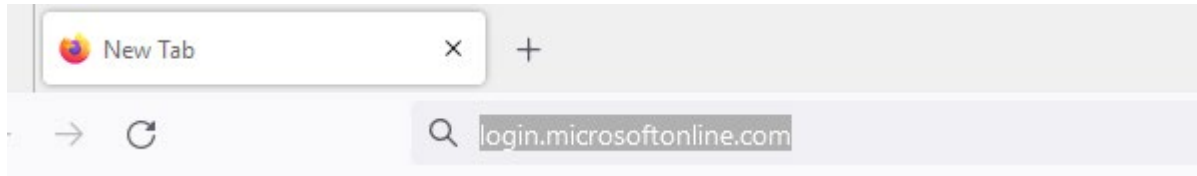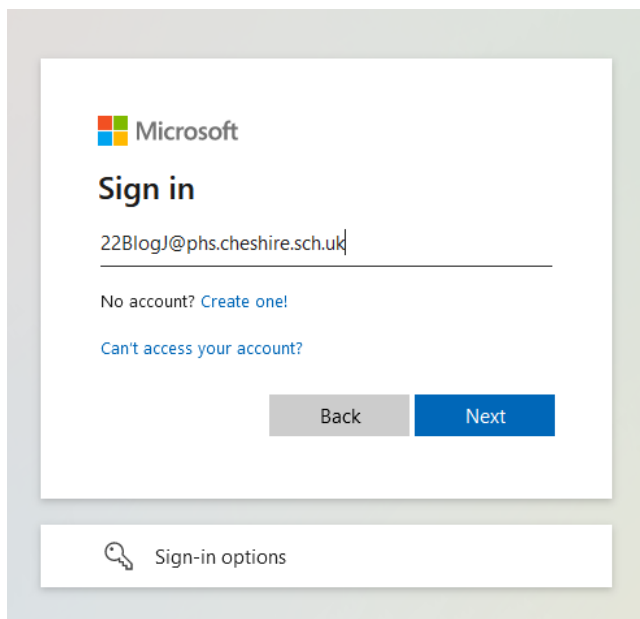Installing Office 365
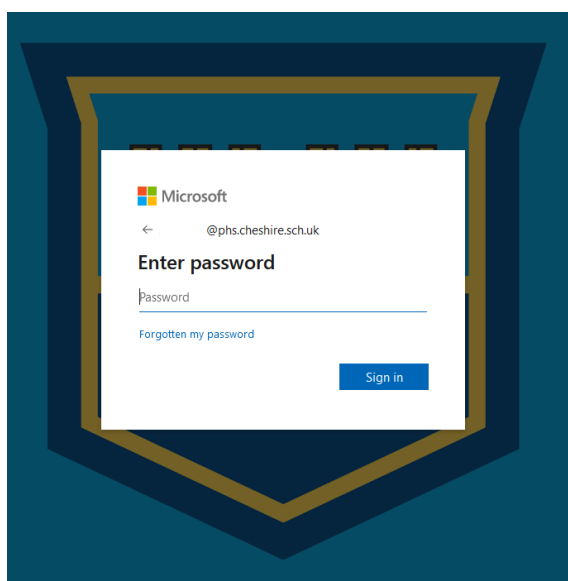
1. In a web browser such as Chrome, Safari or Edge type in the link Login.microsoftonline.com in the search bar.
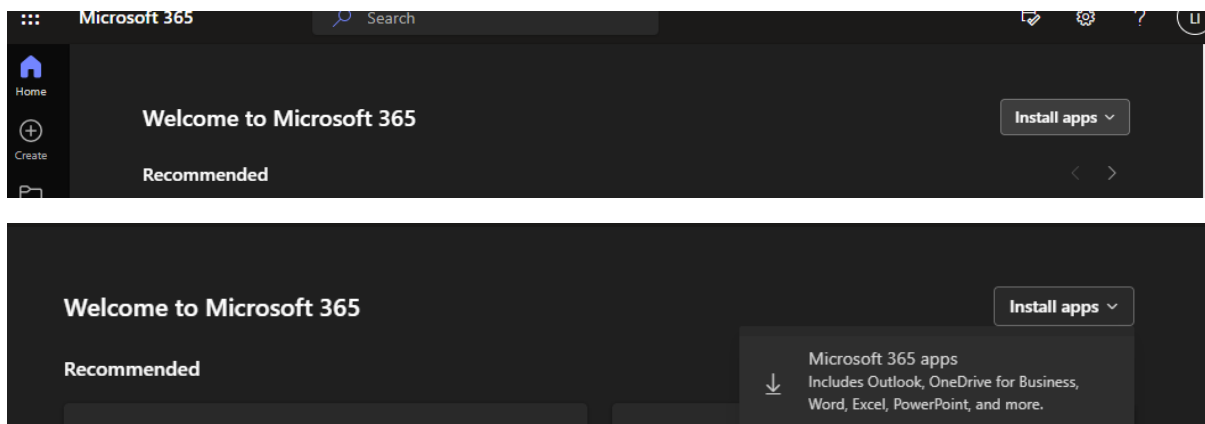

2. Enter your email address which is you're your username followed by PHS.cheshire.sch.uk

3. You will then be prompted to enter in your password. Your Username and password are the same for logging into a Poynton High School Computer.

4. Click on Install Apps and click on Microsoft 365 Apps

5. Run the Officesetup.exe File and you will be prompted to sign into your Office 365 using the same Email and password you use in step 2 and 3.