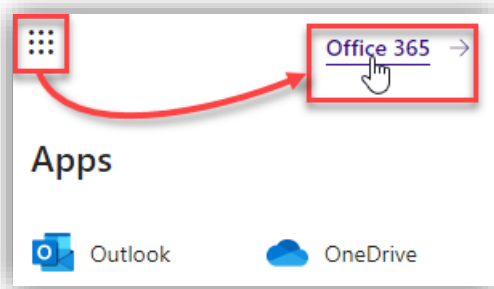


Using Microsoft Office 365 on a personal device

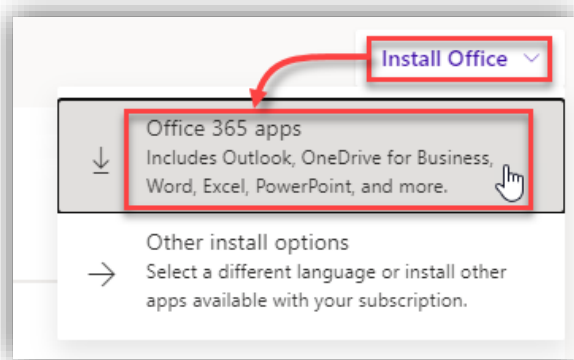
We recommend students install the full desktop version of **Microsoft Office 365** and **Microsoft Teams** on their personal laptops, and use the **OneNote Class Notebook** add-in. The Q.F.I. School license permits you to install Office 365 on 5 devices. The shared student laptops at school count as 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.



