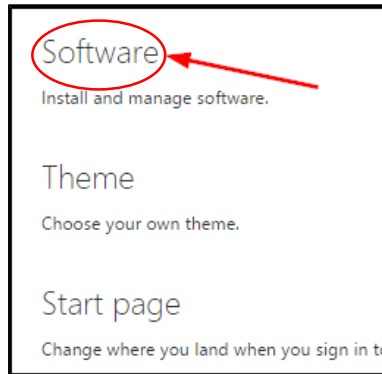
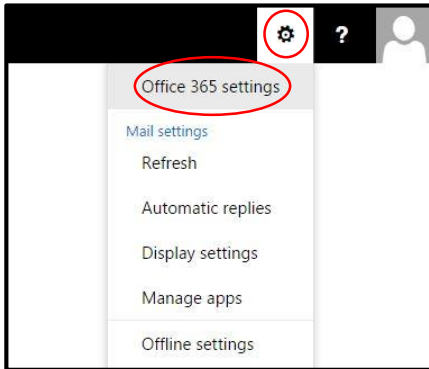


# How to download and install Microsoft Office for free home use\*

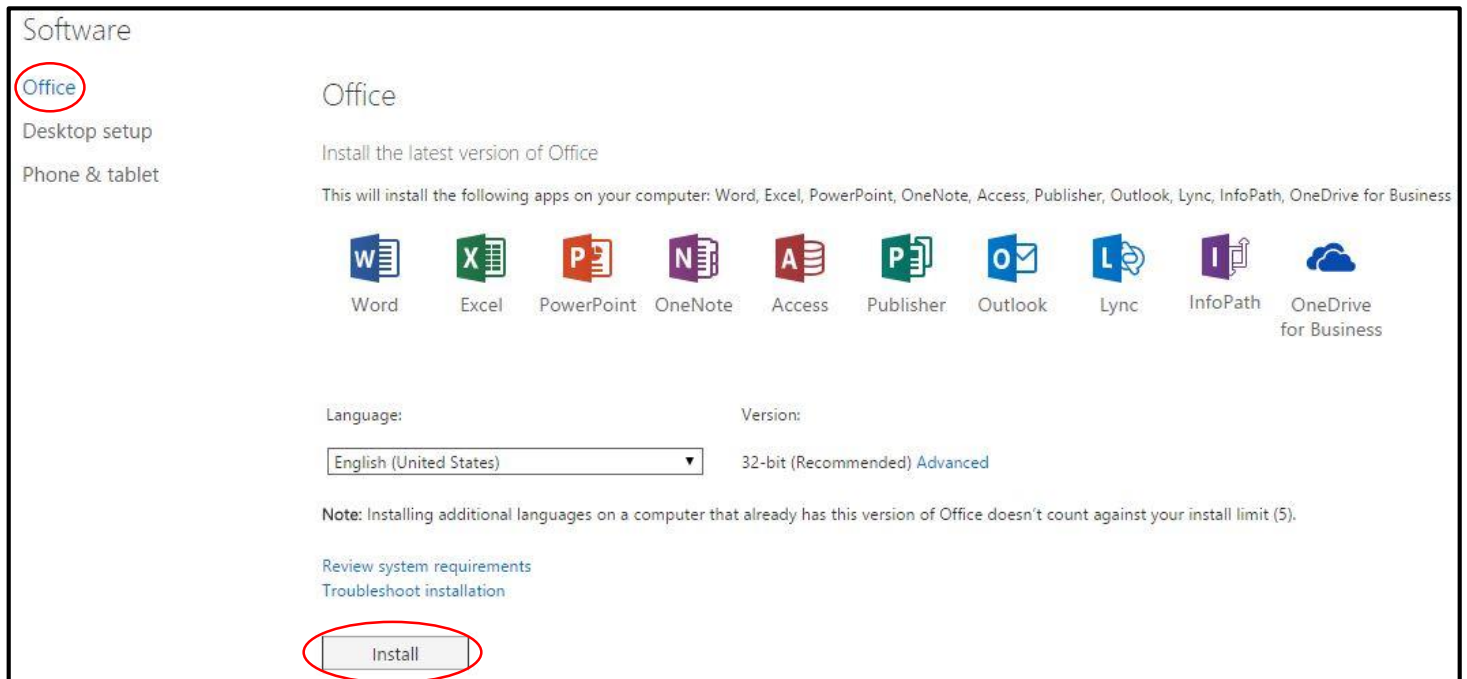
For **all devices**:

1. **Login** to your Office 365 school email account (email.cardinalheenan.com) on your device
2. Click the **cog** in the top right corner
3. Then select **Office 365 settings**
4. Next choose **Software**



## How to install Microsoft office on Windows PC/laptop and Apple Mac

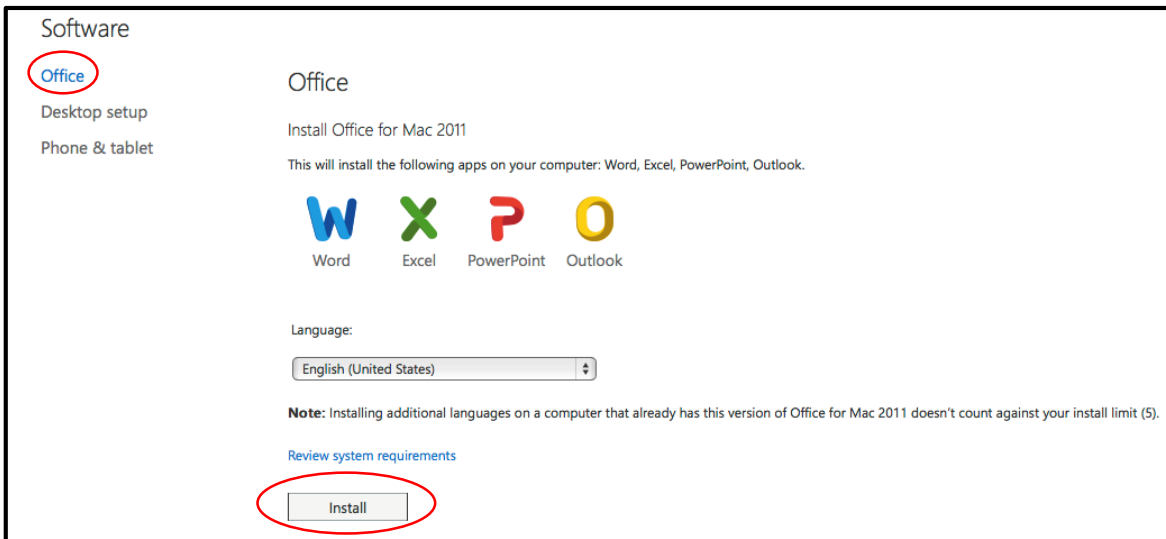
- 1) **Follow steps 1 – 4** (for **all devices**)
- 2) Make sure **Office** is selected in the left menu
- 3) Windows users go ahead and click **Install**.



- 4) After installation sign in to Microsoft Office using your **school email address and password**

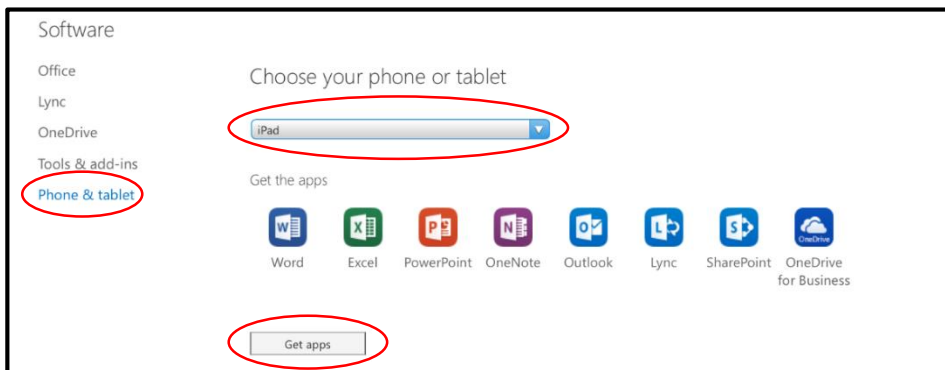
\*note the device should be connected to the internet **at least every 30 days** in order for the software to remain activated. When you are no longer a student at Cardinal Heenan the software will be deactivated.

- 5) For Macintosh users click **install** to download the installer for Office for Mac 2011

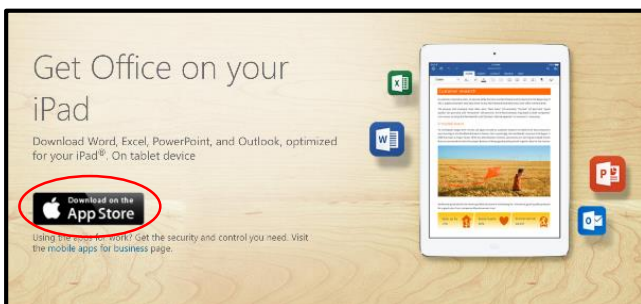


## How to install Microsoft Office on Apple iPad/iPhone

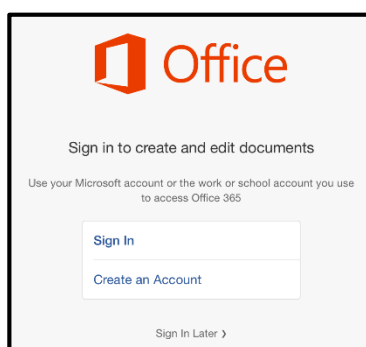
- 1) Follow steps 1 – 4 (for **all devices**)
- 2) Select **Phone & tablet** and then select **iPad or iPhone** from the dropdown, then '**Get apps**'



- 3) Select **Download from the AppStore** and then download the individual office apps

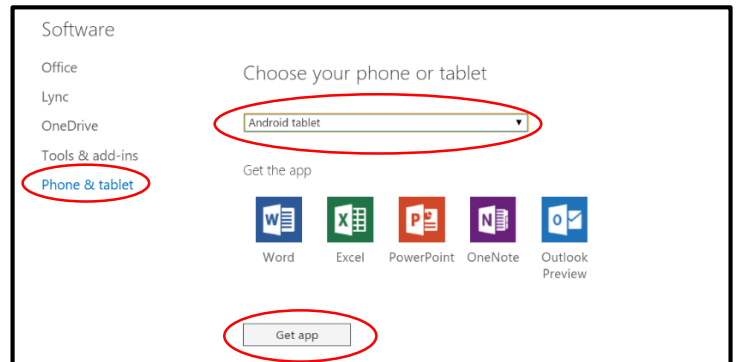
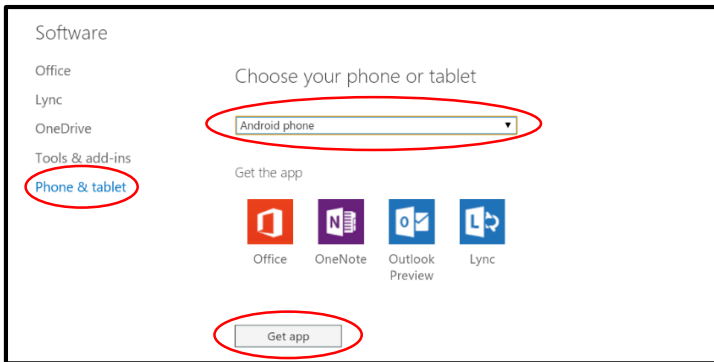


- 4) After the apps have installed, **sign in with your school email account** to enable all the editing features

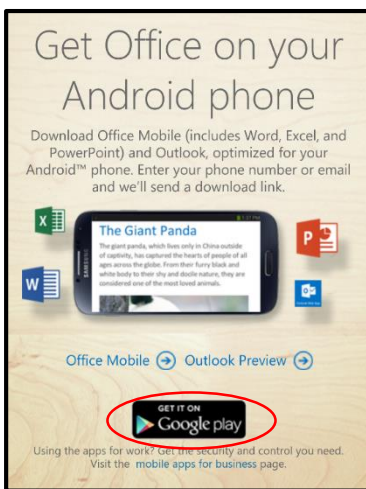


# How to install Microsoft Office on Android devices

- 1) Follow steps 1 – 4 (for **all devices**)
- 2) Select **Phone & tablet** and then select **Android Phone** or **Android Tablet** from the dropdown, then **'Get apps'**



- 3) Select **Get it on Google play**



- 4) In the Google Play Store install **Office Mobile** (android phone) or the **individual office apps** (android tablet)



- 5) After the apps have installed, **sign in with your school email account** to enable all the editing features

