

Office 365

What is it?

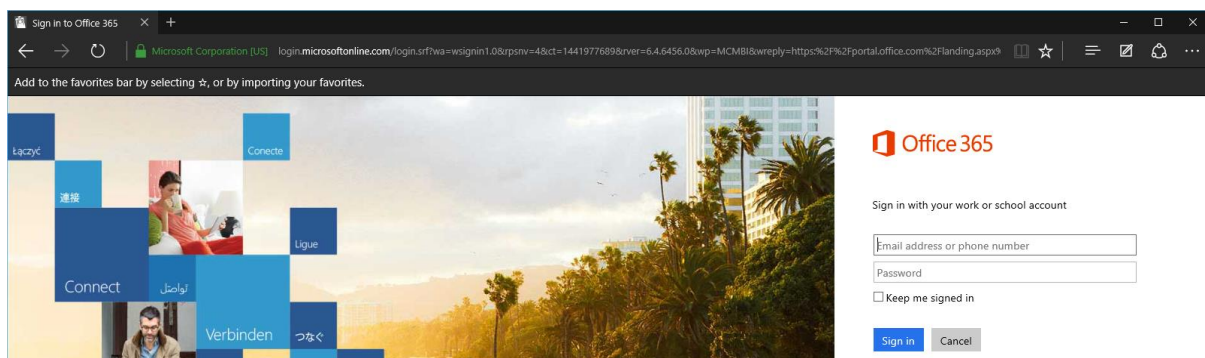
Office 365 is an Office solution from Microsoft. It provides you with the ability to install the latest release of Office to your home PC or Mac and tablet/phone devices, whilst employed by the Foundation.

Where is it?

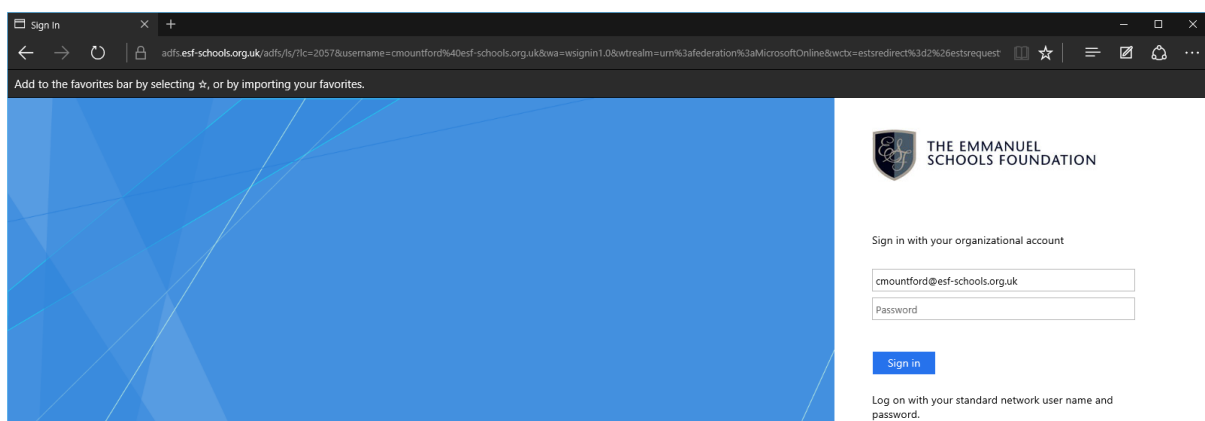
Office 365 can be accessed via a web browser. From within the Foundation you should be automatically logged on, from elsewhere you will need to enter your network username followed by '@esf-schools.org.uk'. Office 365 can be found at <http://portal.office.com>. You will then be redirected to a page to enter your password; this is the same as the password you use to log on to the computers in school.

How to use it?

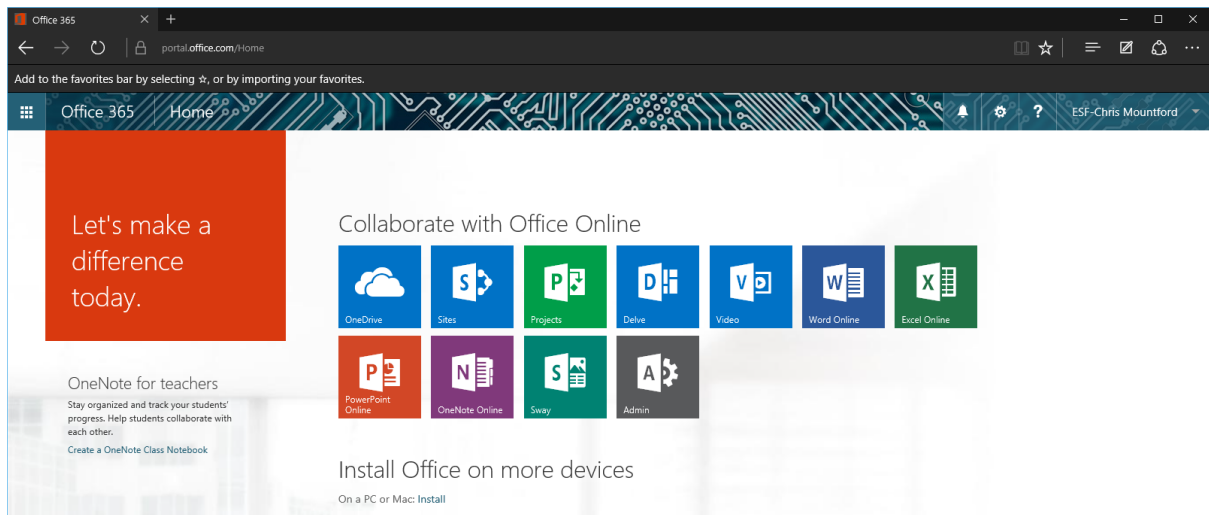
Go to <http://portal.office.com> and enter your user name:



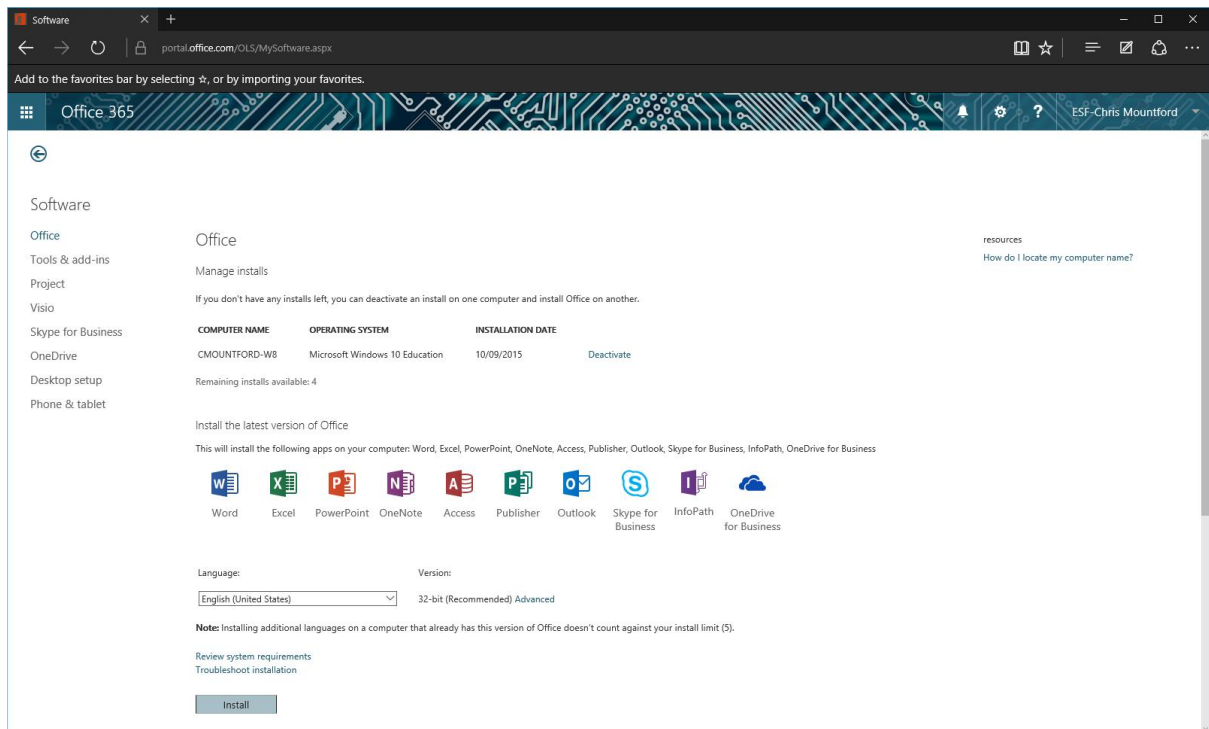
You will then be redirected to the ESF login page where you enter your password:



You will then be taken to the 'Home' screen:



To install Office on you PC or Mac click on the install link.



Finally click on the 'Install' button where you will be prompted to run the downloaded file and then Office will install.

Please note, if you cease to be employed by the Foundation then your licence to use the Office applications will be revoked.

Important: Please ensure you don't use "OneDrive" to save any work. IT Support won't be able to access files on your behalf or provide backup/recovery services in case something happens to your files. Instead save it to your local PC or network drive using remote access or MyFiles.