

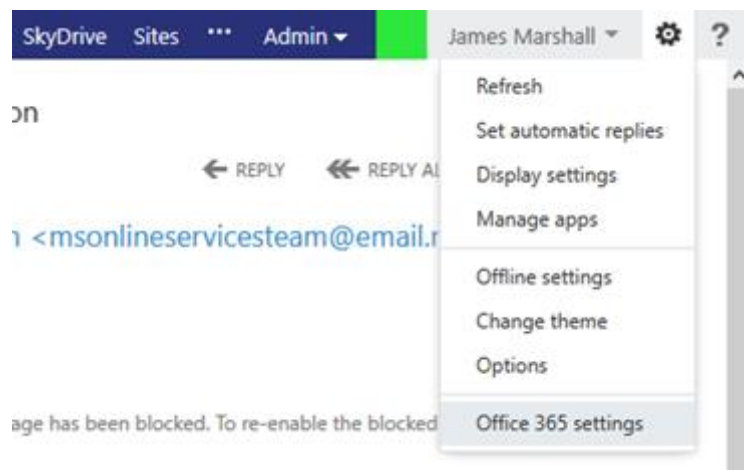


## How do I get Student Advantage Office 365 ProPlus Software?” (From a student perspective)

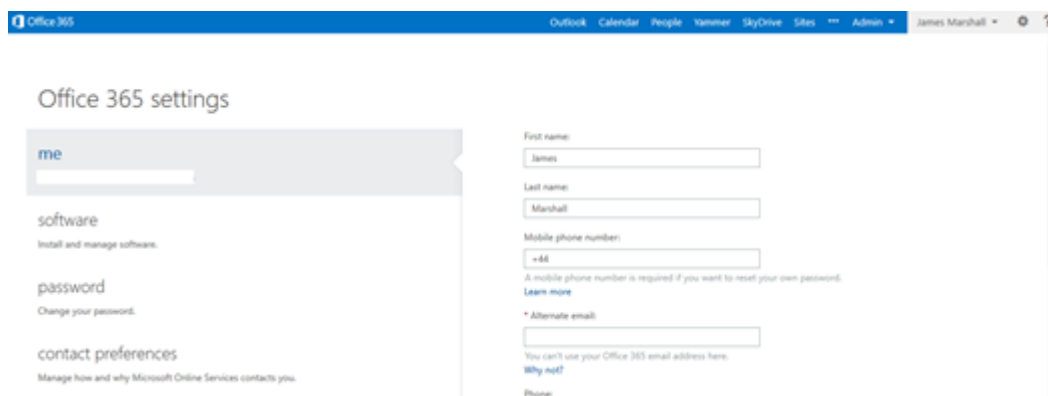
<https://outlook.com/mgs.kent.sch.uk>

### Here’s what you need to know...

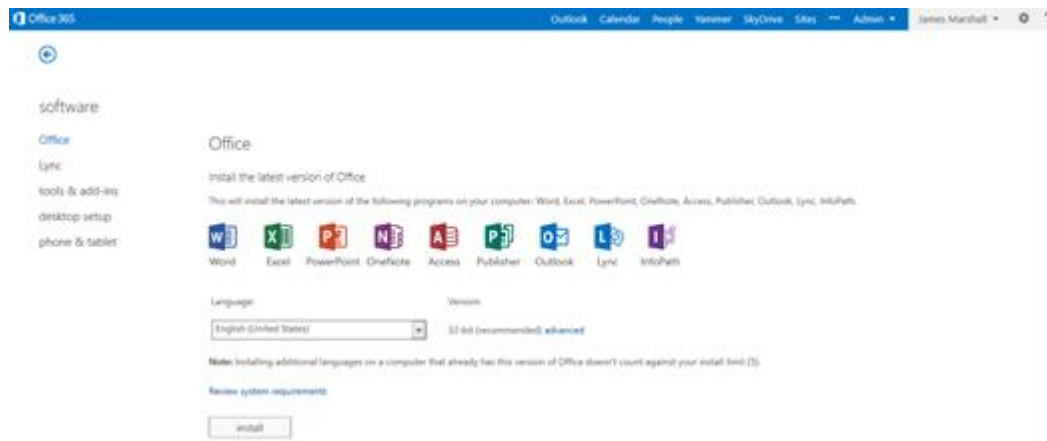
Students will need to sign into Office 365 (MGS Student Email) with their normal MGS Network username & password. **HOWEVER, this MUST be on the home computer they wish to install Office 365 ProPlus onto.** You can login at home through the links on the school website, or directly into [Outlook Web Access](#), etc. Once there, click on the little sprocket in the top right-hand corner, and select **Office 365 settings** from the menu.



This will take you to your main settings page, where you can see all sorts of interesting things, but in the context of Student Advantage and Office 365 ProPlus we’re only interested in the **software** link.



Clicking the **software** link will take you to the page, below, where you can access your Office 365 ProPlus software!



Simply select the appropriate language, and whether you want the 32-bit or 64-bit\* (click advanced to unlock that option) and then click **install**. Your Office 365 ProPlus experience will then begin.

If you're running Mac OS X then this screen may look a little different to let you download Office for Mac 2011.

## 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:

- **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!)**