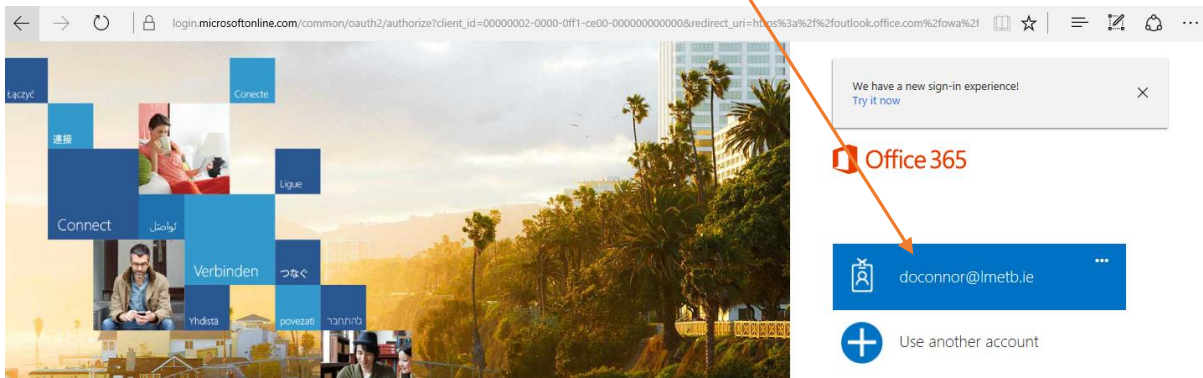## Downloading Office 2016 from Office 365

As staff and students in LMETB we are entitled to download 5 free copies of Office to our Windows devices. Students are also allowed to download 5 free copies of Office on to their iPads, though that facility is not available to staff.

To do this all you need to do is log in to your staff email on the Internet through either your school website or www.lmetb.ie
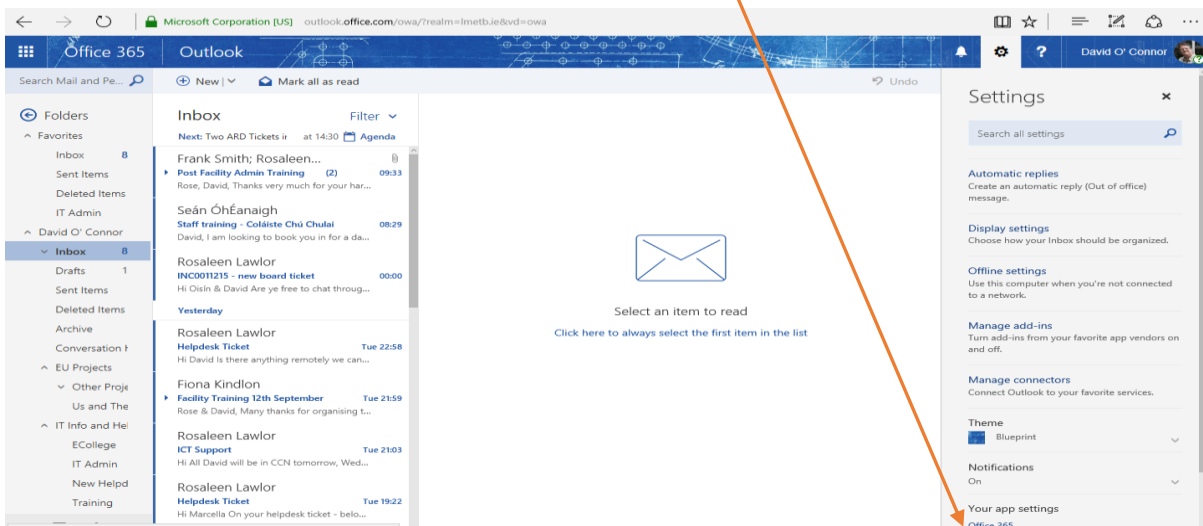

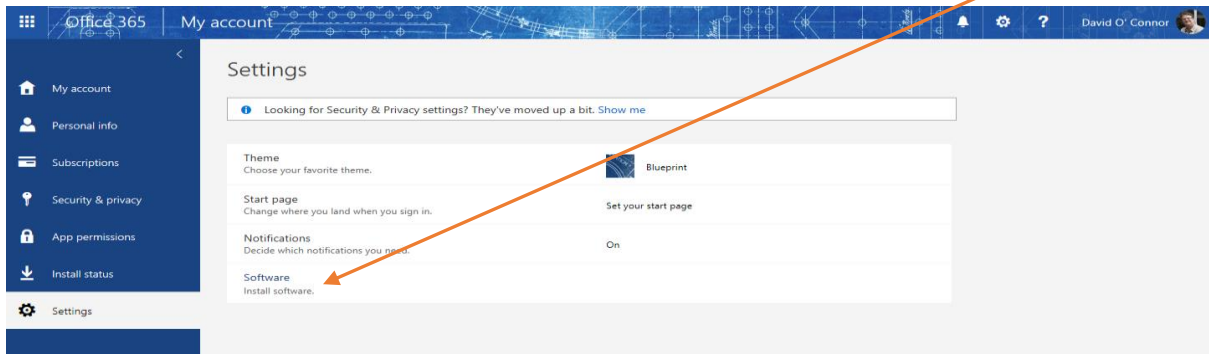Type in your email address and Password and press Sign in

In the top Right-hand corner of the screen, click on the Settings Cog
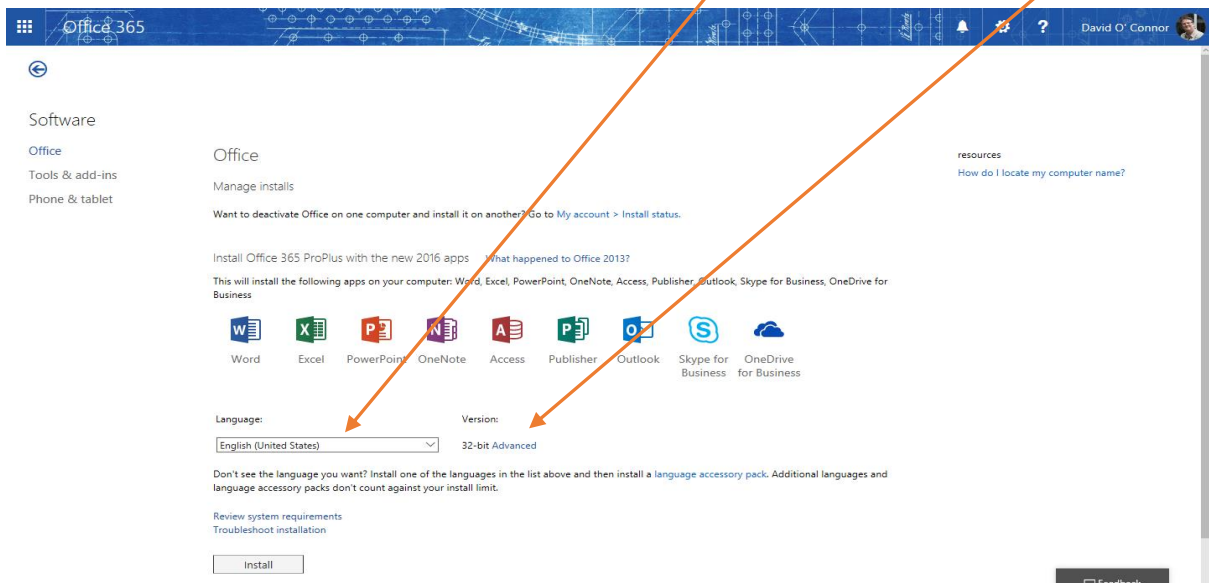

Select Office 365 option at the bottom of the list of options

IT Helpdesk

This options a new tab, the last option is, Settings, select it and press Install Software

This opens the Install Software tab, Select the correct language and the correct Version

To finish, Select Install and follow the instructions

1 Click Run

If asked, click **Save File**, then run the file.

2 Say "yes"

Click **Yes** to start installing.

3 Stay online

Downloading all of Office might take a while.

I hope that this helps, if you need anything else, just email me on doconnor@lmetb.ie

IT Helpdesk