

## Office 365 for students

Malbank School & Sixth Form College are now able to offer Microsoft Office free to all students currently enrolled in the school.

If you would like to access this service please email [itsupport@malbank.cheshire.sch.uk](mailto:itsupport@malbank.cheshire.sch.uk) with the name of your child and it will be activated for you.

Once you have received confirmation via email that the account is active you will need to visit:

<https://login.microsoftonline.com>

Enter your login details that will be in the following format:

Username: (school username (e.g. **15kjoeb**@malbank.cheshire.sch.uk)

Password: (the password that your child uses when they login to the computers in school)



Once logged in click on Install Office Apps and choose Office 2016 as shown below and follow the onscreen instructions to install the full Office suite. Alternatively click on the product you want to use from the apps list to use it live.

