

Office 365

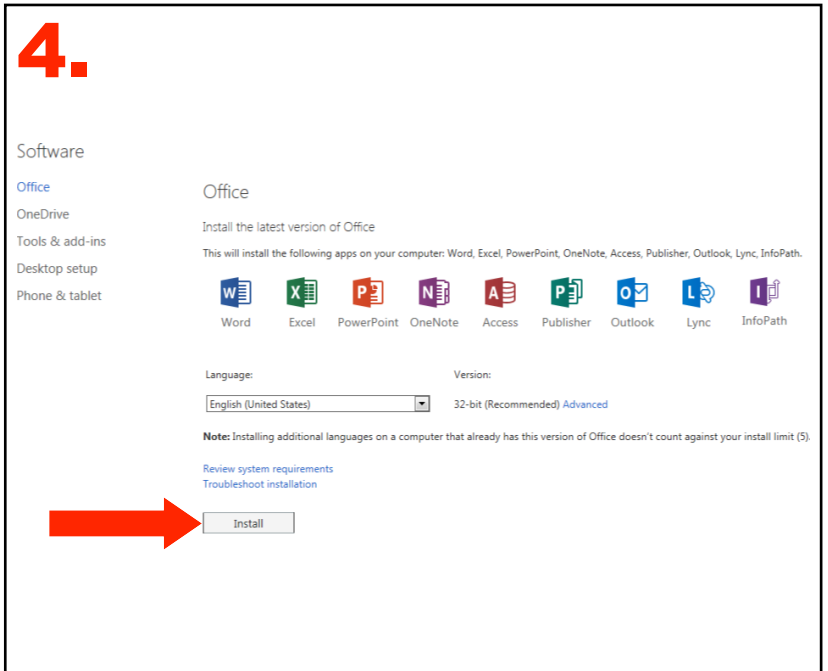
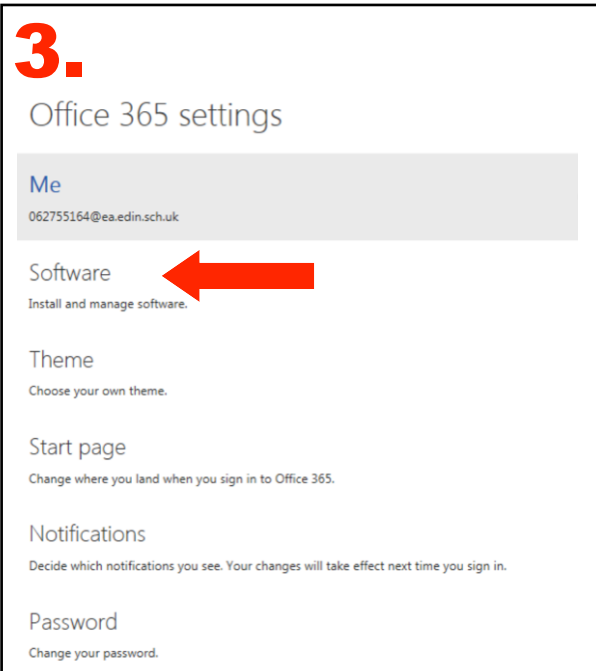
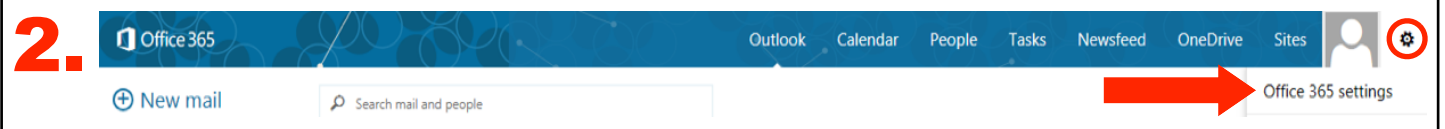
STUDENT ADVANTAGE



Microsoft Office FREE for all Edinburgh pupils

Office for your PC or Mac at home

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



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 pupil in a City of Edinburgh school.

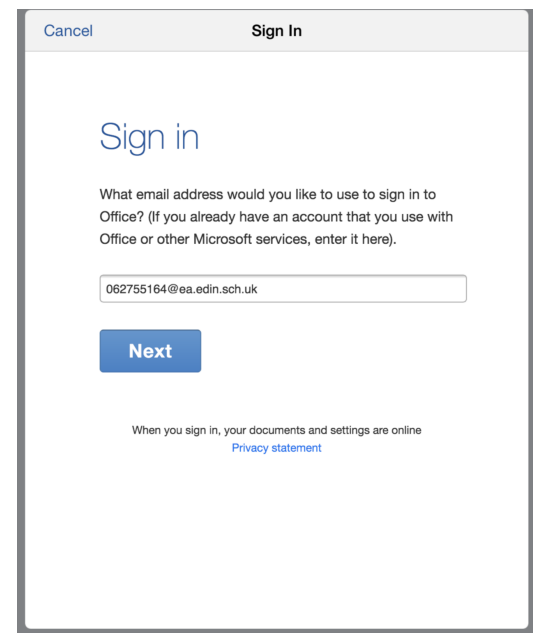
over →

Office for your iPad

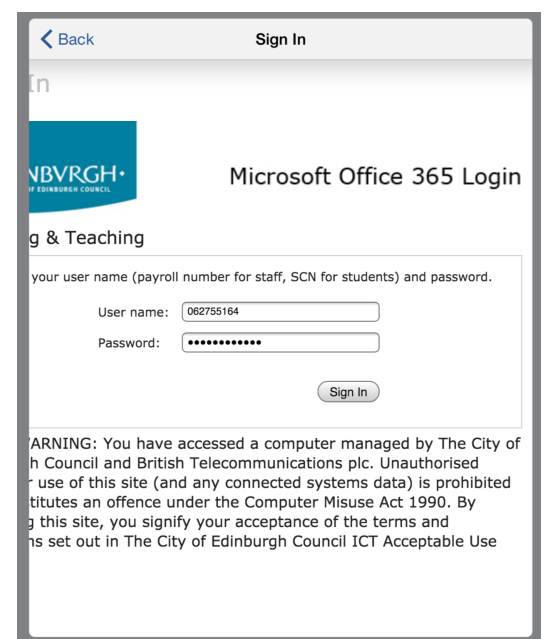
1. Download Office apps from the App Store



2. Sign in with username@ea.edin.sch.uk
eg. 1234567@ea.edin.sch.uk

A screenshot of the Microsoft Office 365 Sign In screen. At the top, there are 'Cancel' and 'Sign In' buttons. The main heading is 'Sign in'. Below it, a message asks: 'What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).' There is a text input field containing '062755164@ea.edin.sch.uk'. Below the field is a blue 'Next' button. At the bottom, a small note says: 'When you sign in, your documents and settings are online' with a link to 'Privacy statement'.

3. Login in with your normal network
username and password

A screenshot of the Microsoft Office 365 Login screen for The City of Edinburgh Council. At the top, there are '< Back' and 'Sign In' buttons. The main heading is 'Microsoft Office 365 Login'. Below it, there is a logo for 'The City of Edinburgh Council' and the text 'Learning & Teaching'. A message asks: 'Enter your user name (payroll number for staff, SCN for students) and password.' There are two input fields: 'User name:' containing '062755164' and 'Password:' containing a masked password. Below the fields is a 'Sign In' button. At the bottom, there is a warning: 'WARNING: You have accessed a computer managed by The City of Edinburgh Council and British Telecommunications plc. Unauthorised use of this site (and any connected systems data) is prohibited. It constitutes an offence under the Computer Misuse Act 1990. By using this site, you signify your acceptance of the terms and conditions set out in The City of Edinburgh Council ICT Acceptable Use Policy.'