

Downloading Office from your email in Office 365

As staff and students in LMETB we are entitled to download 5 free copies of Office to our Windows devices. Students are also allowed to download 5 free copies of Office on to their iPads, though that facility is not available to staff.

To do this all you need to do is log in to your staff email on the Internet through either your school website or www.lmetb.ie



Select Office 365 option at the bottom of the list of options



IT Helpdesk



This options a new tab, the last option is, Settings, select it and press Install Software

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^	Personal info	 Looking for security of Privacy settings? They ve 	moved up a bit. show me		
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٢	Security & privacy	Start page Change where you land when you sign in.	Set your start page		
•	App permissions	Notifications Decide which notifications you no d.	On		
⊻	Install status	Software Install software.			
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This opens the Install Software tab, Select the correct language and the correct Version

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Software		
Office	Office	resources How do I locate my computer name?
Phone & tablet	Manage installs Want to deactivate Office on one computer and install it on another? Go to My account > Install status.	
	Install Office 365 ProPlus with the new 2016 apps what happened to Office 2013?	
	This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Butlook, Skype for Business, OneDrive for Business	
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	Word Excel PowerPoin OneNote Access Publisher Outlook Skype for OneDrive Business for Business	
	Language: Version:	
	English (United States) 32-bit Advanced	
	Review system requirements Troubleshoot installation	
	Install	

To finish, Select Install and follow the instructions



I hope that this helps, if you need anything else, just email me on doconnor@lmetb.ie

