

Date: 20 November 2024

Our Ref: SW

Dear Parent/Carer,

Microsoft 365 License Expiry

You may have noticed that, due to licensing changes, Glow members (staff and pupils) will no longer have access to Microsoft 365 on personal devices. This means they can't download Word, PowerPoint, Publisher, Excel and Access to their own laptops.

While we understand that this is an inconvenience, it is unfortunately out of our hands as a school and is a national issue. There are a few options in terms of continuing to use Office software on personal devices:

1. Make use of the online versions of the office software. While they do not contain all of the features of the desktop versions, the Online versions of Word, PowerPoint and Excel would be enough to perform basic tasks such as typing an essay or making a presentation. You can continue to access these, as normal, via Glow.
2. Use your glow email address to purchase a Microsoft 365 Personal license with student discount. This is £2.99 per month (£35.88 per year). To do this, click the following link:

<https://www.microsoft.com/en-gb/microsoft-365/college-student-pricing>

You need to sign up using a personal email address (or log in using a personal Microsoft account if you already have one). You will then use your glow email address (**username@glow.sch.uk**) to confirm your academic status.

3. Download a package such as Open Office which contains similar functionality as Microsoft Office. For the most part, these should work similarly and should allow you to open and save files in Microsoft formats.

If you need any support or assistance with this, please to contact Mr Wilson via email (gw19wilsonsteven@glow.sch.uk) and he will arrange to meet with you to assist in finding the best solution for you.

Yours Sincerely,

Steven Wilson

