

Microsoft Office for your PC or Mac at home

Log into Office 365 on your home computer: http://office365.edin.org

1 Office 365 ⊕ New mail	Irch mail and people	Ou	tlook Calendar	People	Tasks Nev	wsfeed OneD		55 settings
Grange where you land when you sign in to Office 365. Ne 062755164@ea.edin.sch.uk Software Install and manage software. Theme Choose your own theme. Start page Change where you land when you sign in to Office 365. Notifications Decide which notifications you see. Your changes will take effer Password Change your password.	ct next time you sign in.	Coftware Office OneDrive Tools & add-ins Desktop setup Phone & tablet	This will install the work of	Excel PowerPoi	Version 32-bit	xcel, PowerPoint, OneNot Access Publisher n: (Recommended) Advance ady has this version of Ot	Outlook Lyn	c InfoPath

How many machines/devices can I run this software on?

Each license allows you to run Office on up to five machines either Mac or PC. You can also run Office Mobile for Android, Office Mobile for iPhone or Office apps for iPad on up to 5 mobile devices.

Is this a full version of Office?

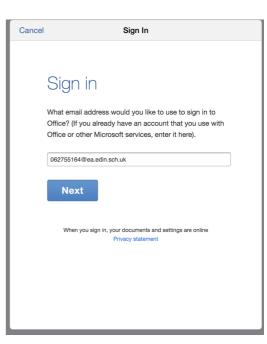
Yes, this is a full version of Office for the PC and Apple Mac (desktops & laptops).

How long will the free subscription of Office last for?

You will be licensed as long as you are a City of Edinburgh school pupil or a member of learning & teaching staff.

Microsoft Office for your iPad

- Download Office apps from the App Store
- 2. Sign in with *yournumber*@ea.edin.sch.uk eg. 1234567@ea.edin.sch.uk



3 Login in with your normal network username and password

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BVRGH. # FDIRABURGE COUNCIL	Microsoft Office 365 Login				
your user name (pa User nam	yroll number for staff, SCN for students) and password. ne: 062755164				
Password	d: •••••				
	Sign In				
h Council and Br use of this site titutes an offenc this site, you si	we accessed a computer managed by The City of itish Telecommunications plc. Unauthorised (and any connected systems data) is prohibited e under the Computer Misuse Act 1990. By ignify your acceptance of the terms and City of Edinburgh Council ICT Acceptable Use				

NB: Although you log into Office 365 with *yournumber*@ea.edin.sch.uk, your external <u>email</u> address has not actually changed.

For staff: firstname.surname@schoolname.edin.sch.uk For pupils: yournumber@schools.edin.org



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