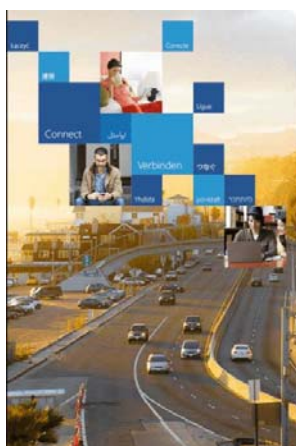
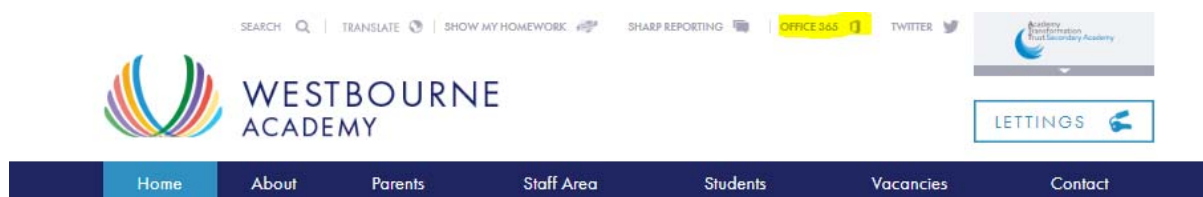


## Downloading office 365 on a laptop

As a result of being a student of Westbourne Academy, you are able to use the Microsoft Office Suite of applications for free on multiple devices. If you do not have Office applications, go to the following link and log in using your school email address and password : <https://portal.office365.com> and select the 'install office' button and follow the on screen instructions, these will differ between Windows and Mac but once prompted, simply log in and you will have access to the full suite of apps. Alternatively, follow the instructions below:

1. Go on the school website and click on the Office365 icon



2. Login to your school email account i.e.

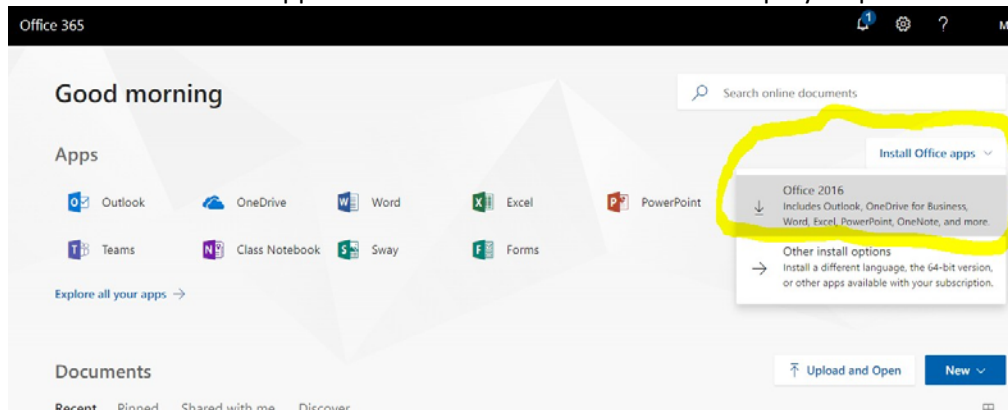
[19.firstname.surname@westbourne.atrust.org.uk](mailto:19.firstname.surname@westbourne.atrust.org.uk)

Password is the same one you use to login to the school computer

3. Click on the Office 365 icon at the top of the page



4. Click install office apps and Office 2016. Then follow the step-by-step instructions.



## Mobile

If you wish to access work using Microsoft application on a mobile device, there are a range of products available, a good place to start is the Microsoft Office App for iOS or Android available in the App Store or Google Play (more info here <https://www.microsoft.com/en-gb/microsoft-365/mobile/> ). The app is free and if you log in using your school email address and password, you will be able to use the files shared with you on your mobile devices.



## What is my email account?

Year group	Email account format
Year 7	<a href="mailto:19.firstname.surname@westbourne.attrust.org.uk">19.firstname.surname@westbourne.attrust.org.uk</a>
Year 8	<a href="mailto:18.firstname.surname@westbourne.attrust.org.uk">18.firstname.surname@westbourne.attrust.org.uk</a>
Year 9	<a href="mailto:17.firstname.surname@westbourne.attrust.org.uk">17.firstname.surname@westbourne.attrust.org.uk</a>
Year 10	<a href="mailto:16.firstname.surname@westbourne.attrust.org.uk">16.firstname.surname@westbourne.attrust.org.uk</a>

## Still stuck?

### Youtube walk through

#### How do I download the outlook email app?

For android

<https://www.youtube.com/watch?v=ZjqI5HP-M6I>

<https://www.youtube.com/watch?v=uAk9m9PLjhg>

For ios (iphone)

<https://www.youtube.com/watch?v=VXgZoxoPLkY>

#### How do I use the outlook email?

<https://www.youtube.com/watch?v=WfSCfBntqPU>

