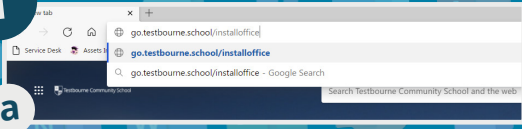


# Testbourne Guides

## - How to install Microsoft Office Suite for Free!

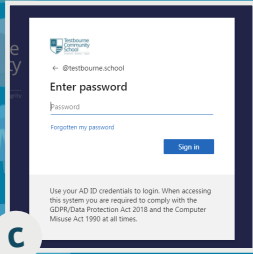
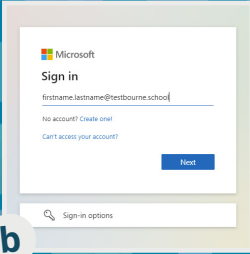
1



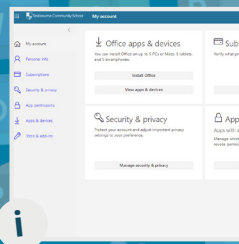
Open your web browser and in the address bar type:

***go.testbourne.school/installoffice***

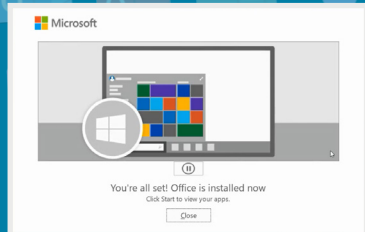
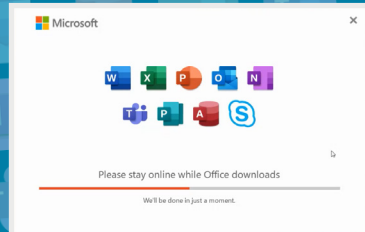
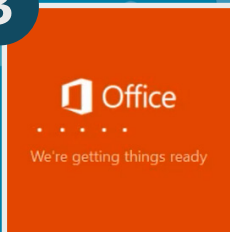
Sign in using your school email address and password.



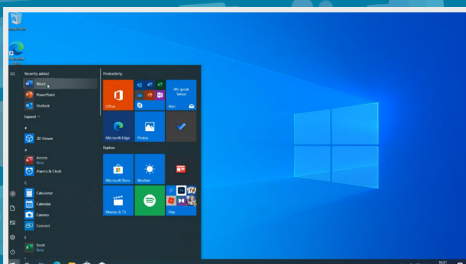
Under the 'Office Apps and Devices' section, click on 'Install Office' and follow the on-screen instructions.



3



Wait until office has installed itself. The speed depends on your machine/internet.



You can find Office Apps installed on your start-bar. If you would like a shortcut on the desktop, simply click, hold and drag the icon from the start-bar to the desktop.