

Installing Microsoft Office (also known as Office 365):

Some computers may already have a trial version (or some other version) of Microsoft Office installed:

To check if Office is installed (for Windows computers only, MacOS does not come with Office pre-installed):

1. Select the 'Windows' icon (commonly referred to as the 'Start' button)
2. Begin typing 'Word'
3. If 'Word 2016' appears (a blue icon with a white W) then Office is already installed
4. If Office is not installed, or an older version of Word appears (i.e. 2013), then you will need to follow the instructions to install Office below
5. If Office is installed, skip to 'Configuring Office'

If Office is NOT installed:

1. Visit the website: <http://portal.office365.com/>
2. Type in your child's CEWA Email address

NB: It is important that this is correct before clicking 'Next'

3. Type in your child's password
4. It is likely, at this point, your child will need to change their password – please guide them on how to do this and ensure they have a method for remembering their password. It will be required at various stages throughout the year
5. Once logged in to Office 365, select 'Install Office apps'
6. Then select 'Office 2016'
7. Follow the instructions to download and install Microsoft Office

Configuring Office:

1. Open 'Word 2016'
2. Accept any license prompts
3. Open a blank document
4. Select 'File'
5. Select 'Account'
6. If there are any accounts already logged in, you must select 'Sign out'. Once signed out...

7. Select 'Sign In'
8. Type in your child's CEWA Email address

NB: It is important that this is correct before clicking 'Next'

9. Type in your child's password
10. After completing the sign-in process, Office should be configured for your child's CEWA account