Moorside High School

Office 365 Download Guide
(Free of Charge)

Moorside
High School

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Educational
Trust
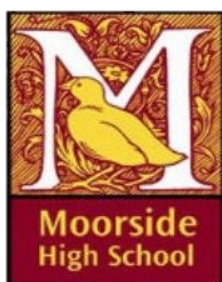
Instructions for Downloading Office 365
(FREE OF CHARGE)

To install the software, go to the Microsoft website **www.office.com** and click on the **Sign in** button.
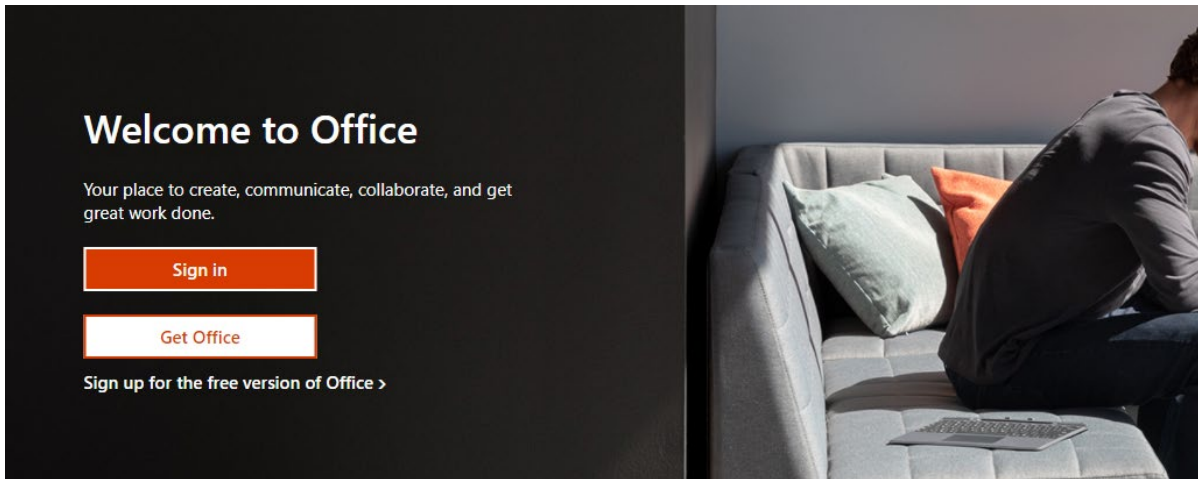

Sign into your account – using your school email address; this is the same as your login name in school, with **@moorside.staffs.sch.uk** added to the end. The **PASSWORD** is separate to other school passwords, and you will be told your office/email password in your first ICT lesson. Once it has been reset, you will need to remember your new, chosen, password. If you do not know your password, or you have forgotten, or you need it resetting, you will need to email the IT Support team **ict.support@moorside.staffs.sch.uk** or visit the IT support office during break/lunchtime.
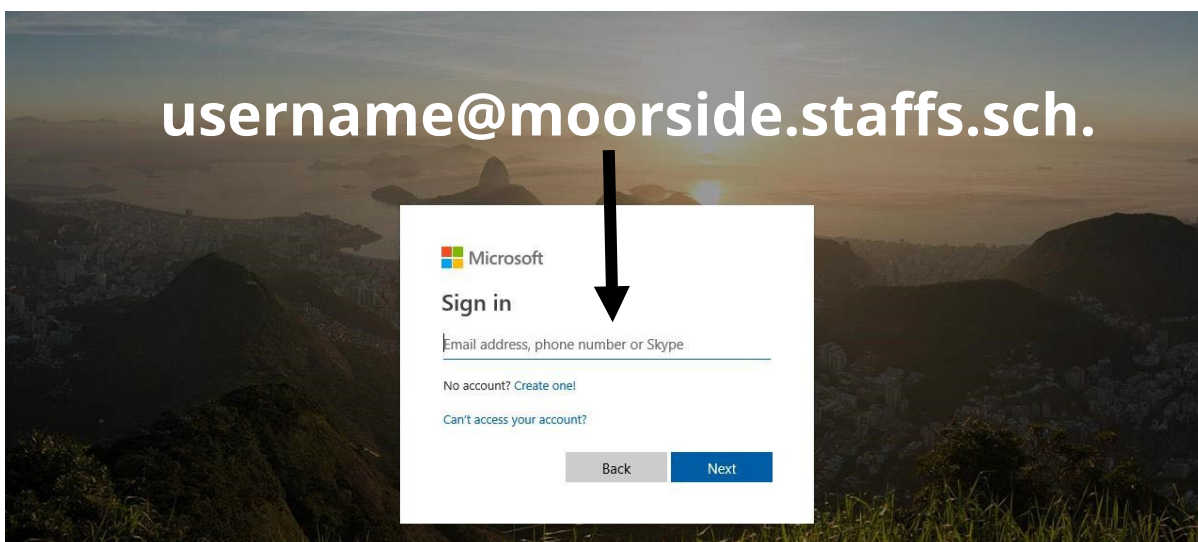
Once logged in, you can access the software install links by clicking on the menu icon. You can install this software on either PC (Windows 7 or higher) or Apple Mac (iOS 10 or higher)

To install the software on a tablet, use the appropriate **APP STORE** and download the Microsoft Teams, Microsoft Word, Microsoft PowerPoint, Microsoft OneDrive apps etc – these are **FREE** to download.

Click on the **home** icon if you cannot see the **Install Office** option.
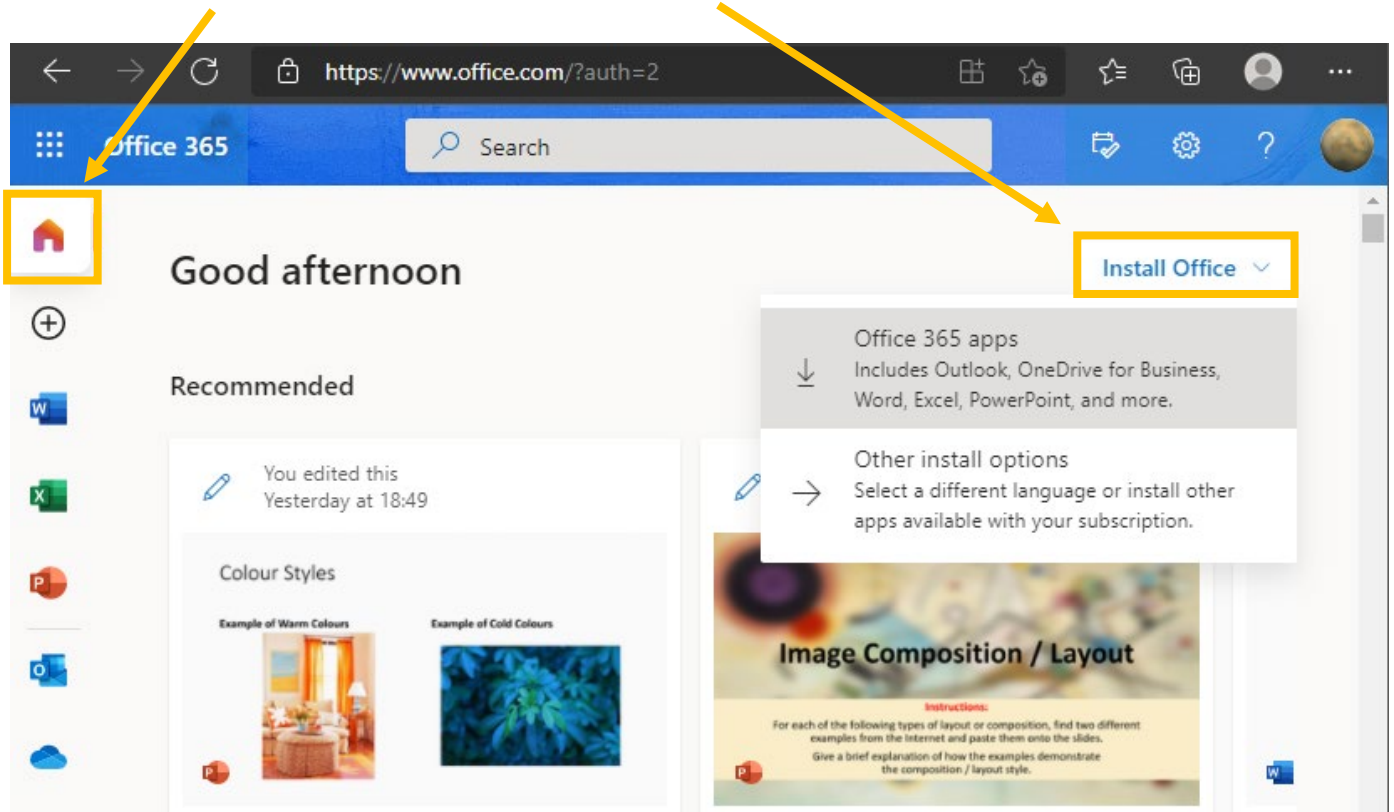
Simply follow the on-screen instructions. Once the software has been installed, you will need to **ACTIVATE** the software, this will require your **school email address** and **office password**.

Open one of the installed applications and click on the button **Sign in to get the most out of Office** and then log in using your school email details once again to complete the activation process.
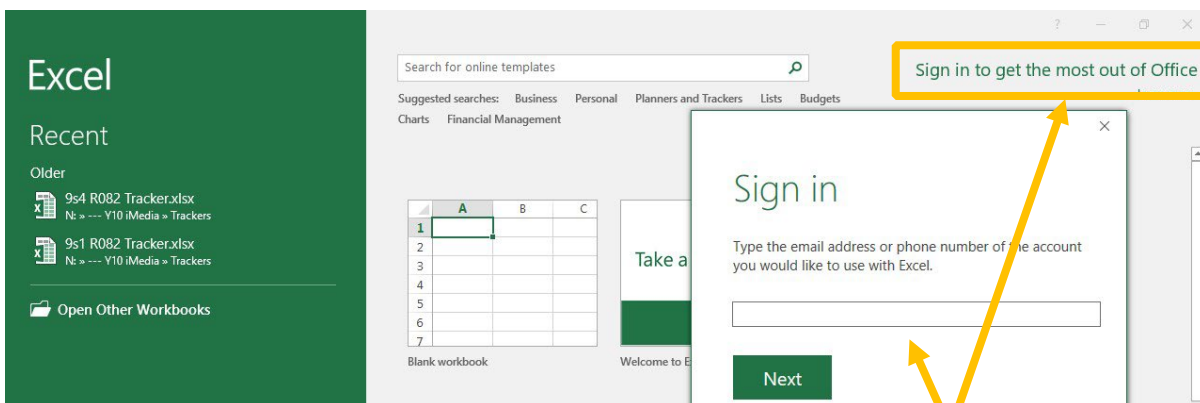

username@moorside.staffs.sch.uk

If you want to be able to use the cloud to store your files, allowing them to be accessed in school and at home (without having to email them back and forth), then you will need to activate the OneDrive from the menu bar on the **office.com** website. This will only need to be done once.

Once the OneDrive has been initialised for use, to setup apps so they can link to your OneDrive you will need to click on **Add a place**.
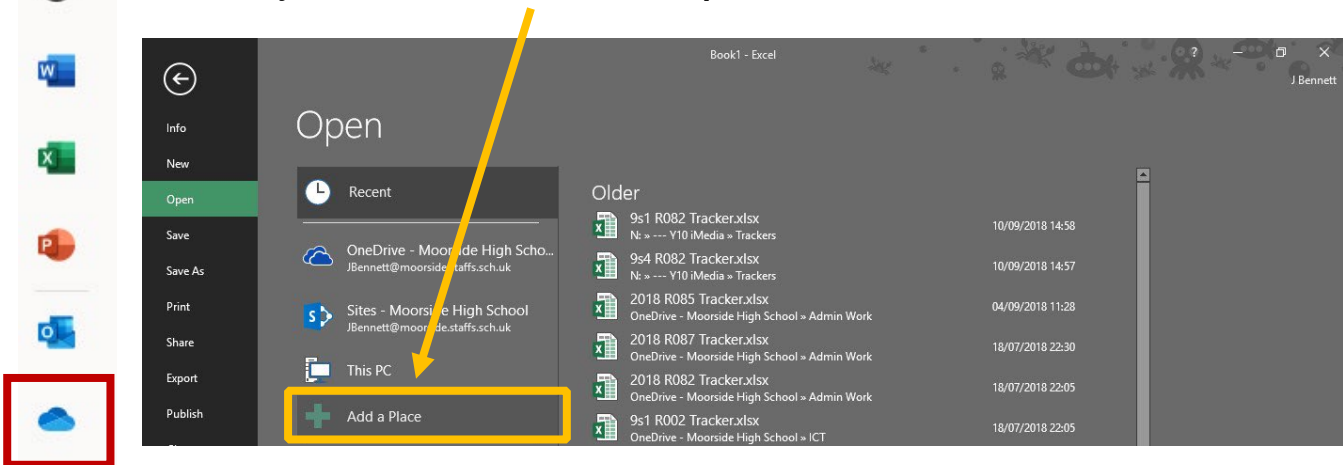
After clicking on **Add a Place**, click on the **OneDrive** option from the list.
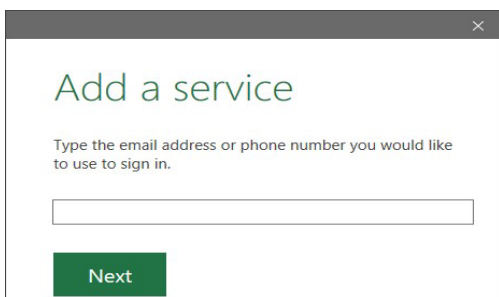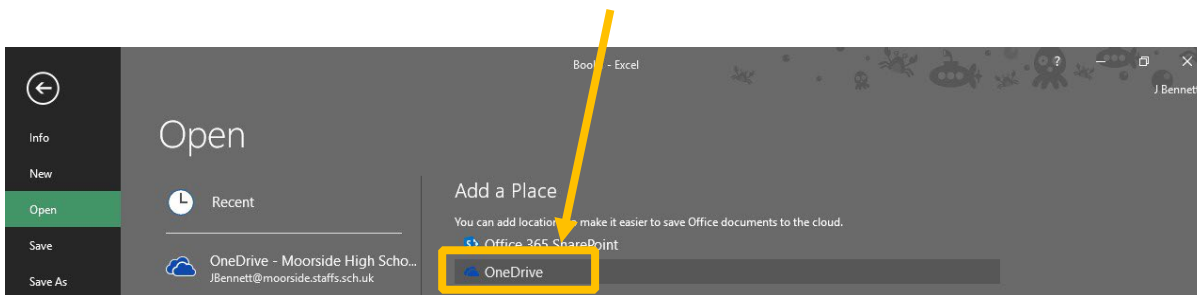
You will be asked for your email address and password once again. Once done, you should see the **OneDrive** and **SharePoint** items listed on the left-hand side of the Open and Save dialogue boxes in all then Office applications for that device.

Please note: You are given 1TB (1000GB) of storage – more than enough to store **ALL** your work files for the entire time at school. **The space allocated cannot be extended.**

Connecting your account to OneDrive will need to be done at home <u>and</u> at school.

Installation on a Tablet / Smartphone

You will need to download the individual apps from the relevant app store for your device.

You will only get a limited version on the app until it is **activated** with your school email address and password.

You can activate up to 5 PC/Macs and 5 mobile devices (this may be subject to change) – you are guaranteed at least 2 licences – subject to the terms imposed on the school by Microsoft.

PLEASE NOTE:

- *Saving work to the OneDrive (cloud) service will take longer than normal and depends on the speed of your Internet access.*
- *Accessing and saving work to your OneDrive will use your mobile data plan if you are not connected to a Wi-Fi source.*
- *The installation requires approximately 1500Mb of storage – this varies for mobile devices as software is installed per application.*
- *If you have a metered connection (you have a data cap) – please note that saving and editing files online or via the OneDrive service will use some of your data.*

Please note that the school **CANNOT** help with installation issues you may have, and whilst the school has paid for this service, it is limited to whilst you are a student of Moorside High School. Make sure you have downloaded any files you want to keep before leaving the school, as **your account will be deactivated once you are no longer a student**.

Any help with resolving issues with installation should be referred to Microsoft and, as always, the **software is used at your own risk**.

School ↔ Parent App | Arbor

The school will send you a welcome email for the School Parent system called Arbor. This will have your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password.

> You won't be able to do this through the app, as the links in the reset password emails only work with a browser. You can reset your password using a computer or using a mobile browser on your phone or tablet.

Setup steps:
- *Click the link from the email we have sent, then click **Forgot your password?***
- *Add in your email address then click **Reset password**.*
- *If you have a child at more than one Arbor school, you will be asked to select the appropriate school.*

Forgot your password?

No problem! Just enter the email address associated with your account below, and we'll email you with a link to reset your password.

Enter your email address

Reset password

Create password

New password

Confirm password

Create password

You'll then receive another email. Click the link in this email to reset your password. Create your password. You will then be logged in when you click **Create password**. You can repeat this process any time you are unable to log in.

Click to accept the terms and conditions.

> As a security precaution, you will then be asked to confirm one of your child's dates of birth.
> **Once you click verify, you will be logged in!**

Available on the **App Store**

GET IT ON **Google Play**

You can then close your browser and switch to using the app. The app can be downloaded for Android and iOS phones by searching for Arbor.

School Site Map

➡ **Entry point for visitors**   ➡ **Entry point for staff and students ONLY**

Notes:

- *Students are not permitted in any classroom unless supervised by a member of staff – **at any time** nor permitted to go down the **admin corridor** unless escorted by a member of staff.*

- *Vehicles are not permitted on site for **dropping off** or **collecting students** – vehicles will be denied entry to the site unless granted special permission or are visiting a member of staff (in all cases, by prior arrangement only).*

  Access by visitors is via the main entrance only;
  ALL visitors must report to reception IMMEDIATELY upon arrival.