

How to get Office 365

Microsoft Office 365 is a suite of cloud-based productivity and collaboration applications that integrates all Microsoft's existing online applications (Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Sway, and Access) into a cloud service, adding Skype for Business and Microsoft Teams as the main communication and collaboration applications.

You can download and install **Office 365** for your own Windows computer, including Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook.



Download and install

1. [Login to Office 365](#) with your **email address** and **password**.



Sign in

paul.henderson@escg.ac.uk 

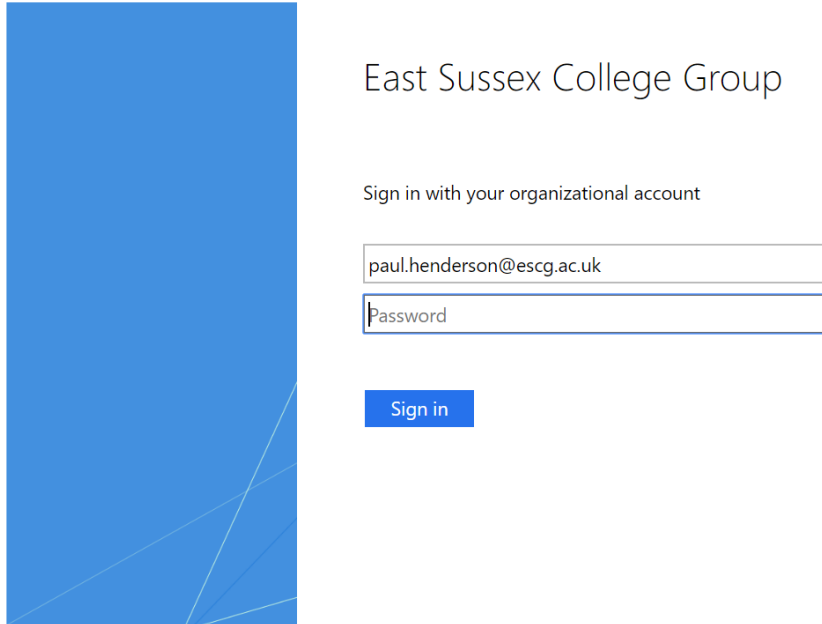
No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

2. Sign into the College sign in page and enter your email address & network password:



East Sussex College Group

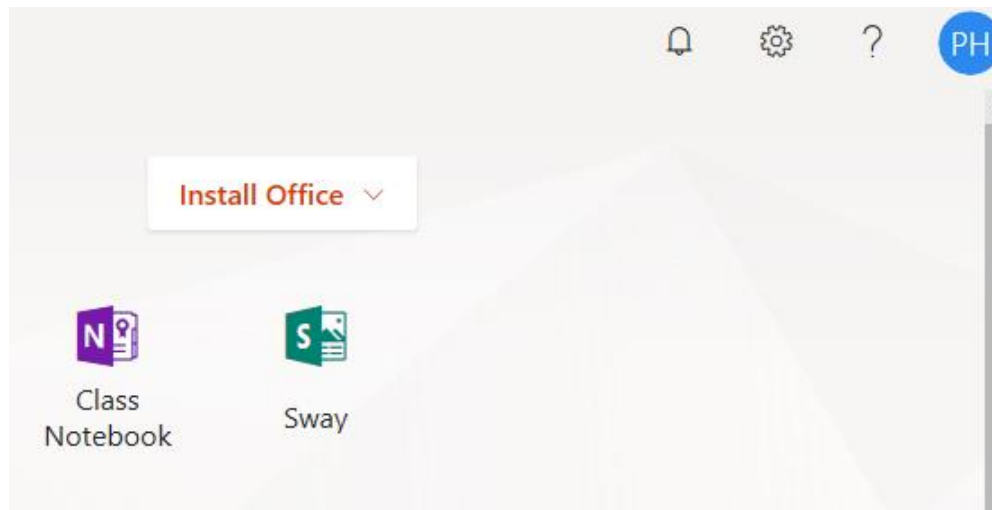
Sign in with your organizational account

paul.henderson@escg.ac.uk

Password

Sign in

3. Once logged in, click the **Install Office** button.



4. Click on "Office 365 apps"

5. Follow the on-screen instructions by clicking to Run the installer.

The installation will begin and, after a few minutes, you can start using Office.

6. Once you see "You're all set! Office is installed now", click "close"
7. You can now sign out of O365, click your initials in the top right and click "Sign out"
8. When you launch Office for the first time, you may need to activate it - click on **Sign In** and then enter your email address.

Click **Next** and then enter your IT password and **Sign in**

9. Click "Accept" at the license agreement page.