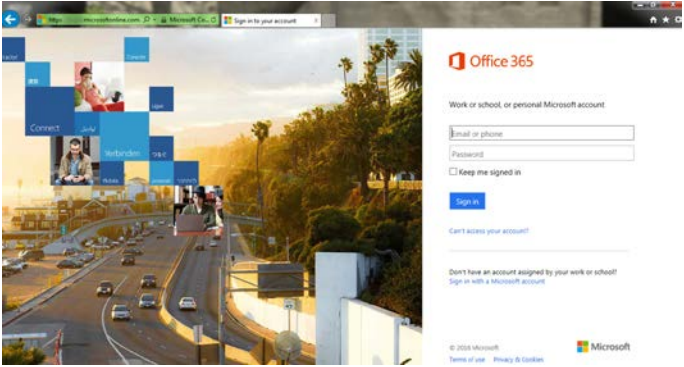
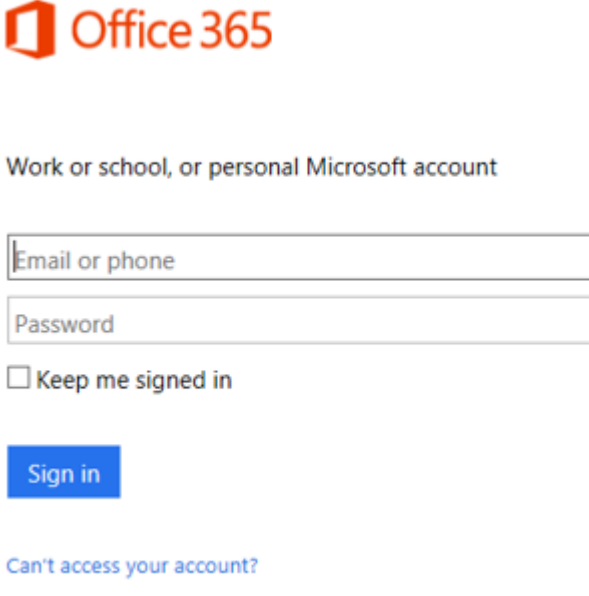
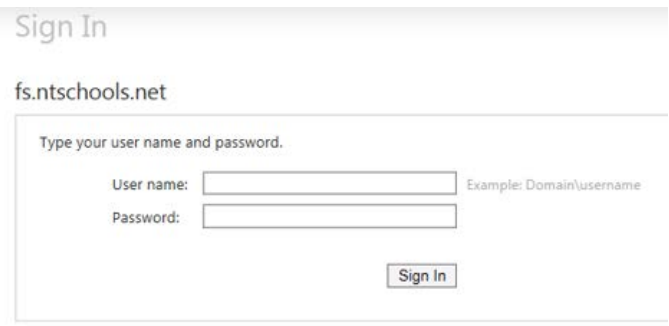
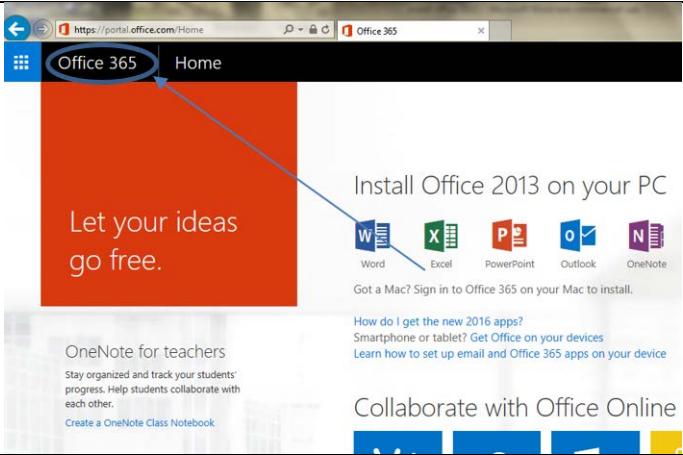

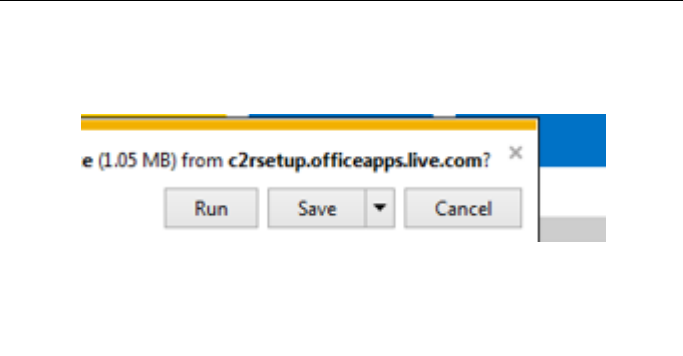



Installing Office 2013 on a BYOD (Bring your own device)

How to install Microsoft Office 2013 on your windows device.	
<p>1. Open Internet Explorer and go to login.microsoftonline.com</p> <p>Note: Using other internet browsers (ie. Firefox, Chrome) is not recommend as the process might vary.</p>	
<p>2. Enter your NTSchools email in the "Email or phone" field. Press the Tab button Do not put in the password as it will automatically forward you to the next page if the email was entered correctly.</p> <p>Your email address will look like firstname.lastname@ntschoos.net</p>	
<p>3. Once the screen has refreshed you will be forwarded to the NTSCHOOLS Microsoft login page. On this page you will need to enter both your username and password.</p> <p>Please note: Your username will need to be enter with "ntschoos\" in front of it. e.g. <i>ntschoos\firstname.lastname</i></p> <p>Your password will be your normal NTSchools password. Click "Sign In"</p>	

<p>4. If your next page does not look like this, please click on the "Office 365" link in the top left hand corner of the screen. Otherwise, please continue.</p> <p><i>The Office 365 button is the home button of this website.</i></p>	
<p>5. Please select the "Install now" to start the installation.</p>	
<p>6. When prompted please select "Run"</p>	
<p>7. Sit back and wait. ☺</p>	

<p>8. Some more waiting...</p>	
<p>9. When you see this, then you are done. Please click "All Done"</p>	
<p>10</p>	<p><i>You have now installed office 2013, if you would like to use the included Microsoft OneDrive (online storage) please go back to the main Office 365 web pages (Step 4) and select the OneDrive icon under the "Collaborate with Office Online" heading and follow the prompts.</i></p>