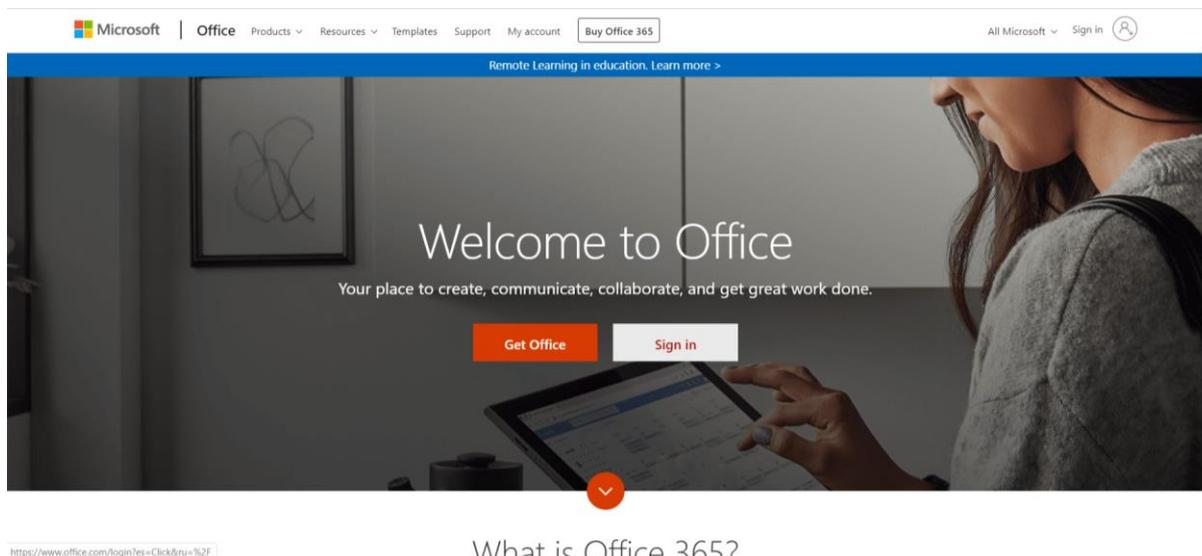# Free Microsoft Office for Students

Go to **Office.com** or search for **Office 365** in your search engine.



Click **Sign in**.

Please enter their school email address as the username and their password and then select "Work or School Account".

If you don't know the username is the students usual computer login username with @edu.thesuttonacademy.org.uk

<mark>username@edu.thesuttonacademy.org.uk</mark>,

so for example…

<mark>7BlogJ@edu.thesuttonacademy.org.uk</mark>

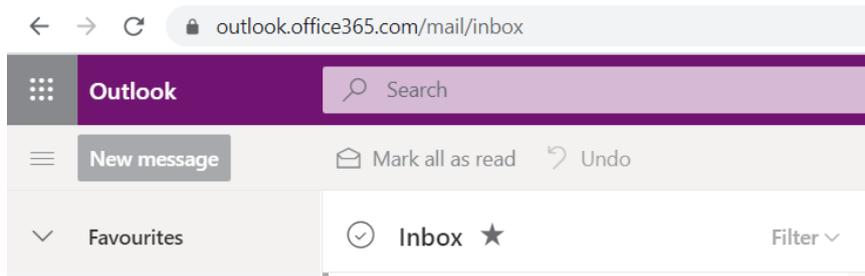If students have not logged in before their password is likely to be…
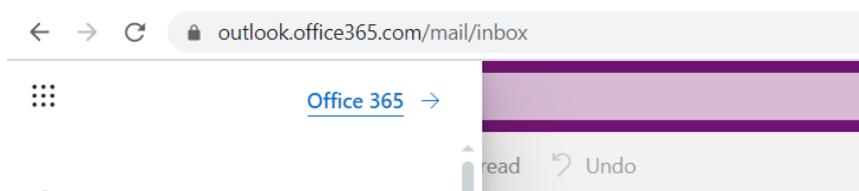
<mark>Welcome1</mark>

(capital W)

However if the student has have forgotten it, please contact itsupport@thesuttonacademy.org.uk using any other email account and we will get back to you asap but please bear in mind this is a busy time for the IT Team in these circumstances.
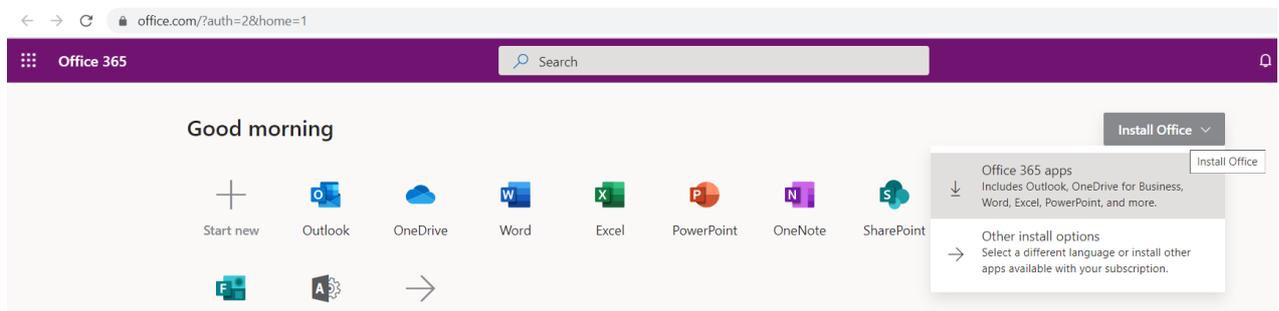
Once you have logged in.

Click the **9 dots** in the top left corner



Click **Office 365**



Then Click **Install Office** in the top right, then select **Office 365 apps**



Follow the on- screen instructions and it will then start to install, it may take a while depending on your internet connection and how busy it will be in the current circumstance.

Once installed you should have an education version of Office on your laptop whilst your child is at the school.

Any Issue please contact ITSupport@thesuttonacademy.org.uk and we will try our best to assist.