

## Student Microsoft Office Download (Office 365 Pro Plus)

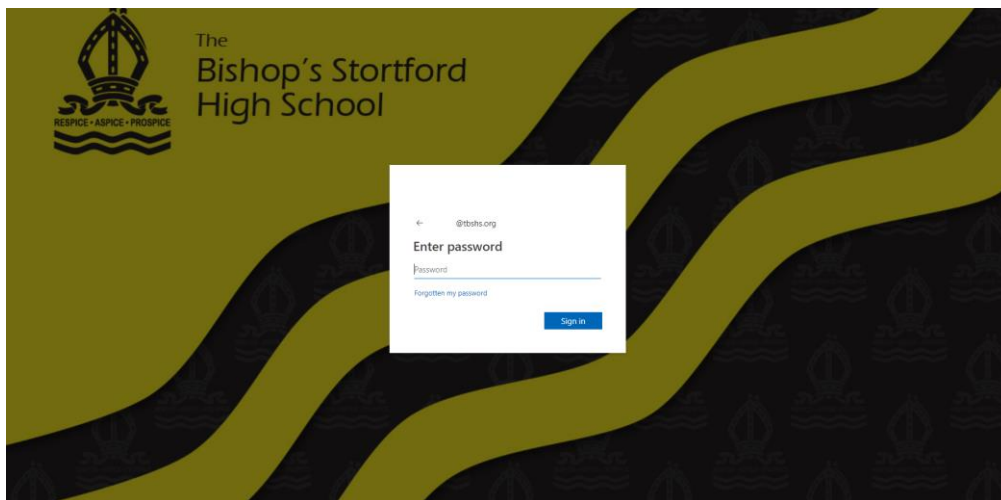
As a student at TBSHS, you can get a free download of Microsoft Office 365 Pro Plus for PC or Mac to install on your own device.

This gives you **Word, PowerPoint, Excel, Access, Publisher, Outlook** and **OneNote** for the time you are at TBSHS.

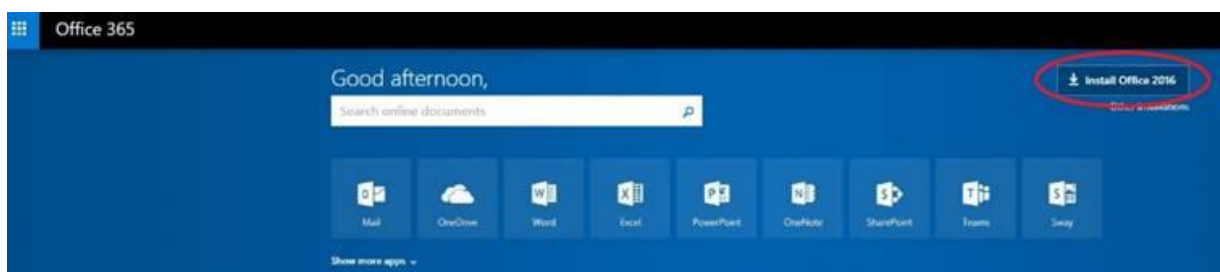
This guide tells you how to download your copy.

You will need to log in first, at <https://outlook.office365.com/tbshs.org> or via the TBSHS website.

You will need to include **@tbshs.org** after your username.



Once logged in, from the top right-hand corner of the screen, click '**Install Office**'. (If you are taken to your email page just click on the Office 365 text on the left to access the screen below).



You will be asked to register Microsoft Office after the install, you will need to enter your school email address and password to do this.