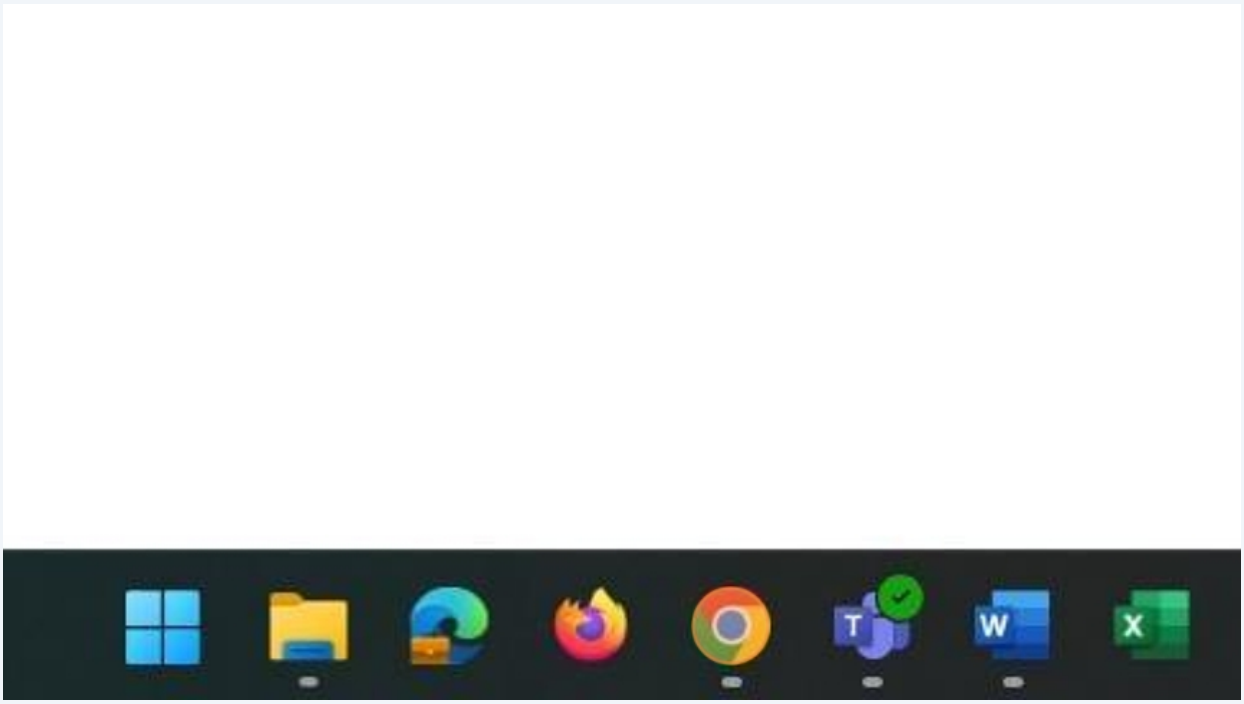
Download Microsoft 365 apps

LEWES OLD GRAMMAR SCHOOL

All students are eligible for a free copy of Microsoft 365. You must sign in with your LOGS email to use it.

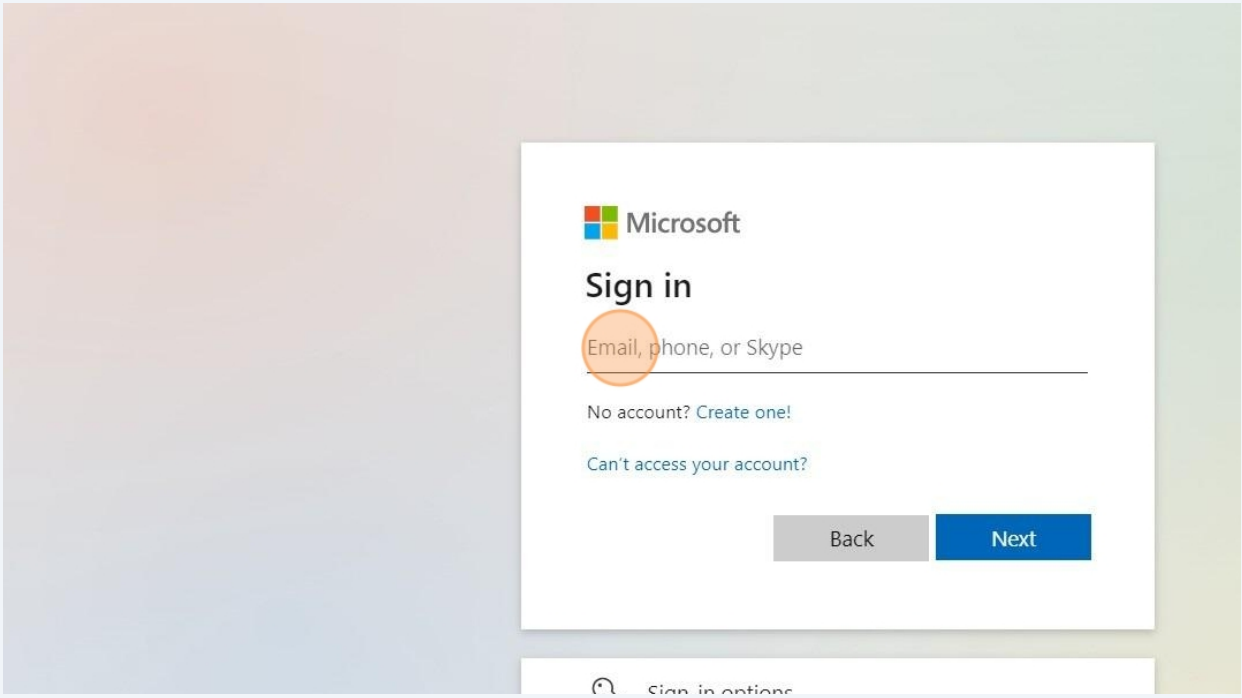
1 Open a web browser (Google Chrome, Safari or Microsoft Edge)



2 Navigate to https://www.office.com/

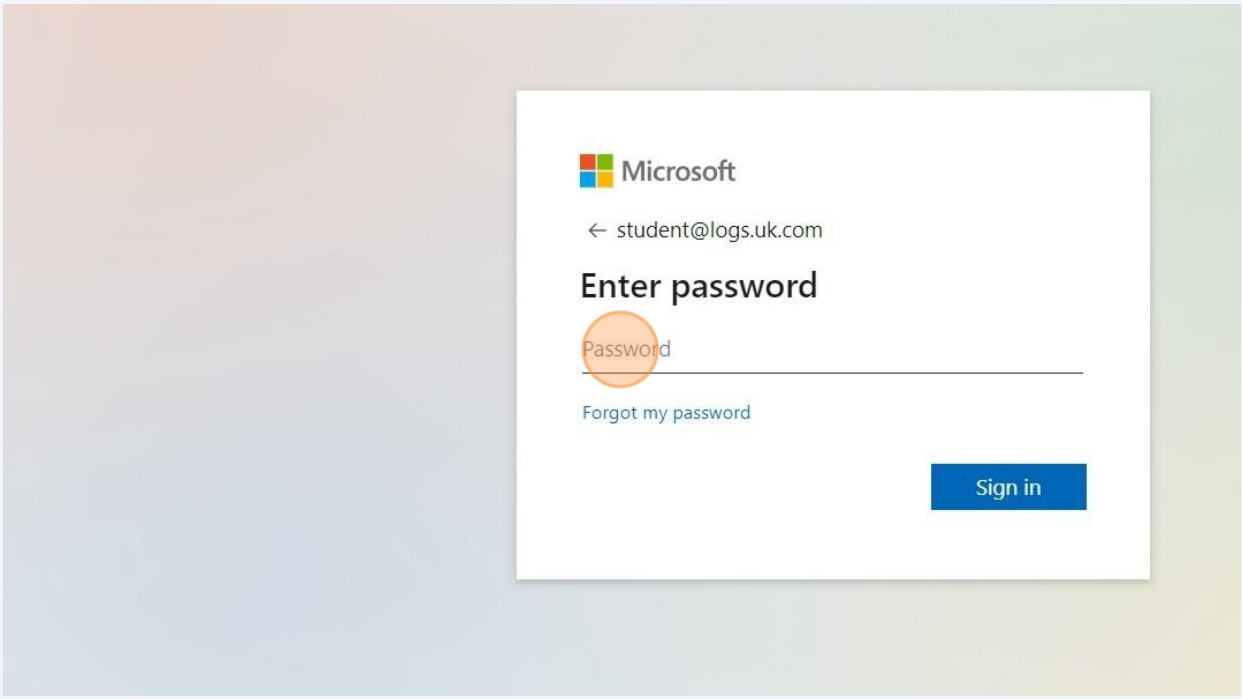
3 Click "Sign in"

4 Click the "Email, phone, or Skype" field.

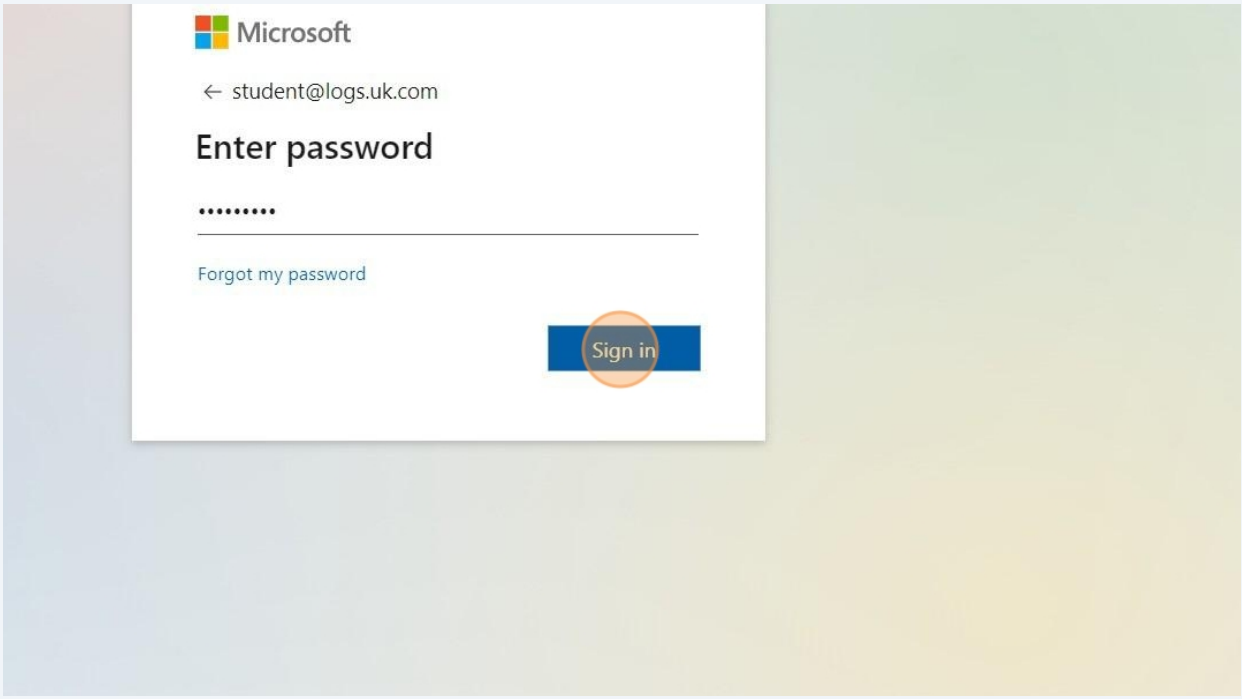


5 Type your student email address (Surname + First initial of first name @logs.uk.com)

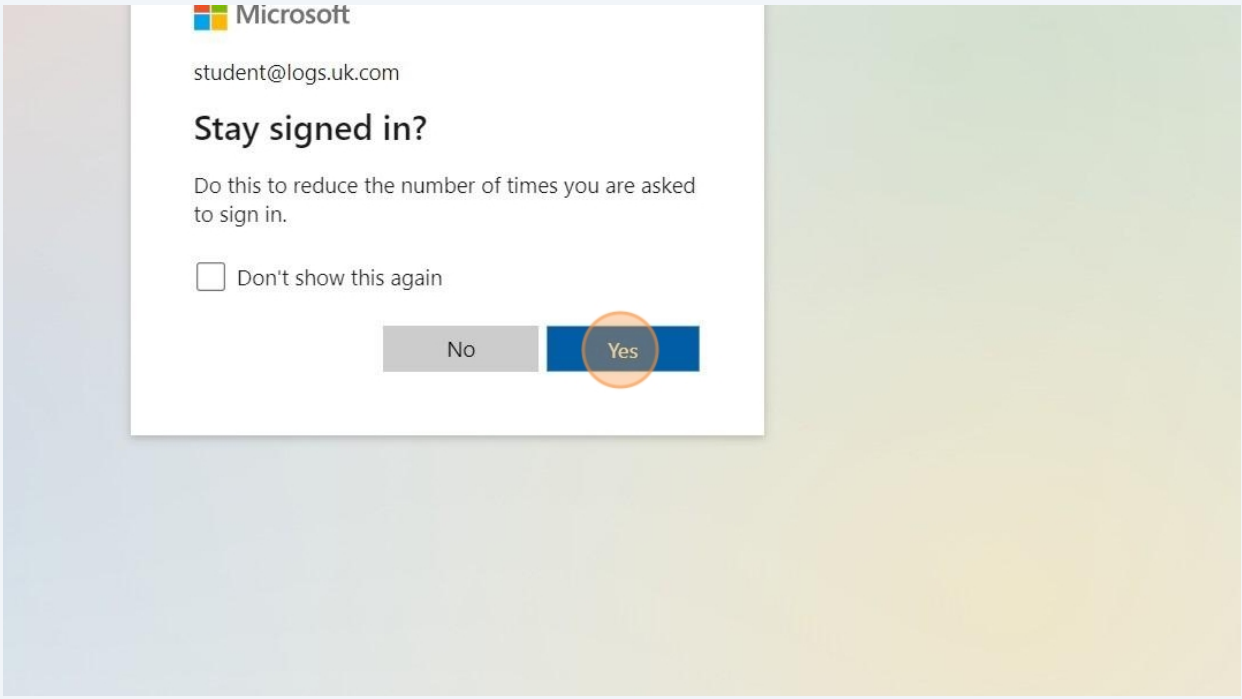
6 Click the "Password" field and enter your password



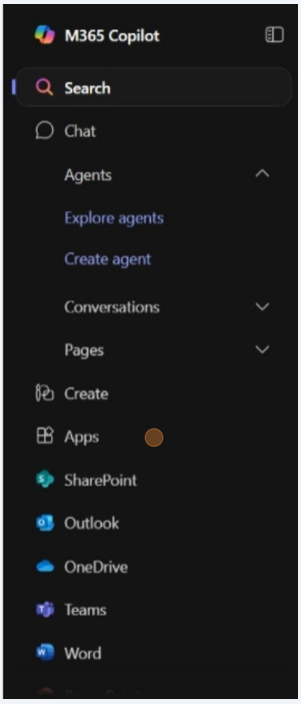
7 Click "Sign in"



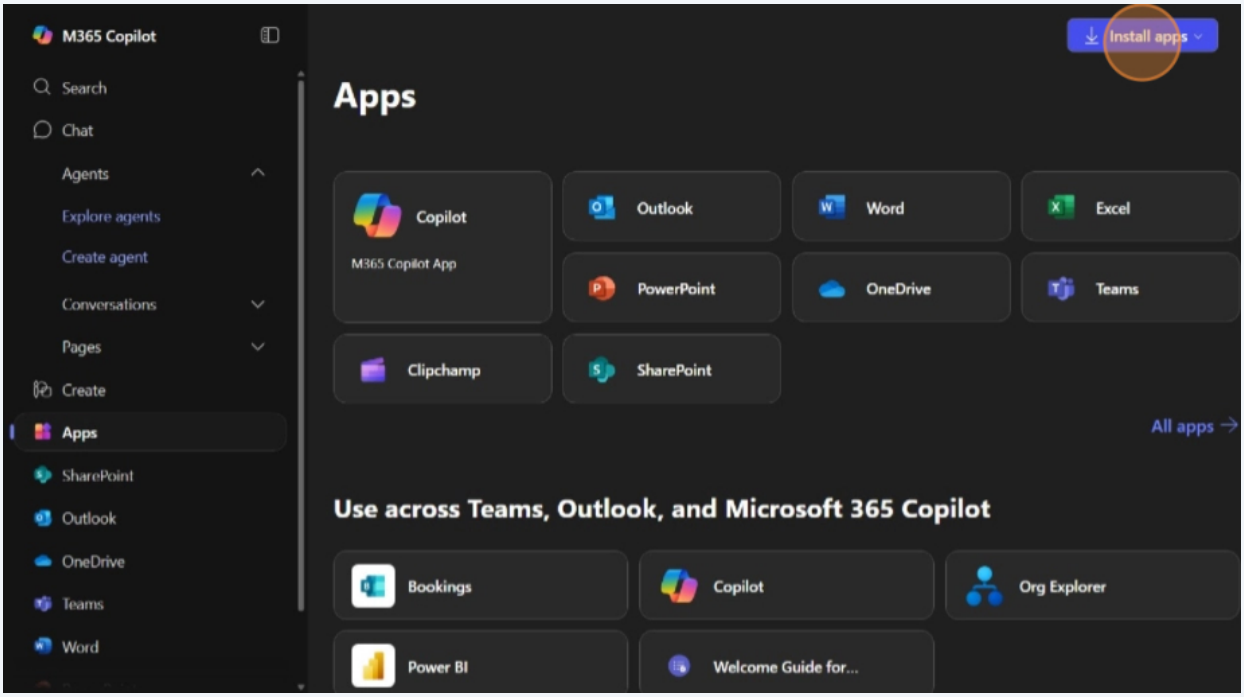
8 Click "Yes"



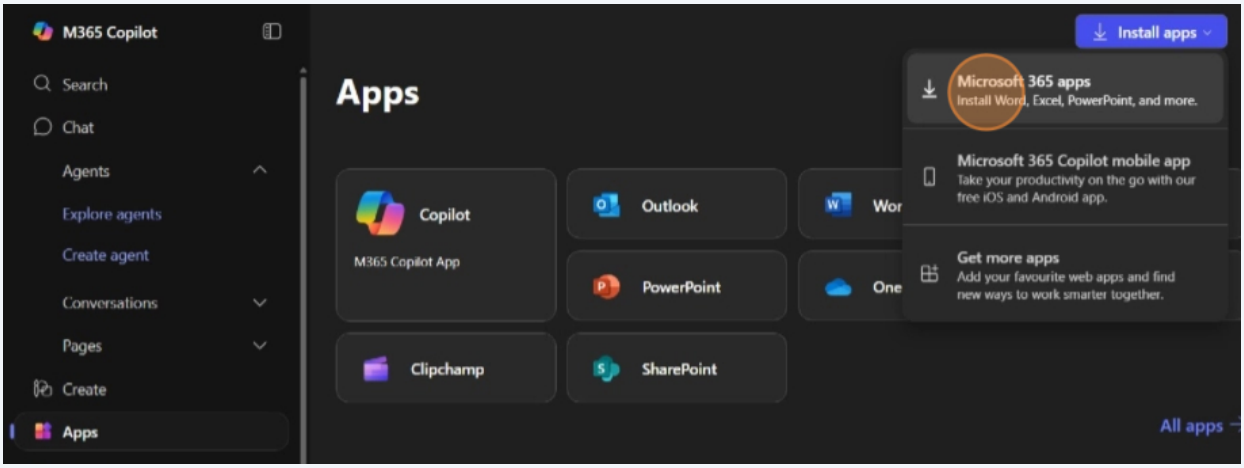
9 Click Apps on the menu on the left.



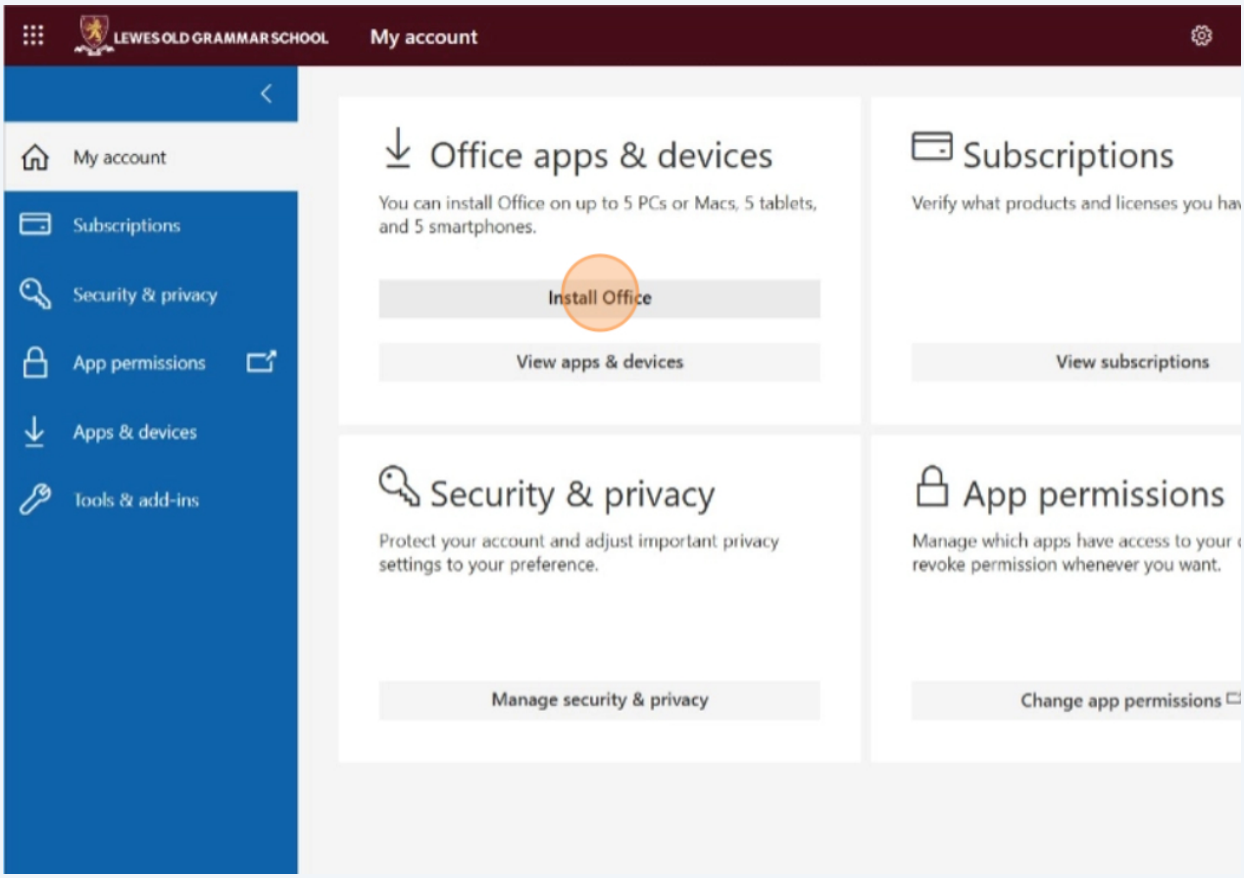
10 Click "Install apps" in the top right



11 Click "Microsoft 365 apps"



12 Click "Install Office"



13 Once downloaded, run through the installer and you will have Microsoft Office on your computer.

⚠ You must sign in with your LOGS email address otherwise it won't work. If you don't know your LOGS password, please either email **itsupport@logs.uk.com** or speak with your form tutor.