## Office at home

You can install Microsoft Office on up to 5 devices.

## To install the software on a windows computer:

Go to https://www.office.com.

Enter your username as your school email address.

For most people this will be:

[year of entry][forename][surname initial]@millthorpe.elt.org.uk)

Eg Jane Smith in year 10 - 21 janes@millthorpe.elt.org.uk

The password is your school network password. When you change this in school you will have to authenticate again.

Click on 'Install and more' in the top right then choose 'Install Microsoft 365 apps'. From the menu on the left select 'Apps and devices' and finally choose 'install office'. You will download an installer for the Office suite. Run this to install the full software.

## For installation on an iPad or Android device:

You should download the app from the relevant store by searching for Microsoft Office 365. Once you access the app it should ask for the username and the network password; these are the same as above for installing on a Windows PC. This should authenticate against our directory.

Please remember it STOPS working when you leave Millthorpe School!

If you get an 'authentication required' message You should enter your email address as the username and the password is your school network password. You will need to do this if and when you are made to change your school password.

Year of entry for each year group	
Year Group	Year of Entry
7	24
8	23
9	22
10	21
11	20