

Download Office 365 Pro Plus to your home desktop/laptop/phone or tablet



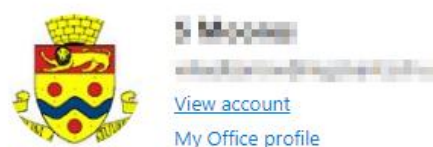
Here's what you need to know...

Students will need to sign into Office 365 (MGS VLE) with their normal MGS email address & password. **HOWEVER, this MUST be on the home computer they wish to install Office 365 ProPlus onto.**

1. Login to the VLE at home through the links on the school website, or directly by clicking [HERE](#)

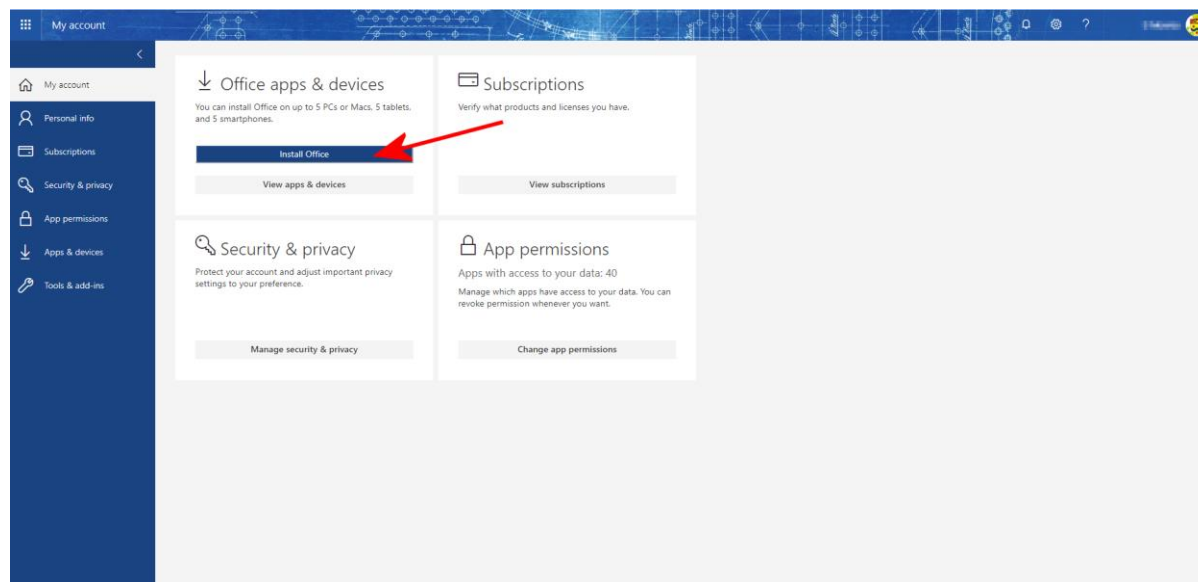


2. This will take you to the Student area on the VLE, once there click on your account picture in the top right of your browser, then click on "View Account" (Our VLE and Office 365 work best in Microsoft's EDGE browser on Windows 10)



3. If you're running Mac OS X then this screen may look a little different for you download Office for Mac.

4.



5. Click on the Install Office link to download and install on the device you are using.

6. You may install this package on up to five devices (desktop, laptop, Tablet or phone).

7. Your entitlement to use this software only lasts whilst you are a student at MGS AND we continue to purchase a qualifying license in school.

Office Mobile for iOS and Android

One of the additional benefits of Student Advantage is that Office 365 ProPlus enables the use of Office Mobile for iOS for iPhones and Office Mobile for Android for Android phones. The apps are available via the various stores (iTunes and Google Play).

The apps themselves are free, but require an active subscription to use. Download the app to your device, and sign in with your MGS Email credentials to get started.

Important information

Please note the following important points:

- ❖ **Student usernames MUST not be shared with family or friends or the service may be withdrawn, login names are in the format of year of entry, first initial, surname e.g. 13ASmith@mgs.kent.sch.uk or in the event of a duplicate may be 13ASmith2 etc**
- ❖ **Office 365 ProPlus is provided to you free but without support, guarantee or warranty by either Microsoft or MGS.**
- ❖ **You are subject to the terms and conditions specified on the download pages & this document.**
- ❖ **Your entitlement to install & use this software is limited to your time at MGS as a full-time student, and subject to the school continuing to license its software via the Microsoft Enrolment for Education Scheme/ use of the Office 365 for Education systems.**
- ❖ **Neither MGS nor Microsoft will accept any claim for loss or damage as a result of you installing this software on your home computers; you do so entirely at your own risk.**
- ❖ **MGS IT Staff are not able to assist you with either installation or fault finding beyond the provision of this document. We cannot work on your home PC's, Laptops, or other mobile devices.**
- ❖ **Any attempt to transfer copies of this software or the privileges associated with your school network account to anyone other than you will result in your account being suspended and disciplinary action taken. (THIS IS YOUR NETWORK ACCOUNT TOO SO DON'T SHARE IT!)**