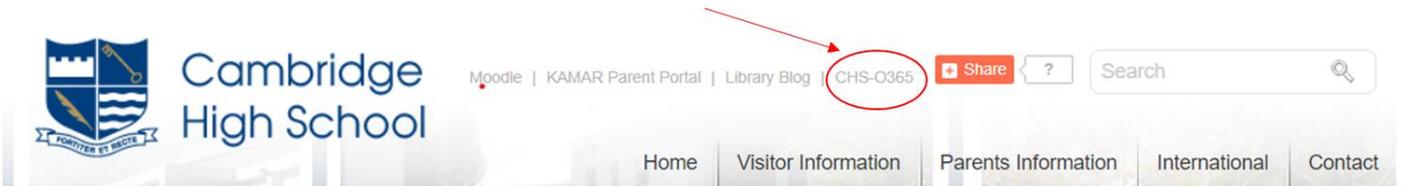


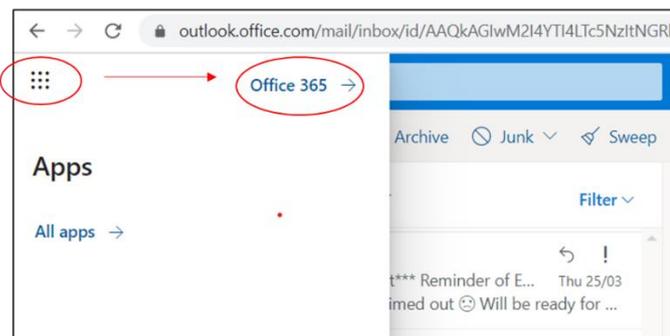


1. Access Office 365 through the CHS website <http://www.camhigh.school.nz/>

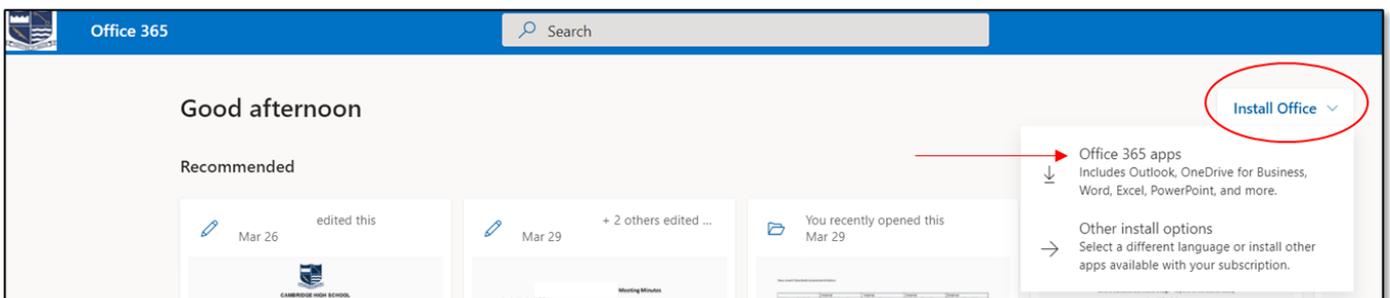


2. Log in to office 365 using your email address and password
(the same password that gets you onto the school wifi)
Your email address is your [firstnamelastname@camhigh.school.nz](mailto:firstname.lastname@camhigh.school.nz)
eg: susansmith@camhigh.school.nz

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.

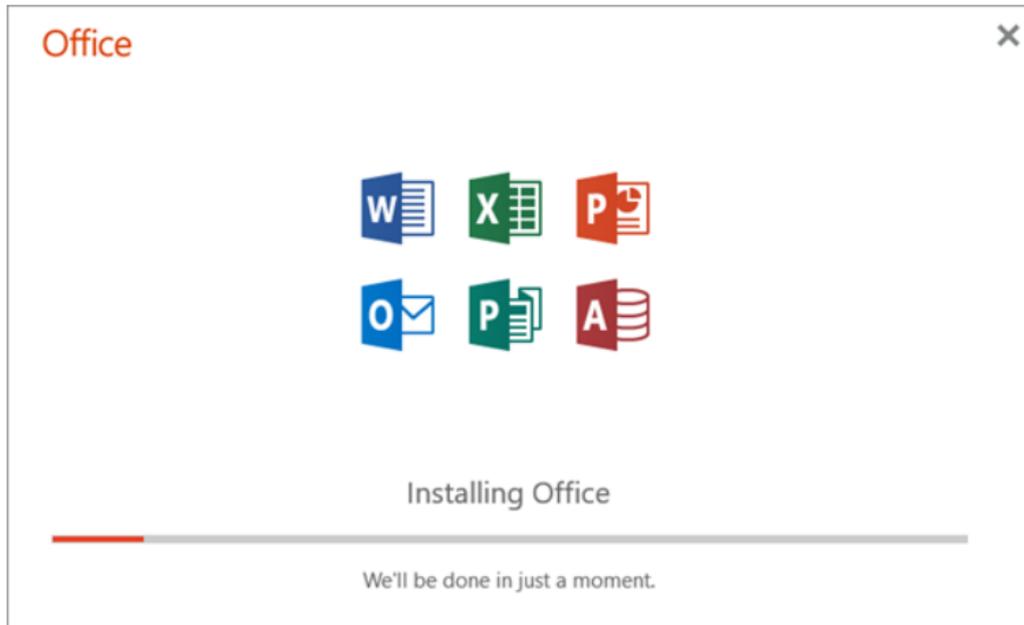


5. Running install programme

1. 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.



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