

## Microsoft Office 365 Free for pupils via Glow

This is a reminder that all pupils are able to download a copy of Microsoft Office for their PC, laptop, tablet or smartphone.

A small number of pupils have emailed in today to say that they cannot open file shared by staff because they do not have access to Microsoft Office. Anyone in this position should download office for free from within Glow.

### Step 1 – Select St. Joseph's

On the left hand side of the login page, select the icon that looks like a house. This takes you to our school page rather than your user page (which is the person icon).



### 2. Click on the Office tile



**3. Select either the 32 bit or 64 bit version (if you don't know, 32 bit should work on all systems, 64 bit on systems from around 2018 onwards).**



**4. Press install office and follow any on screen instructions.**