A parents guide to installing
Microsoft Office 2016 at home

Welcome

The Academy's Microsoft subscription includes a licence for all students to install the full and latest version of the Office desktop suite at home **free of charge**.

The Office 2016 suite consists of Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft OneNote, Microsoft Outlook, Microsoft Publisher and Microsoft Access.

To take advantage of this plan, you can install the Office suite on up to 5 personal computers – either PC or Mac.

Eligibility

The free Microsoft subscription is authenticated against your child's Academy enrolment e-mail address. The software will operate for the duration of your child's enrolment at the Academy.

Once your child leaves the Academy, the subscription and licence will no longer be valid and the software will cease to operate.

Academy E-mail Address & Password

Your child's Academy e-mail address is as follows:

(admission number)@brinsworth.rotherham.sch.uk

For example:

b99998@brinsworth.rotherham.sch.uk

Office 2016 accounts are created by default and match the information that your child uses in school. The password required to download Office is **exactly the same password** as your child uses to log onto school computers.
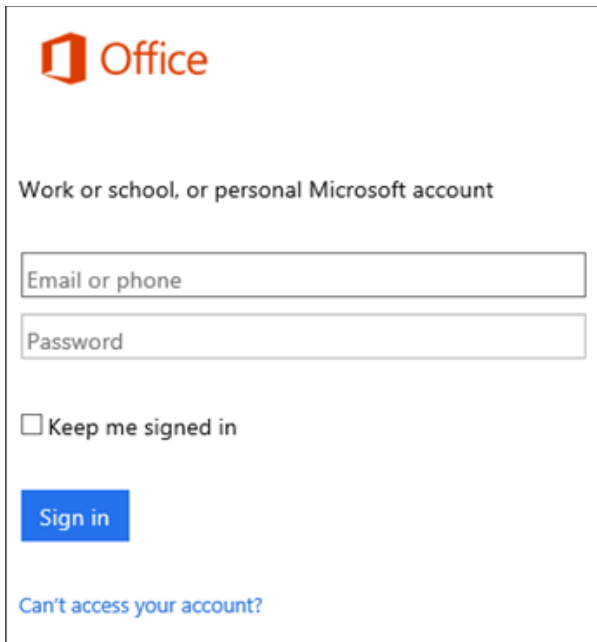
System Requirements

Before installing, please check that your computers meet the minimum system requirements:

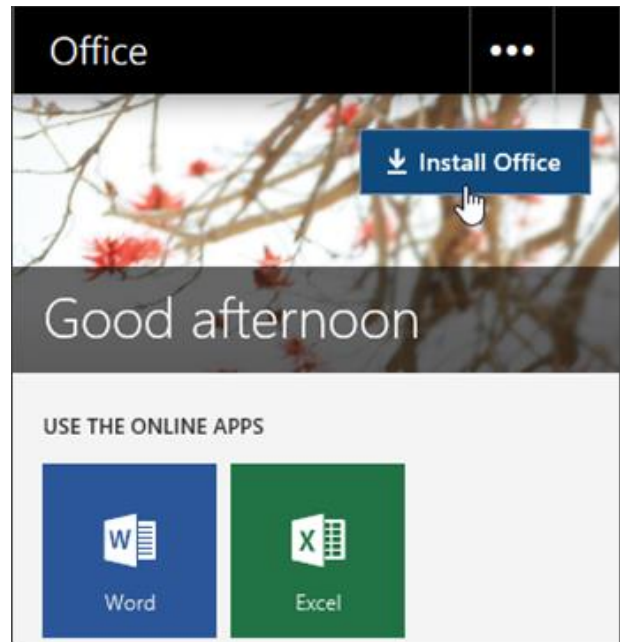|	
Processor	1 GHz or faster
Memory	4GB RAM
Hard Disk	3GB available disk space (6GB on Mac)
Operating System	Windows 7, Windows 8, Windows 10 or Mac OS X version 10.10

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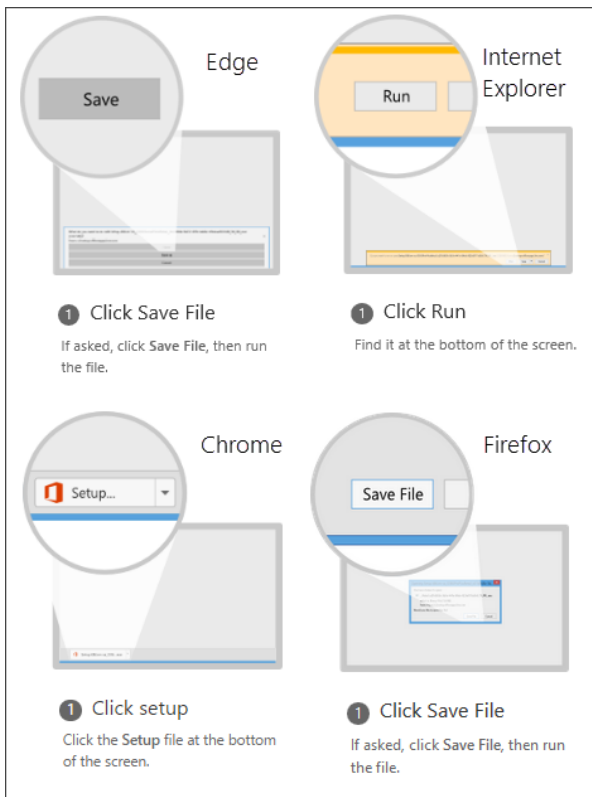Go to www.office.com/signin and sign in with an Academy e-mail address and password.
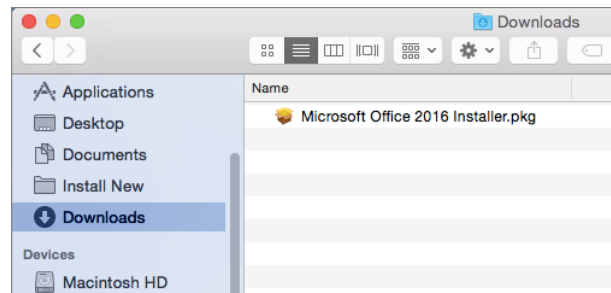

2

Select **Install Office**.

Mac install:
Open Finder > **Downloads**.
Double-click **Microsoft_Office_Installer.pkg**.

3

Depending on your web browser, click **Save**, **Run**, **Setup** or **Save File**.

Detailed Instructions and Language Options

For more detailed steps, including how to install different language versions visit https://support.office.com/en-gb/article/Download-and-install-or-reinstall-Office-365-or-Office-2016-on-your-PC-or-Mac-4414eaaf-0478-48be-9c42-23adc4716658#bkmk_installsteps

Visit the Microsoft Office home page https://www.office.com/?omkt=en-GB

Troubleshooting

Unfortunately, we are unable to support any issues with home computers.

Visit the Microsoft Office troubleshooting page https://support.office.com/en-us/article/Troubleshoot-installing-Office-365-Office-2016-and-Office-2013-35ff2def-e0b2-4dac-9784-4cf212c1f6c2?ui=en-US&rs=en-US&ad=US#OfficePlans=Office_for_home

The Academy plan is the same as **Office for business** so please select this option if you require troubleshooting help.