



# Office

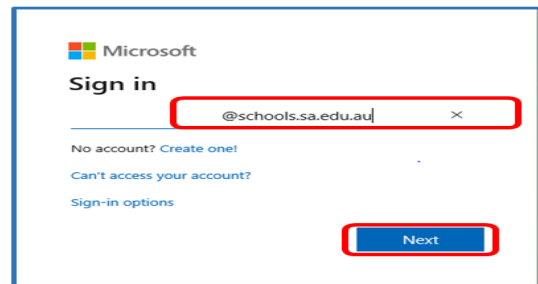
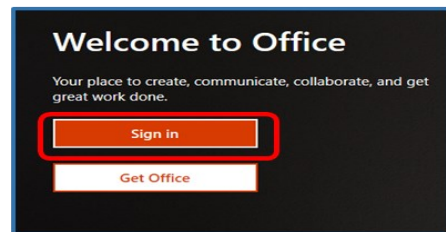


## Get Connected— MS Office

Get access to Word, Excel, PowerPoint, Outlook for free

### GGHS MS Office 365

- Go to <http://www.office.com>
- Click 'Sign in'
- Enter your school email address, then click 'Next'



- Click on the link 'local school account' (Figure 1)
- Click the button 'Local School Account' (Figure 2)

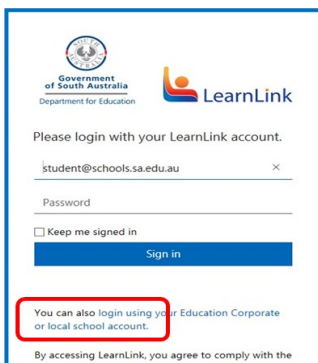


Figure 1



Figure 2



MS Office 365

- Start typing 'Golden Grove High School' and select. (Figure 3)
- Enter your GGHS email address/password to log into the MS Office 365 portal (Figure 4)

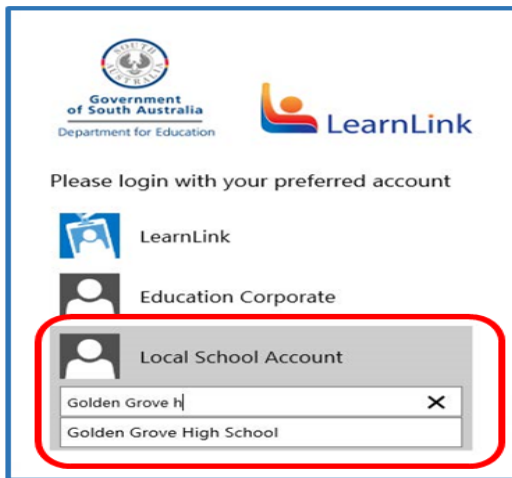


Figure 3

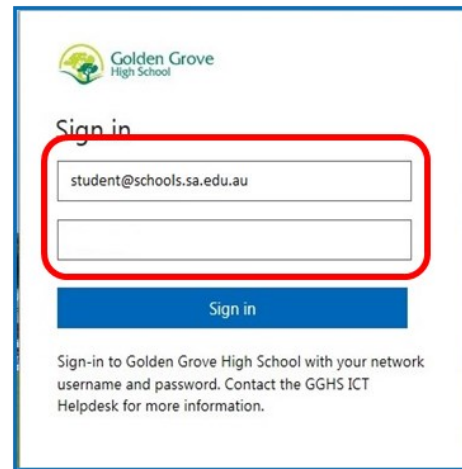
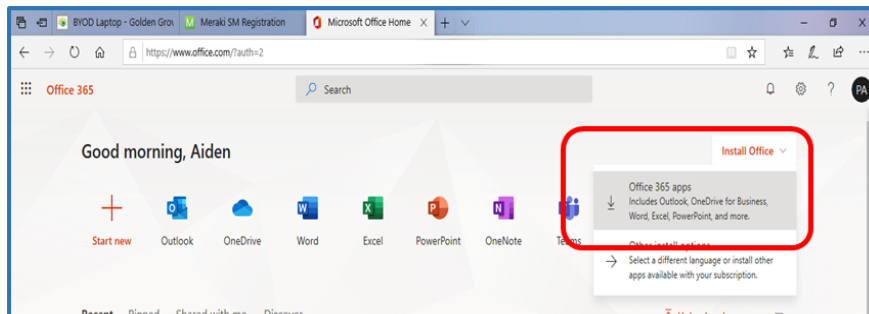


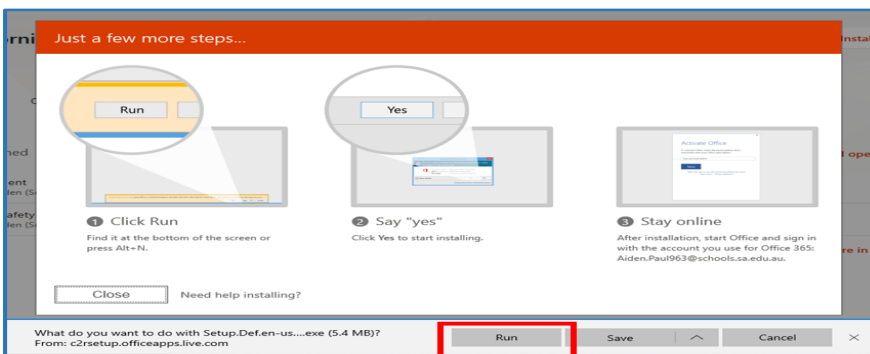
Figure 4

## Installing Office 365

- From the Office 365 portal, click 'Install Office', then click 'Office 365 apps'.



- Follow the steps provided on screen to install Office 365 apps



- Click 'Run' to install, click 'Yes' to continue.
- You have access to both Office via the web ([www.office.com](http://www.office.com)) or the apps.