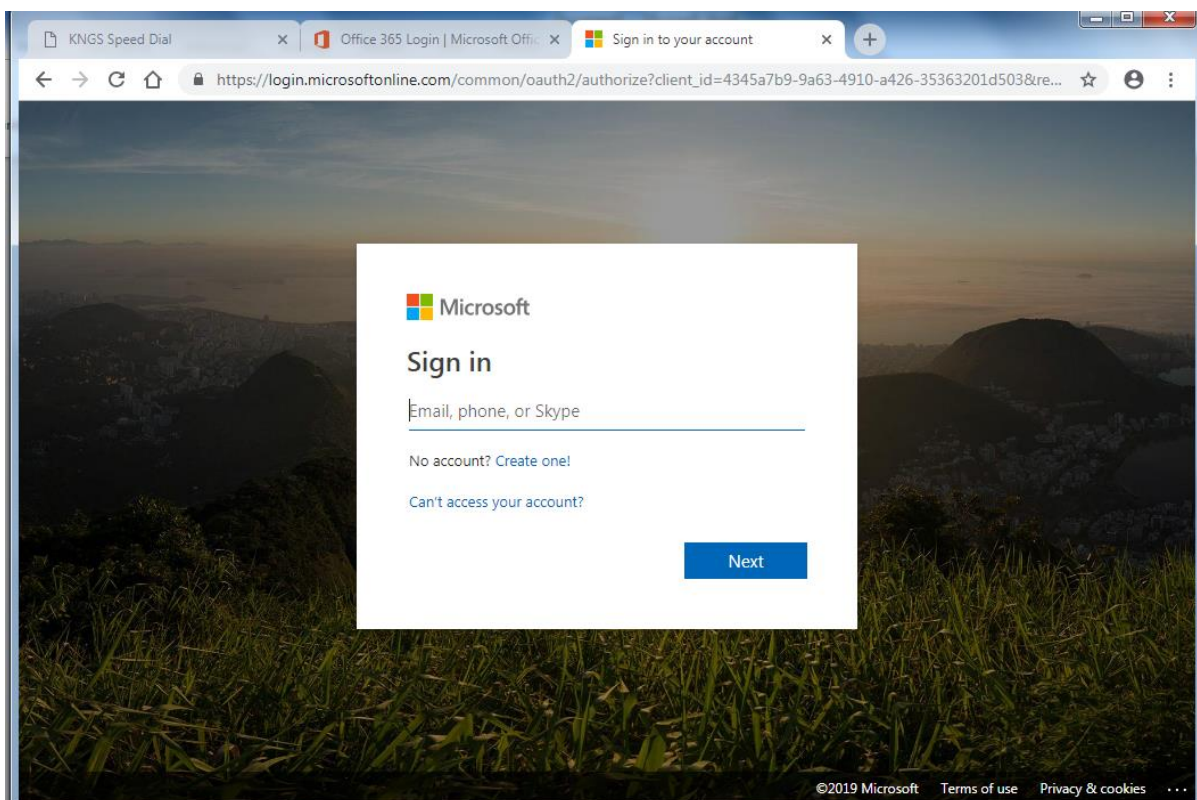


Office 365 for KNGS Students

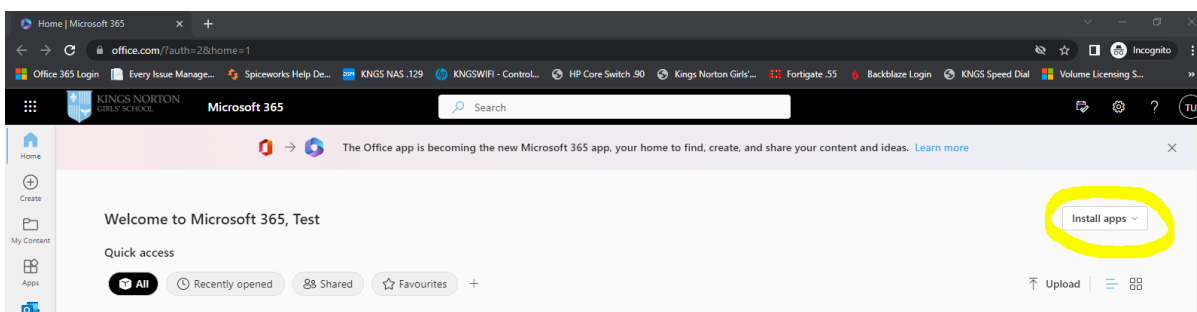
To access the page to download and install the Office Suite:


Internet browse to: <https://login.microsoftonline.com> or visit the school website www.kngs.co.uk and select Portals, Office 365 Email.

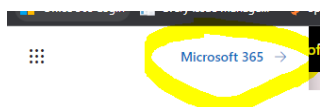
Sign In with your student school email address @kngs.co.uk (username) and your password (case sensitive and same password as PC logon at school).



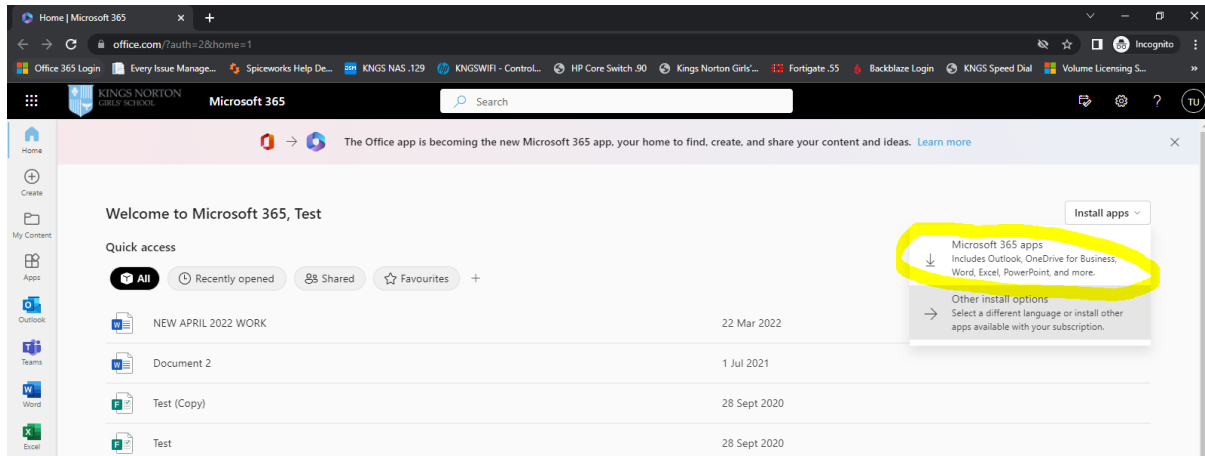
Once signed in go to and click on : Install apps – see screen shot below:



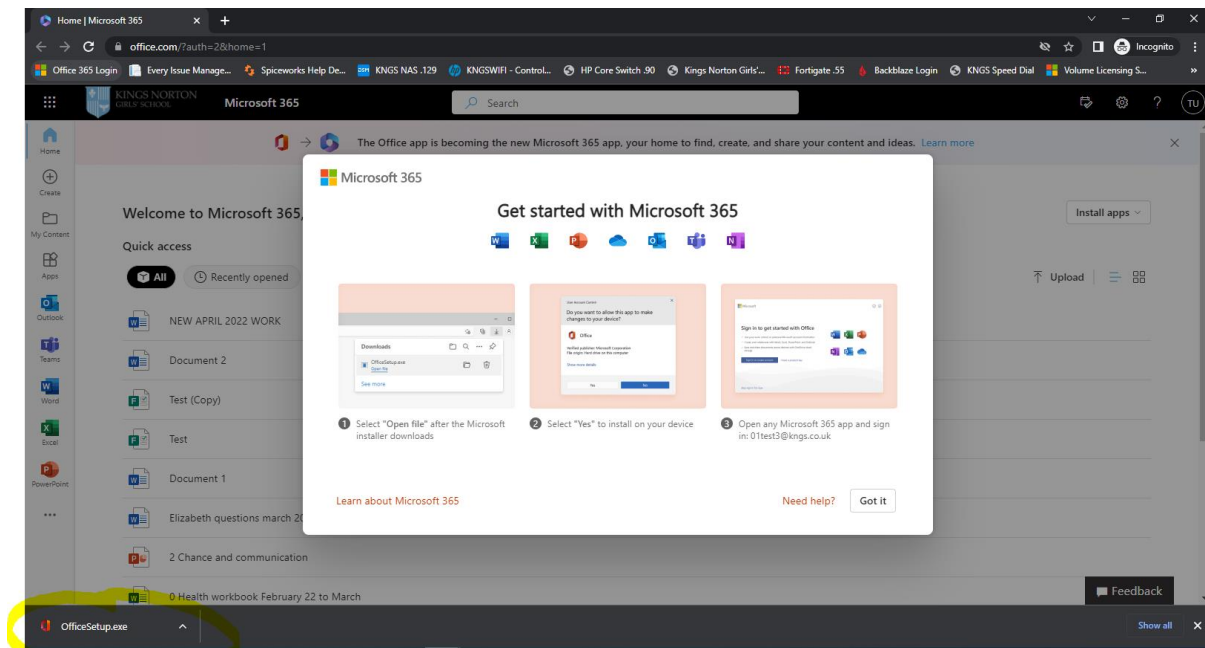
If you don't see the screen above with Install apps then please click on the  icon (in the top left corner) and then select: Microsoft 365 - shown here, circled in yellow:



From the drop-down menu select: Microsoft 365 apps - see screen shot below:



The initial setup download will begin – see bottom left corner of screen shot below showing: OfficeSetup.exe (using Google Chrome browser)



Please click on this OfficeSetup.exe download and then the full process of downloading Microsoft Office will begin, and depending on the speed of the broadband connection can take some time to complete. And follow the prompts similar to the screen shots below (and you may need to enter your @kngs.co.uk details again):

