

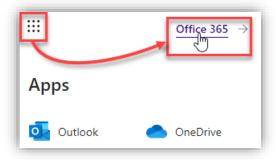


Using Microsoft Office 365 on a personal device

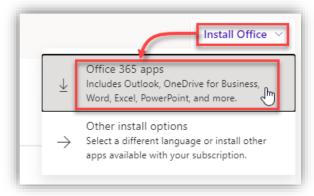
We recommend students install the <u>full desktop version</u> of **Microsoft Office 365** and **Microsoft Teams** on their personal laptops, and use the **OneNote Class Notebook** add-in. The Q.F.I. School license permits you to install Office 365 on 5 devices. The shared student laptops at school count as 1, so you can still install the software on 4 personal devices such as a mobile phone, tablet and/or home computer. Here is what you need to do:

Installing Office 365:

- 1. Sign in into Office 365 website https://outlook.com/qfischool.com/
- 2. Click on the menu (9 dots in the upper left corner) and then on Office 365



3. On the right side of the page, click on **Install Office** and then **Office 365 apps**. This is available for **Windows** and **macOS**.



4. Open the installer once it has downloaded and follow the instructions on screen.





Installing Microsoft Teams:

- 1. Go to this website: https://www.microsoft.com/en-ww/microsoft-teams/download-app#desktopAppDownloadregion or just Google for Teams desktop
- 2. Click on Download for work or school.



3. Teams is available for Windows, macOS and Linux. Mobile apps are available for Andoid and iOS. Clicking on the link will automatically select the download suitable for your system.

We also recommend you install the Class Notebook add-in for OneNote.

To install:

- 1. Go to https://www.onenote.com/classnotebook
- 2. Click on the green [Download the Class Notebook Add-in] button
- 3. Install the downloaded file

Optionally, you can install **Microsoft Learning Tools** to add the Immersive Reader and dictation option to OneNote. You can find more information about the Learning Tools and a download link on this page: https://www.onenote.com/learningtools

Activation

Before you can use any of the Office 365 tools, you will need to activate it. This is done by signing in with your School's account. Our school's license allows you to activate Office 365 on maximum 5 devices.

I need help!

If you need any assistance or have further questions, please be in contact with Mr. Bart from the IT office (opposite of the School Nurse). You can also send him an email at ictsupport@afischool.com or reach him through Teams.