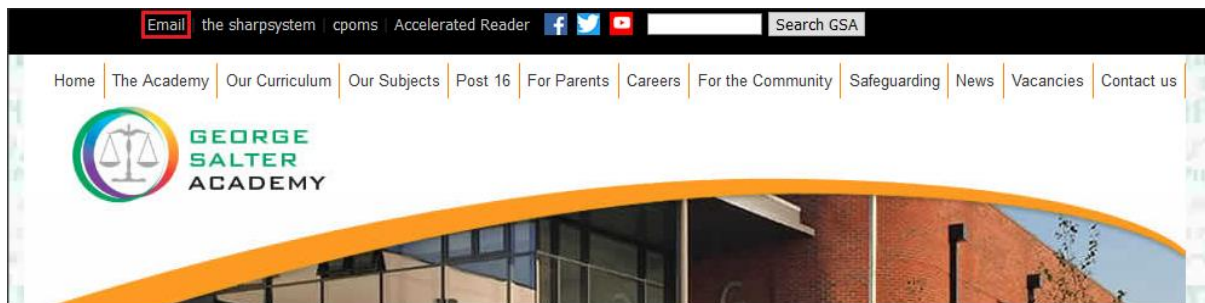
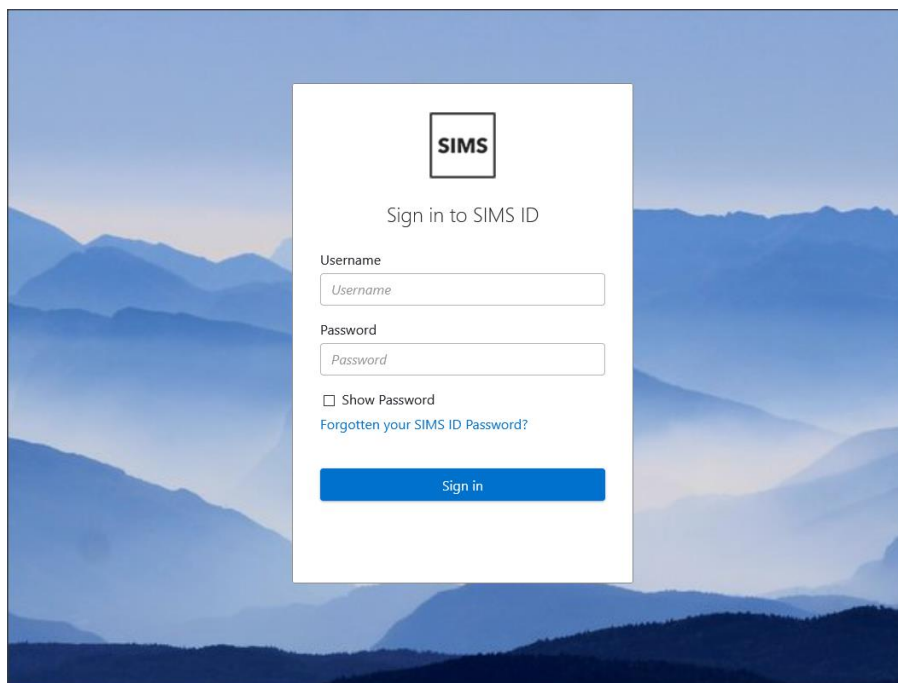


## Install Microsoft Office 365 Apps

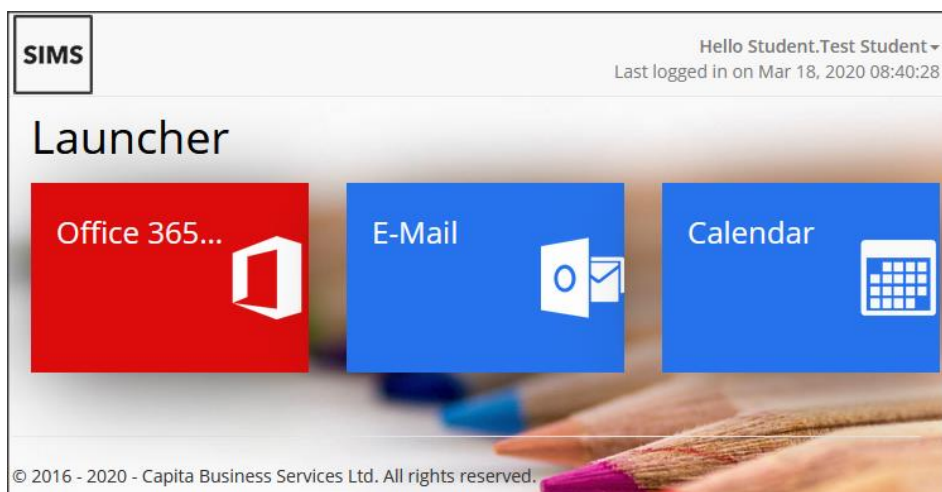
1. Login to your school email account by clicking the “Email” link at the top of the Academy’s website or via the URL <https://id.sims.co.uk>



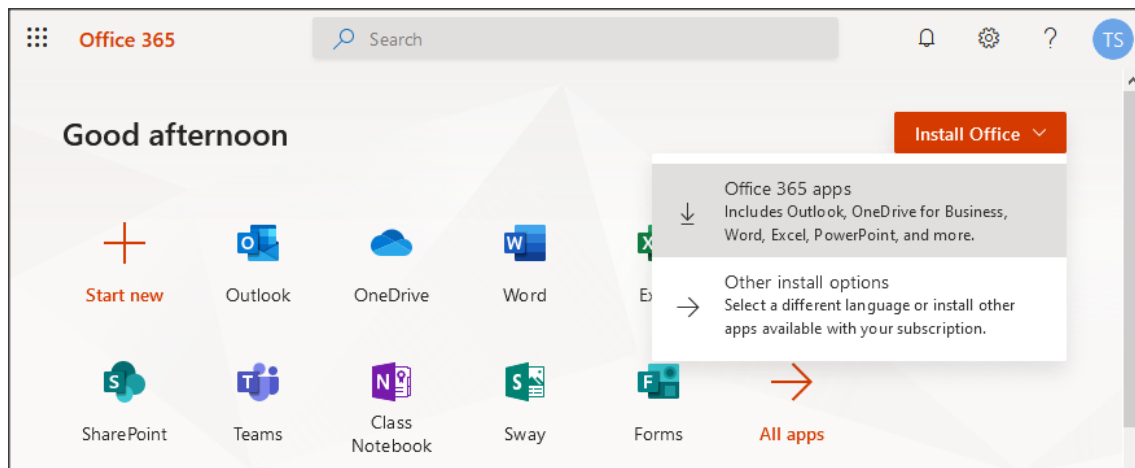
2. Enter your school email account details on the SIMS ID login page.



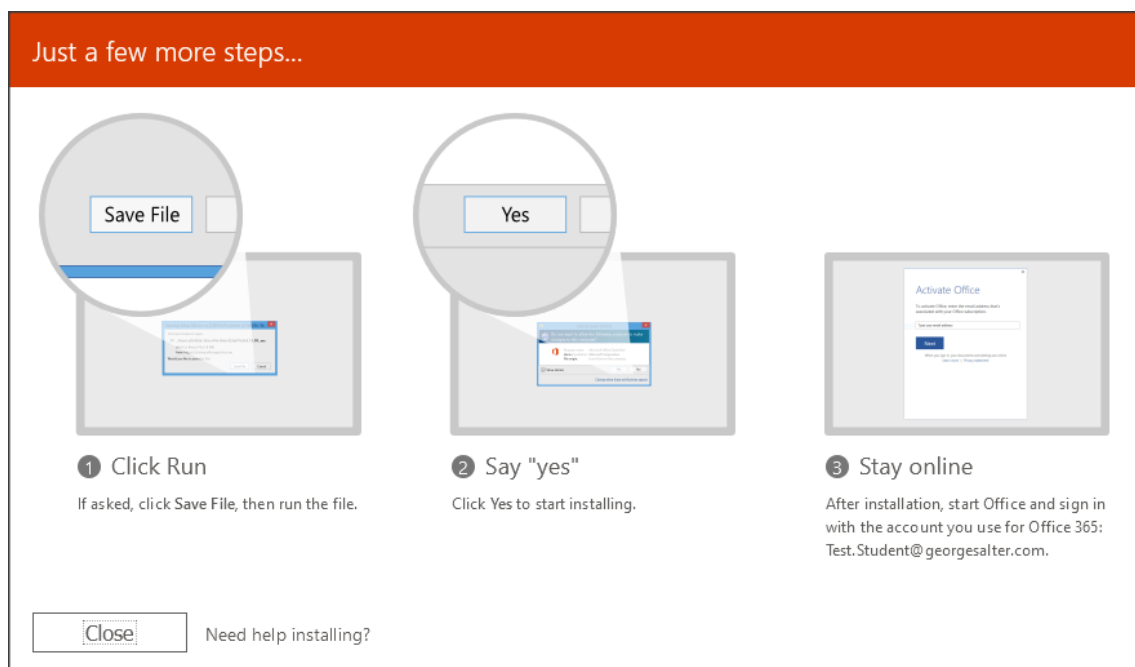
3. Select the “Office365” Tile in the SIMS Launcher page.



4. Click the “Install Office” button and select “Office 365 Apps” from the drop down menu.



5. Follow the onscreen instructions on how to complete the install.



For more detailed PC and Mac installation instructions please visit Microsoft’s Support page via:

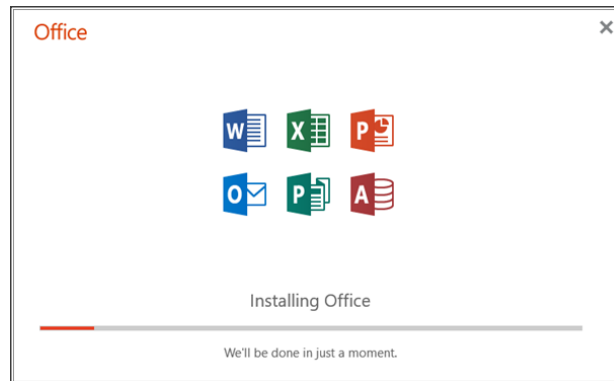
<https://support.office.com/en-gb/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658?ui=en-US&rs=en-GB&ad=GB>

## Install Office 365 Apps on a PC

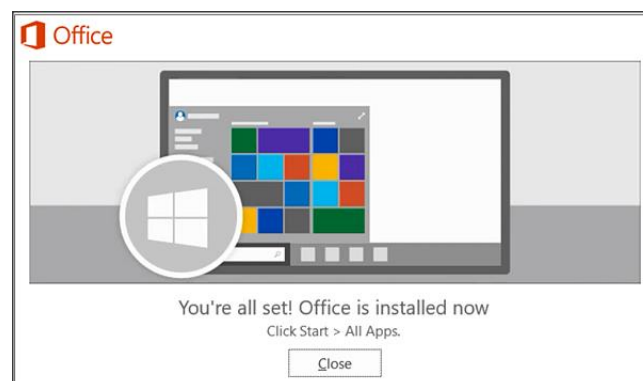
1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

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.

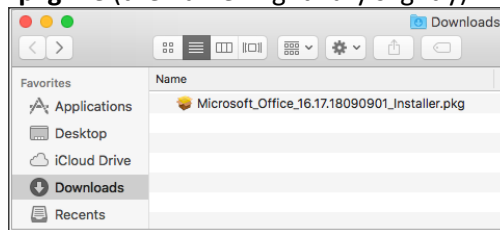


2. Your install is finished when you see the phrase, "**You're all set! Office is installed now**" and an animation plays to show you where to find Office applications on your computer. Select **Close**.

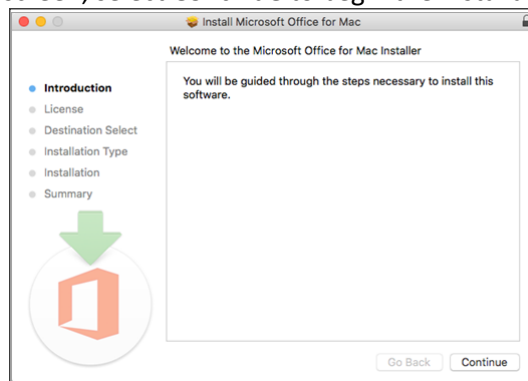


## Install Office 365 Apps on a Mac

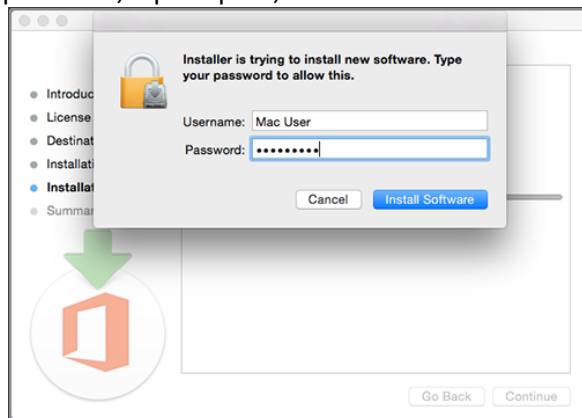
1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file (the name might vary slightly).



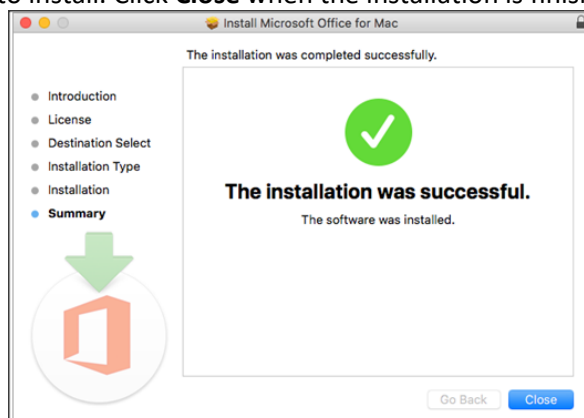
2. On the first installation screen, select **Continue** to begin the installation process.



3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.
5. Choose how you want to install Office and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.
7. Enter your Mac login password, if prompted, and then click **Install Software**.



8. The software begins to install. Click **Close** when the installation is finished.



## Install Office 365 Apps on Android and Apple iOS

You can download and install the Office 365 Apps on your Android or Apple iOS devices and then sign in using your school email account use them.

### Android Instructions & Download Links

Further information and support on “Install and setup Office on an Android phone or Tablet” can be found on Microsoft’s website:

- <https://support.office.com/en-gb/article/install-and-set-up-office-on-an-android-cafe9d6f-8b0c-4b03-b20a-12438a82a22d>

Download for new Microsoft Office Android App:

- Microsoft Office App - <https://aka.ms/OfficeAppAndroid>

Download individual Microsoft Office Android Apps:

- Microsoft Word App - <https://app.adjust.com/hxtzt2>
- Microsoft Excel App - <https://app.adjust.com/z2mgsw>
- Microsoft PowerPoint App - <https://app.adjust.com/god2fx>

### Apple iOS Instructions & Download Links

Further information and support on “Install and setup Office on an iPhone or iPad” can be found on Microsoft’s website:

- <https://support.office.com/en-gb/article/install-and-set-up-office-on-an-iphone-or-ipad-9df6d10c-7281-4671-8666-6ca8e339b628>

Download for new Microsoft Office iOS App:

- Microsoft Office App - <https://aka.ms/OfficeAppiOS>

Download individual Microsoft Office iOS Apps:

- Microsoft Word App - <https://app.adjust.com/br2wpf>
- Microsoft Excel App - <https://app.adjust.com/th1rxr>
- Microsoft PowerPoint App - <https://app.adjust.com/y5pp7o>