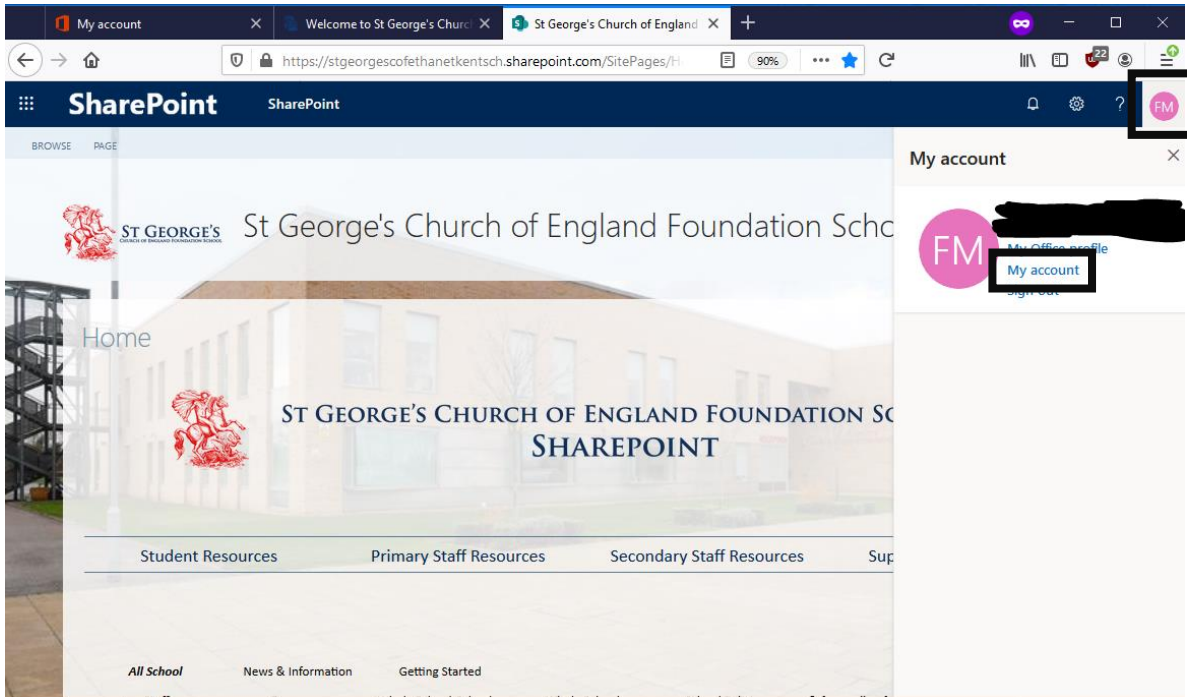


Install Office at Home

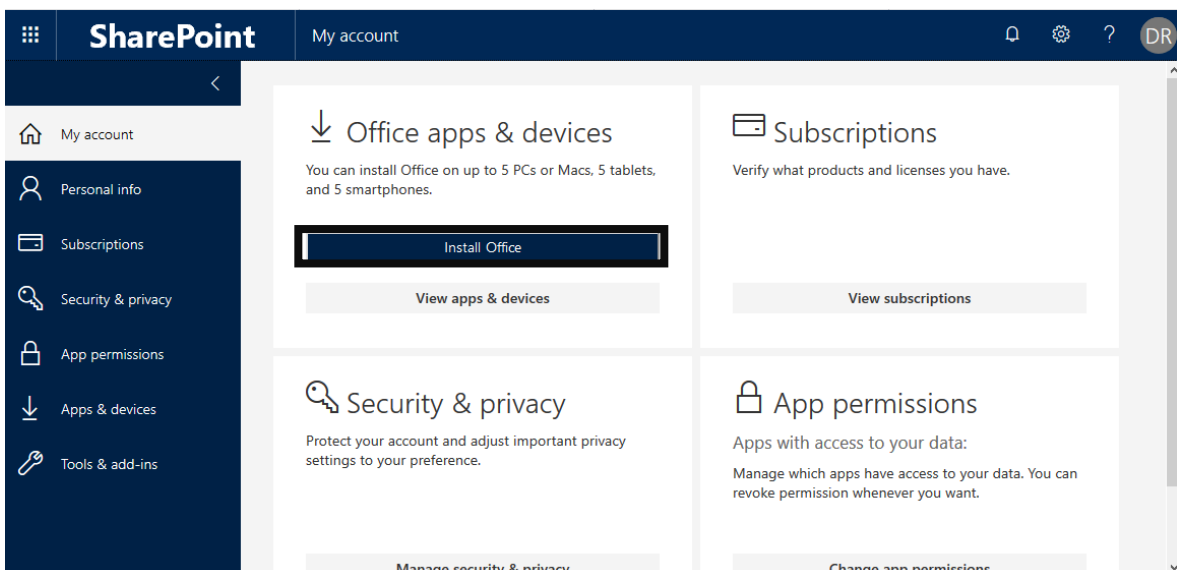
If you require Office at home, you're eligible to download all apps included in Office 365 through your student account. The steps below will help you find and download the software.

To start, open your preferred web browser and load up the school's Sharepoint site (<https://stgeorgescofethanetkentsch.sharepoint.com>). If not signed in already, it will ask for your credentials. These should be your school username **with @st-georgescofe-thanet.kent.sch.uk** on the end, and the password will be the same you use to sign in to the school laptops.

Once in, click the icon with your initials at the top-right and press **'My Account'**



Once there, you should be presented with a screen like below, simply click **'Install Office'** and follow the instructions given. If you are missing the **'Install Office'** button, contact IT Support and we'll ensure you have the right licenses.



Please note: when using Word or any other Office 365 programs, you'll need to sign in with your school account, as this is what your license is associated with.