

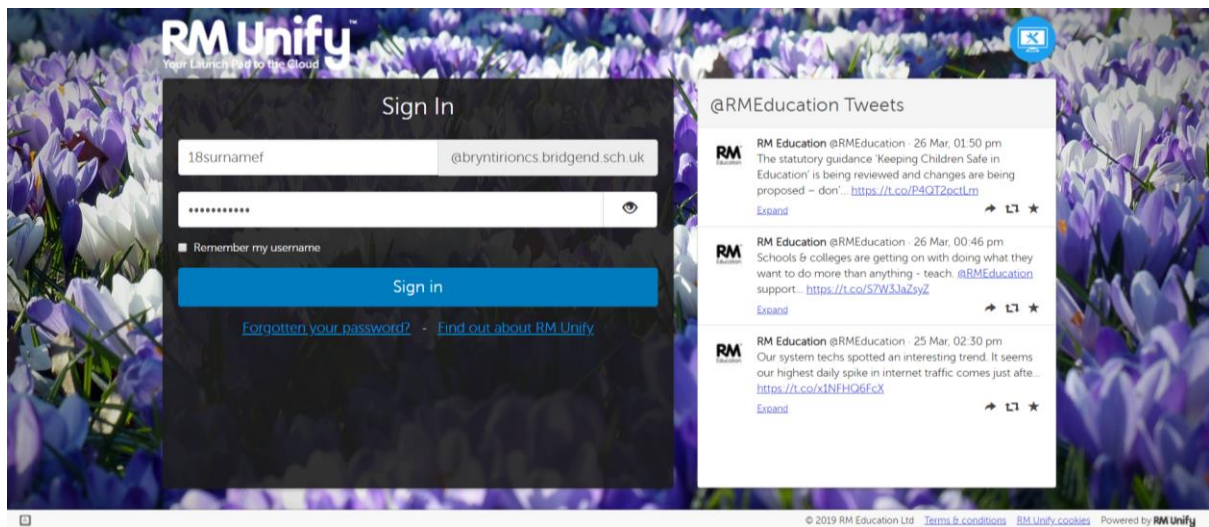
How to Install Office 365

Every pupil in Bryntirion Comprehensive School has access to an installation of the full, offline version of Microsoft Office. This can be installed on your home computer and also mobile devices such as smartphones and tablets. **Please ensure you sign in to Office.** Details are at the end of this document.

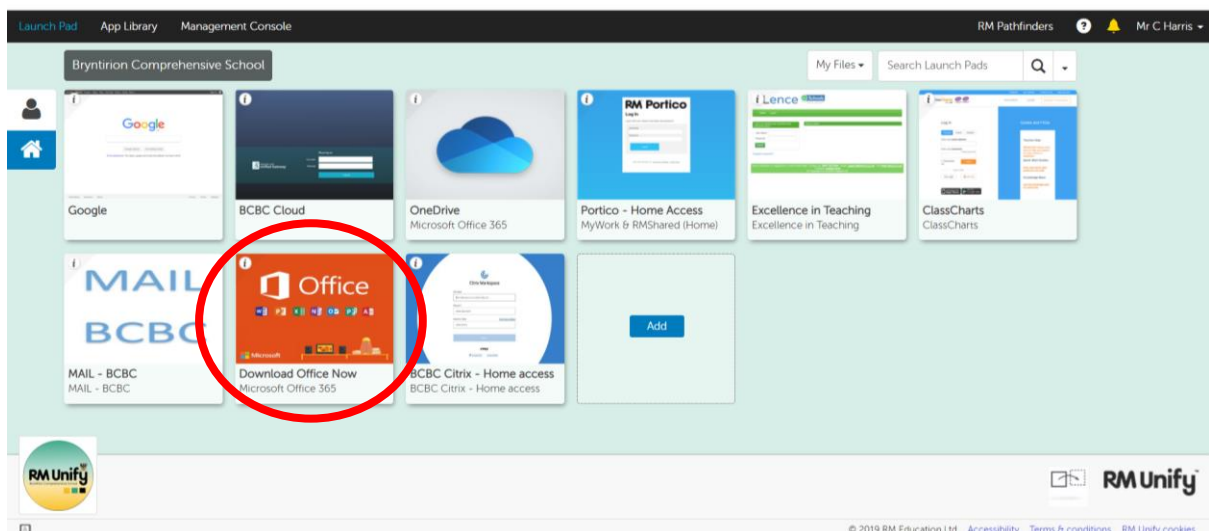
Computers/Laptops

You can install Office on Windows or Mac laptops or computers.

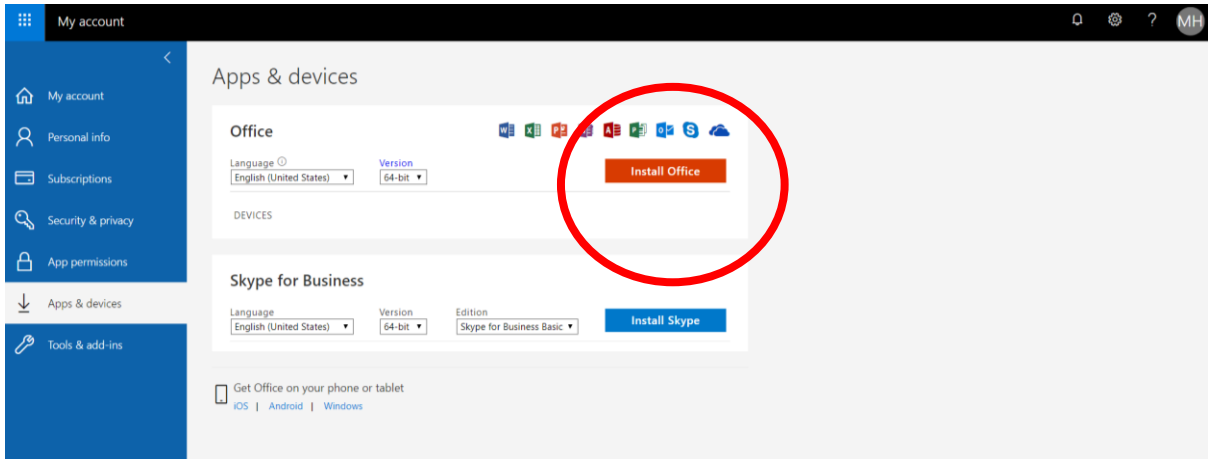
First, sign in to RM Unify normally using your school username and password:



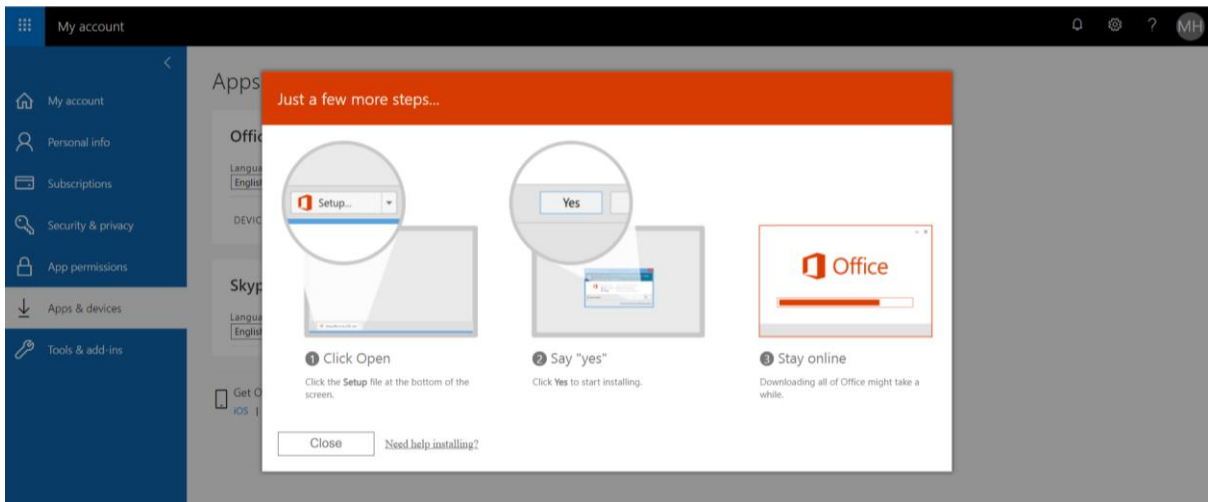
Click on the “Download Office Now” tile:



Click “Install Office”:



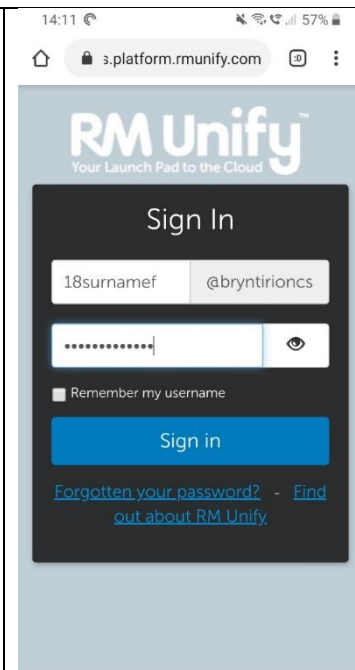
Download the Office Installation file, then run it and click “yes” to install.



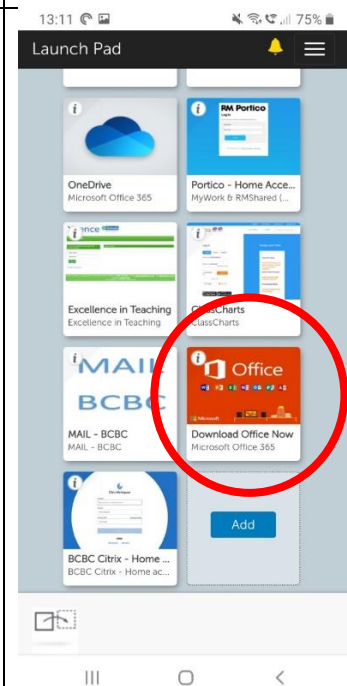
Once Office has installed, it will appear in your Start Menu (Windows) or Apple Menu (Mac).

Phones / Tablets

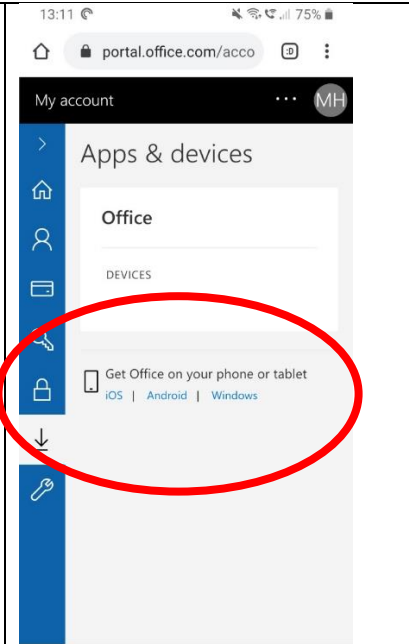
Go to <https://bryntirioncs.rmunify.com> and sign in normally using your school username and password:



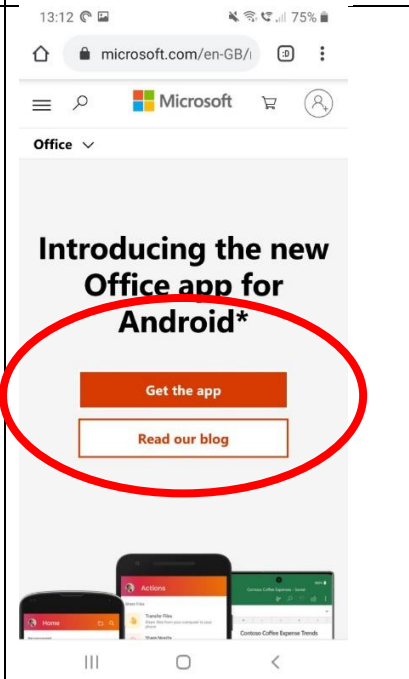
Click on the "Download Office Now" tile:



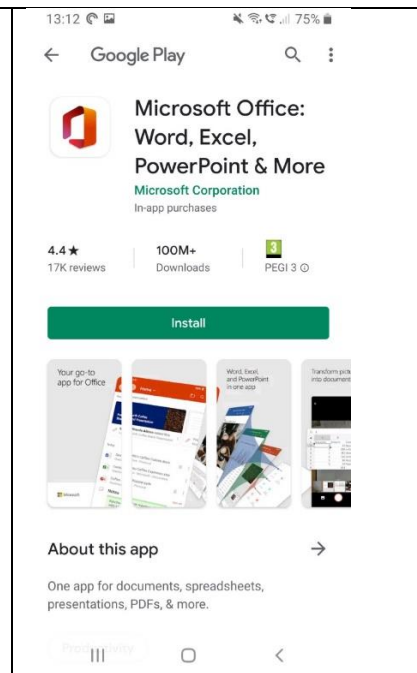
Choose IOS, Android or Windows depending on which type of device you are using



You will be taken to a Microsoft website. Click on the "Get The App" button:



This will take you to the relevant app store to download Office on your mobile device.



Signing In

It is important to **sign in to your school account**.

Your sign in details are username@bryntirioncs.bridgend.sch.uk.

For example, 18surnamef@bryntirioncs.bridgend.sch.uk.

When you do work on your device, it will sync with your OneDrive. There are a few benefits for doing this:

- **It makes it easy to share work with your teachers.** Just go to your one drive, open a document and share it to show your teacher.
- **It ensures that your work is backed up.** If your computer crashes, your work is backed up on Microsoft's OneDrive servers and can be accessed from other devices.
- **Ease of access and portability.** You can do some work on a tablet, for example, then move to a computer to continue your work later without worrying about taking work off one device and loading it onto another.