1. Login to your Office 365 account https://www.office.com/
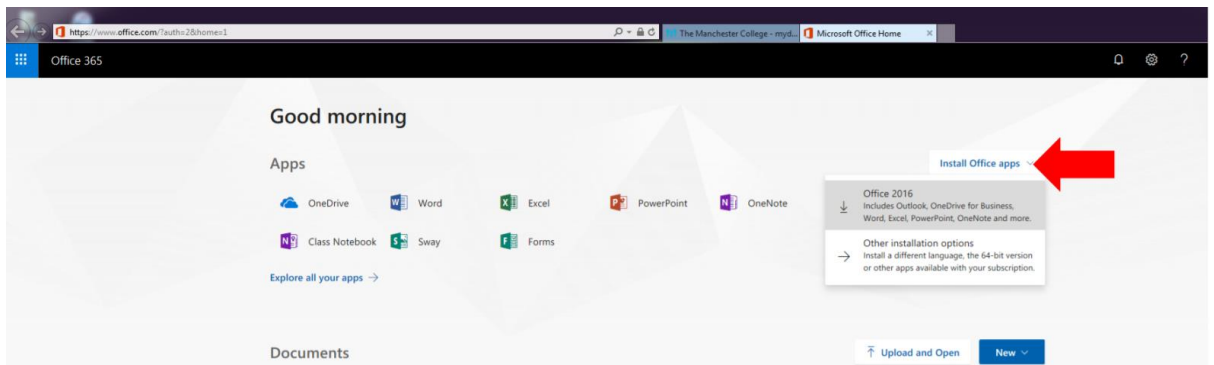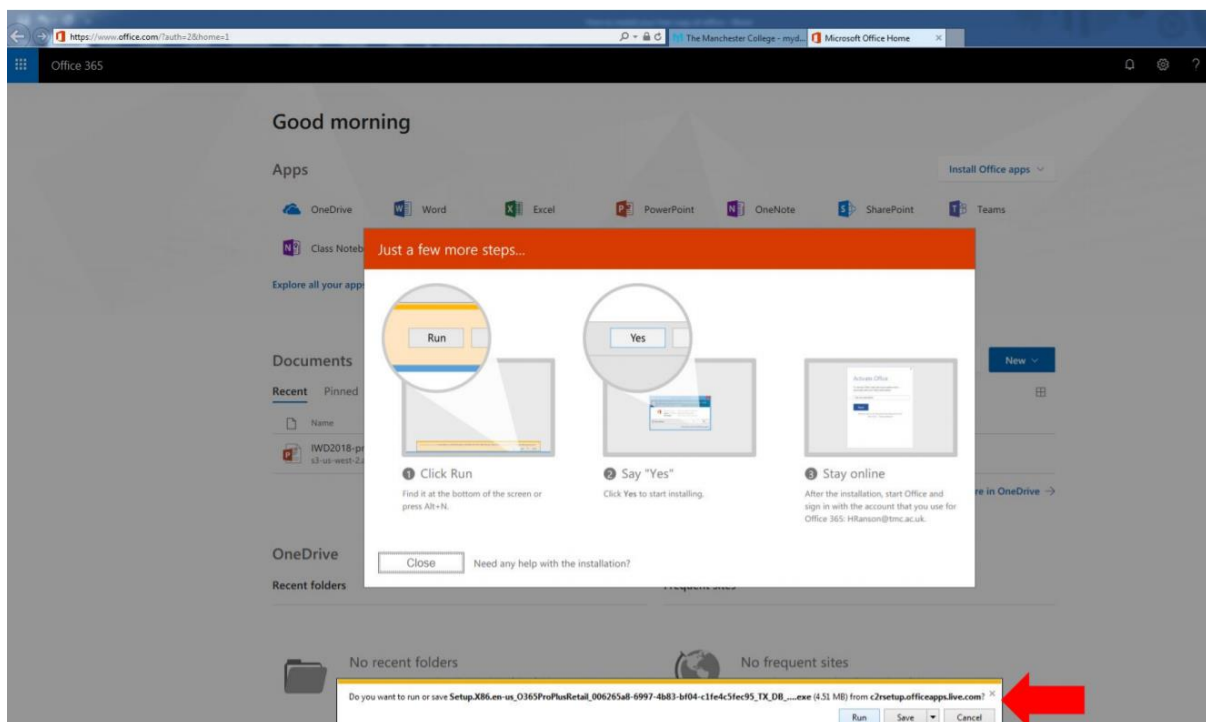2. On the top right you will see "Install Office apps" click on this to reveal a drop down menu.

3. Follow the instruction that pop up.

4. Once the software is installed open any of the Office applications to start. If you are asked to enter an email address and password, use your student email address (in the form firstinitialsurname@student.friern.barnet.sch.uk) and your FBS network password. For example if your computer login username is jbloggs your email will be *jbloggs@student.friern.barnet.sch.uk*