# Clonkeen's Microsoft Office Installation Guide

## Introduction

Clonkeen College has a special educational licencing agreement with Microsoft called OVSES. It entitles every staff member and student to 10 licences (5 desktop and 5 mobile) of the Microsoft Education Suite as well as One Drive storage.

This means you can legally download and install office at home, on a laptop, a phone or at a relative's house for no charge. It also includes access to the 'Web Apps for Office' so you can use office (Word, Excel, PowerPoint etc.) on any computer connected to the internet, for example a library computer, without it being installed on that computer.

All users now have school email addresses with the clonkeencollege.ie ending. **Please start to use these** for school business and begin to phase out old gmail, or other accounts that you may use for school communications. It is very bad practice to use 3rd party or personal email accounts for school business or communications.

The licencing for the use of this software is tied to Clonkeen's database of users. You use the same username and password that you would normally use to log onto the computers in school. Just one slight addition.

## To find your username/school email address:

| Instructions | Teacher or Staff member (example) | Student (example) |
|---|---|---|
| Take your usual sign in | boshaughnessy | 17boshaughnessy |
| Add the correct ending | @clonkeencollege.ie | @student.clonkeencollege.ie |
| Finished username | boshaughnessy@clonkeencollege.ie | 17boshaughnessy@student.clonkeencollege.ie |

This username is your email, your login to Microsoft Online and for installed Office products. Your password is the same one you use to log onto the school computers normally.

## To log in to Microsoft

In order to use the Web Apps or to download Office to your own computer or laptop, go to https://login.microsoftonline.com/ and enter your details.
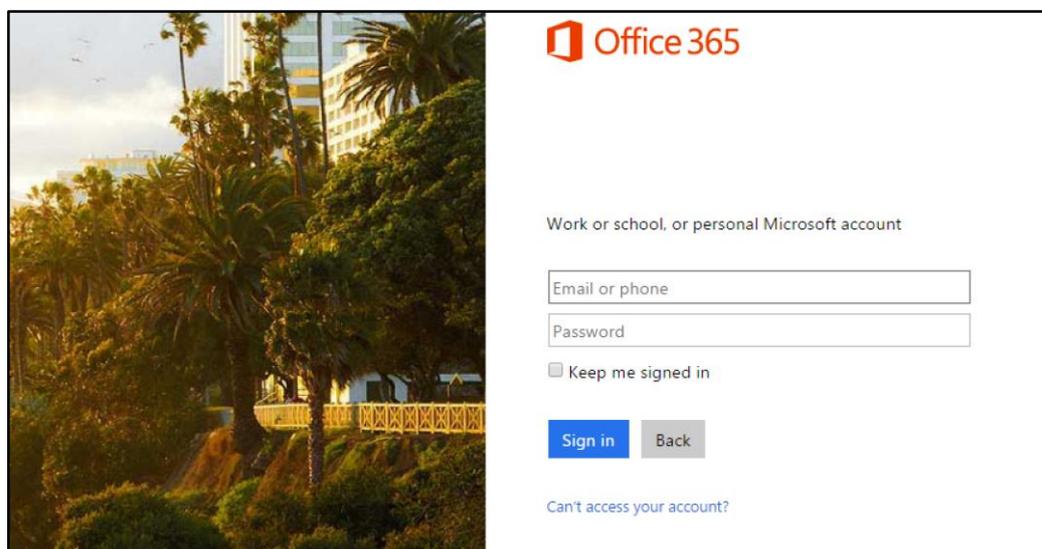
## To Use Web Apps

After successful login you will be presented with a series of tiles. These are all of the applications available to you. If you click on one of the tiles, for example Word, you will be taken to the online version of Word and any work you do will be saved in your personal online storage – OneDrive.
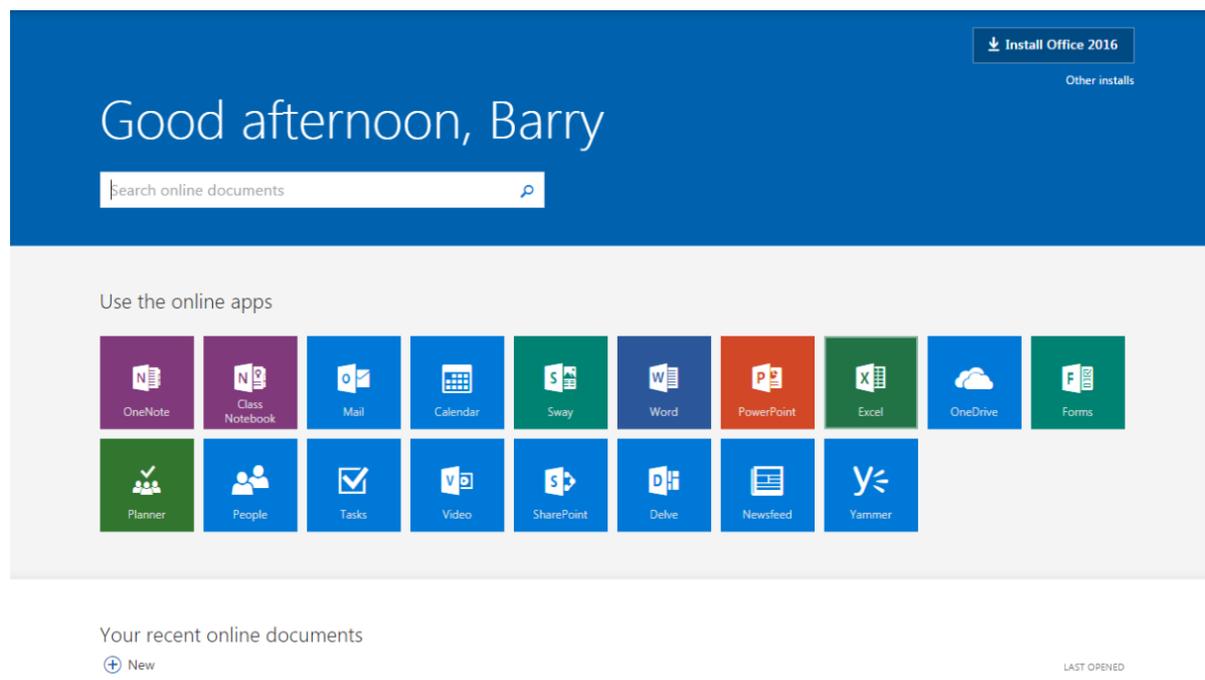


Take note that you can also access your email (Mail) and storage (OneDrive) from this screen.  The first step is to click on One Drive and set it up for first use. Email can also be accessed from www.clonkeencollege.ie. Use the "Check Mail" button.

## To Install Office on your own PC or laptop.

Click the "Install Office 2016" button in the top right.  This will download a file to your computer. Run as normal and install office.



Once download and installed you will need to sign in. Open the Word 2016 application. You can find Word in the Start Menu. From the Word splash screen select the blue "sign in to get the most out of office" link.
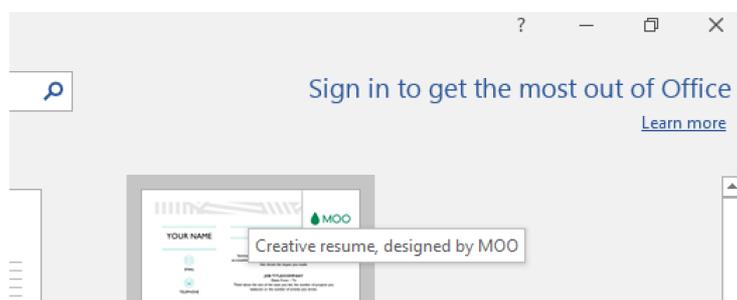
Sign in using your details and the product will be registered and ready to use. You will be able to save files **directly** to your OneDrive and they will then be available in school, on the bus, at home etc. For viewing or editing whenever the need takes hold.

## Mobile Apps

It is possible to use the iOS and Android version of the Microsoft Office Applications. Just sign in using your details as normal after installing on phone or tablet.

For school (@clonkeencollege.ie) emails on your phone or tablet you will need to add a new exchange account in your device or email application's settings.