



Kingsmead School students can install Microsoft Office for FREE on their personal devices, including Windows 10 and MacOS as well as Apps for Android, iOS and iPadOS. The licence will last for the duration of their time at Kingsmead. In addition, Microsoft 365 includes 1TB of cloud storage for student files accessible from anywhere and a 50GB mailbox also accessible from anywhere. Students will receive training in the use of Microsoft 365.

Students can log into Microsoft 365 at home by going to: [www.office.com](http://www.office.com). This can also be accessed by our website. Then they need to log in using their kingsmead-school.com email address and their **school network password** (i.e. joe.bloggs@kingsmead-school.com).

To install the Microsoft Office Suite, simply click on "Install Office apps" near the top right of the page.

Training Videos on how to use and install Microsoft 365 will also be available on our YouTube Channel.

## STUDENTS WILL BE ABLE TO ACCESS THIS FROM SEPTEMBER 2021

**CARE**


**ASPIRATION**

**RESPECT**

**DETERMINATION**

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