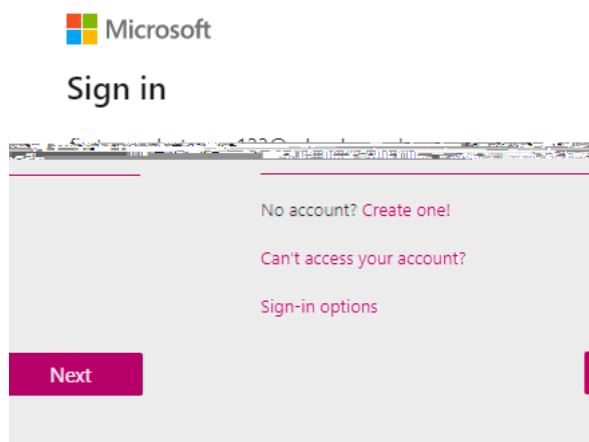


Download and install Office 365 desktop applications

1. Open a web browser on your personal computer and go to www.office.com.
2. Click 'Sign in'



3. Enter your LearnLink email address and click 'Next'.



1. You'll get redirected to the LearnLink login page. Complete the following fields and click 'Sign in':
 - o Username - enter your LearnLink email address
 - o Password - enter your LearnLink password



2. Click 'Install Office' in the top right, and select 'Office 365 apps' from the drop-down menu.

3. The installer will download. Follow the usual install process for your operating system.

Manage your licenses and uninstall Office 365

You can have Office 365 installed on 5 personal devices across Windows, Apple Mac and mobiles.

If you install Office 365 on more devices, Office will log you out of older devices to keep you under your licensing limit. This will not uninstall the software from your devices.

To check what devices are using licenses, go to <https://portal.office.com/account/>, sign-in with your LearnLink account and click 'View apps & devices'.

You can uninstall Office 365 by following your operating system's