

## Use Microsoft Office at Home

As a student at The Holt, you are now eligible to download and install the latest version of Microsoft Office to use at home while you are enrolled at the school. If you have more than one computer, you can install Office on to 5 computers. Tablets are not included in this quota.

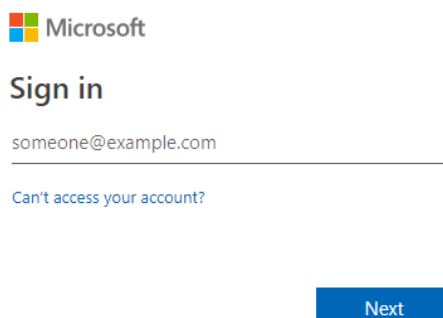
Microsoft Office is available for your Windows-based PC, your Apple Mac and even on your tablet device.

### Windows and Apple Mac Install:

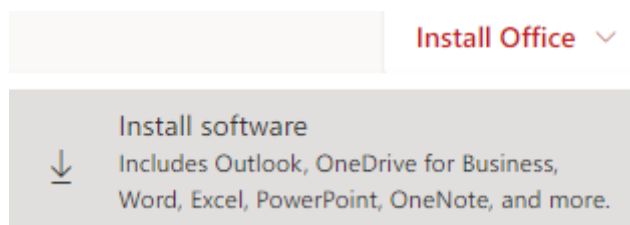
To download and install the software, please follow the link below and sign in with your Holt email address and password.

<https://login.microsoftonline.com/>

You will see the following screen. Enter your school email address and password and click “Sign in”:



Once logged in you can install the software by clicking the **Install Office** button and then clicking the **Install Software** button:



You will be redirected to a new page, Click the **Install button**

## Office

Install: Office 365 ProPlus

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Language:

English (United States)

Version:

32-bit *Advanced*

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)  
[Troubleshoot installation](#)

Install

Save the file in a place you will remember and then run it. Follow the on-screen prompts to install the software.

## **Tablet/iPad Device**

Microsoft Office is now available on the following mobile platforms:

- Apple iPad and iPhone
- Android phone and tablet
- Windows phone and tablet

To install the software search the relevant App store for the applications by name:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

**NOTE:** Please make sure the publisher is Microsoft Corporation as there might be other apps with similar names.

Once downloaded you will be prompted to sign into your account, enter your email address and password.

## Office Online

If you don't want to install office, however, would still like to use it, you can still use the online version of Word, Excel and PowerPoint. Log in using the following link:

**<https://login.microsoftonline.com/>**

Click one of the icons, as shown below, and it will open the web version of that application.

