



Knowledge for Change

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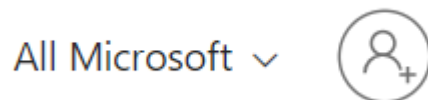
Guide 2: Getting Microsoft Apps

To complete this guide, you need to have activated your Microsoft account. **THIS WILL NOT WORK IF YOU HAVE NOT COMPLETED THIS!** If you haven't done this, please refer to Guide 1.

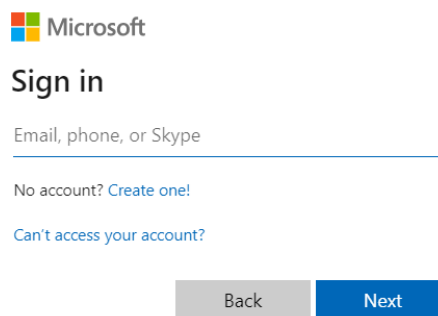
Note: You will need to be connected to Wi-Fi to complete this

1 Logging into Office

1. Click [here](#) or type <https://www.office.com/> into the search bar
2. Click the sign-in button on the top right-hand corner.

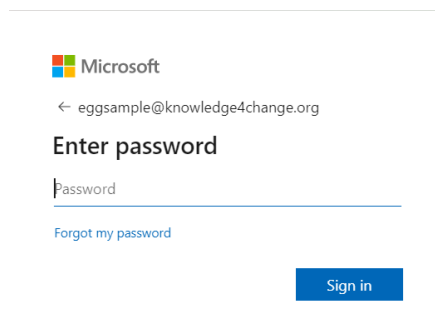


3. This will take you into the log in page. Here type in your email address in.

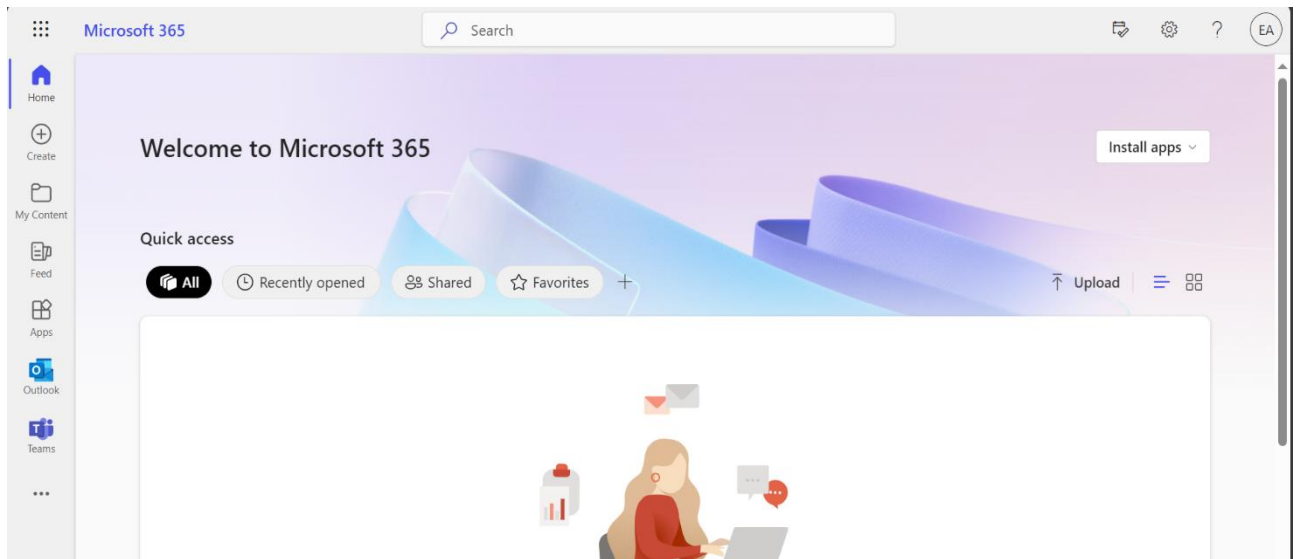


Once you have put in your email click NEXT:

4. This will then take you to the password page. Insert your password and click SIGN IN (note you may need to do the authenticator process here)



5. You will then get taken to the homepage of Microsoft 365 or Office (These are the same thing). From here you can access all the apps provided online.

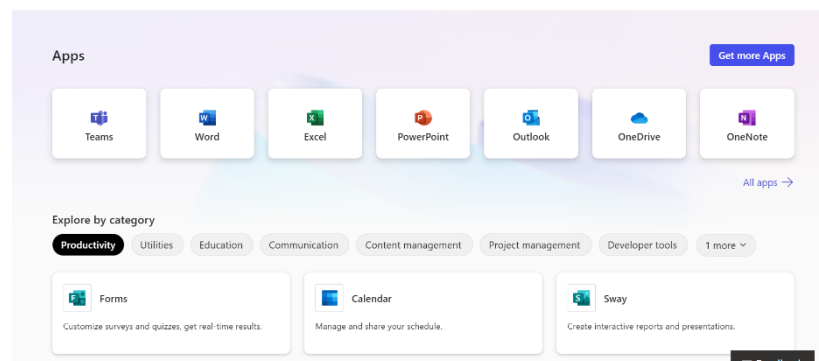


2 Using the Microsoft Apps

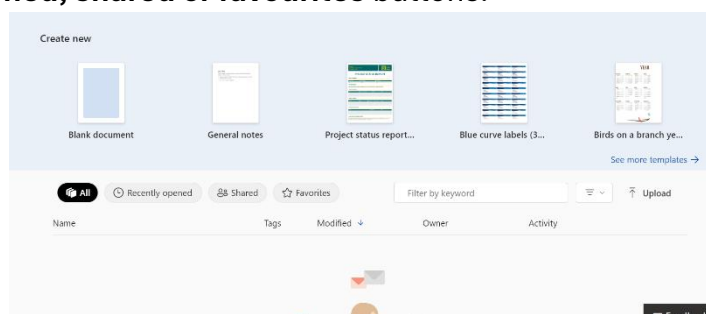
2.1 Online

To access the apps online (when you have internet access) follow the steps below:

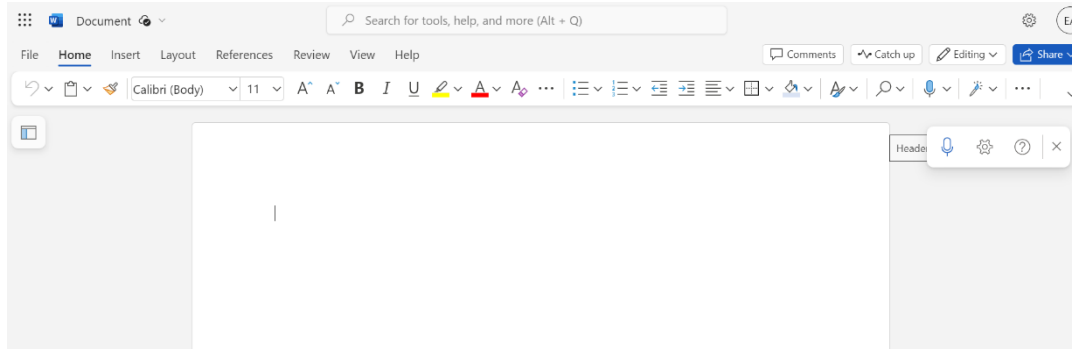
- i. Click on “Apps”
- ii. This then takes you to the homepage where all the most used apps can be found.



- iii. All the apps have slightly reduced functionality online, but it can still be useful. When you click on an app it will take you to it’s own home page.
- iv. For example, if you click on the “Word” icon you will be taken to this page. You can then click on “Blank Document” or on the **all, recently opened, shared or favourites** buttons.



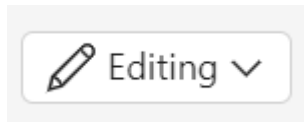
- v. You will then get taken to the document where you can use word as normal.



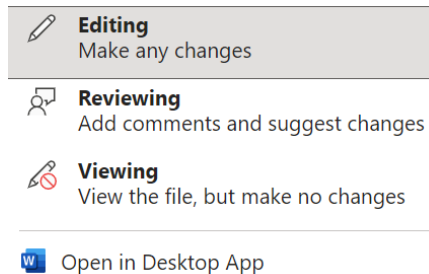
2.2 Offline

2.2.1 From Online

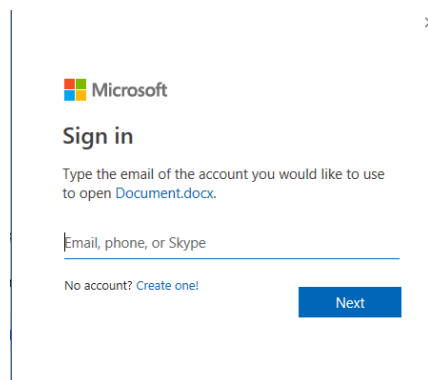
1. If you want to use this OFFLINE you need to follow the steps below
 - i. On the right-hand corner select the “Editing” Button



- ii. Then select “Open in Desktop App”



- iii. If the prompt below comes up, type in your email.



- iv. The file should then open in the Word App.

If you do not have the Word/Excel/Powerpoint App you should download it. This will depend on the type of computer you have. To download teams follow this link [here](#) (hold down CTRL + click). From there follow the instructions.