

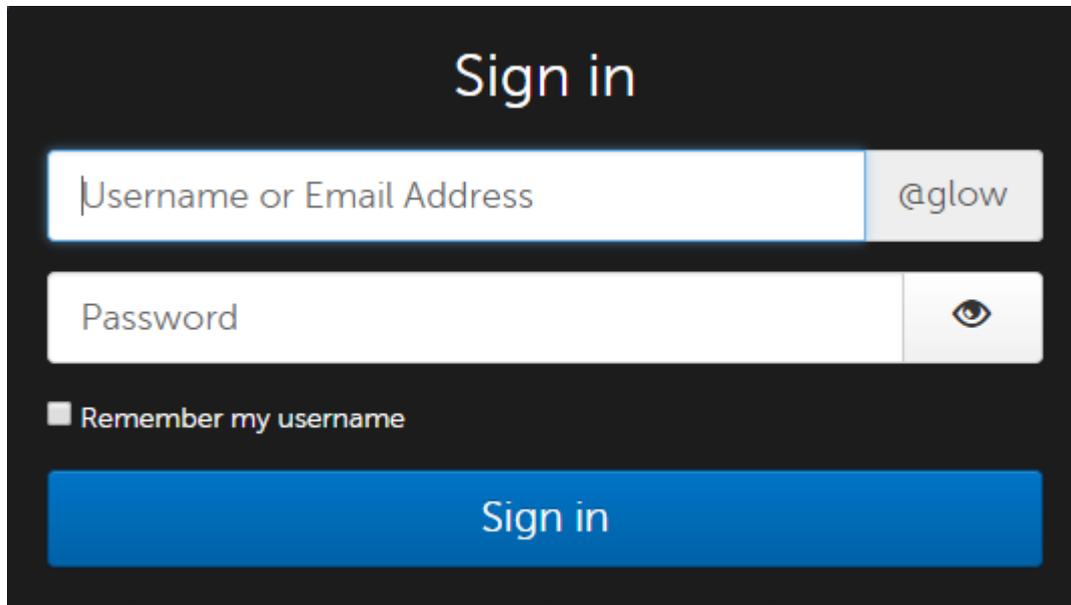
Cumbernauld Academy

Learner Guide to Downloading MS Office 2016 from Glow for Home Use



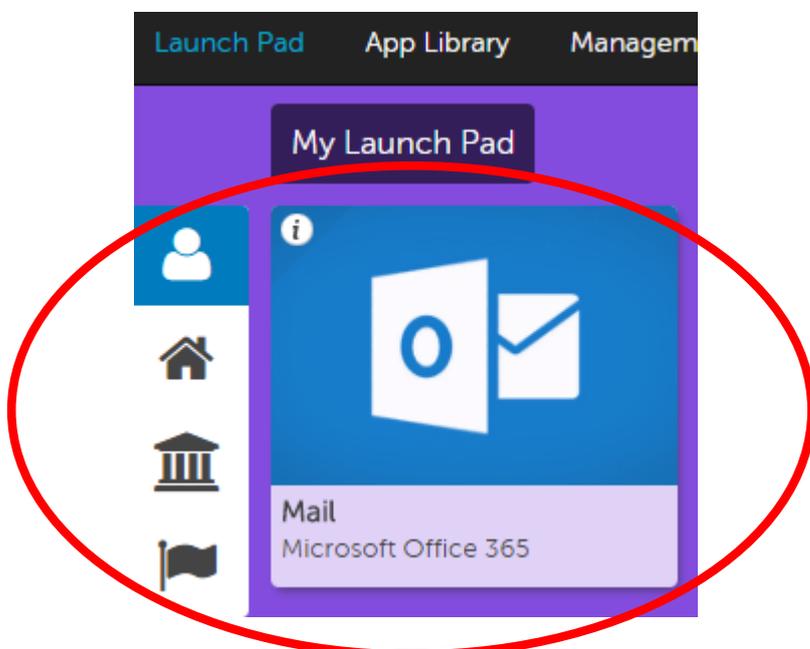
[Click here to access Glow](#)

Login to Glow using your username and password. This should be on the front page of your Homework Planner.



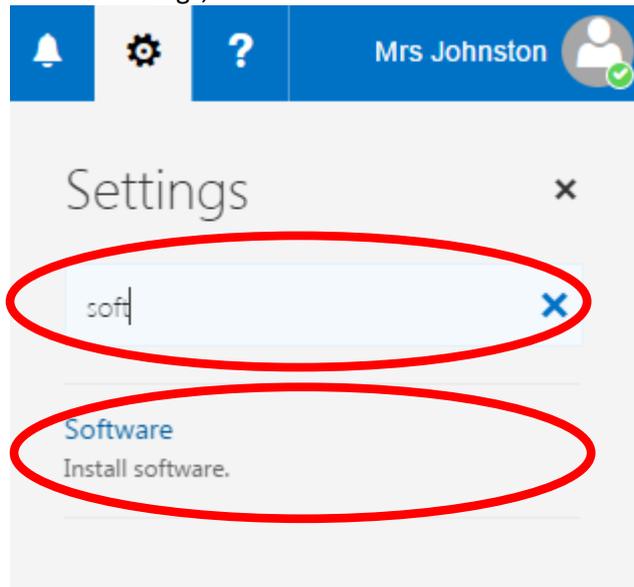
The image shows a 'Sign in' form with a dark background. At the top, the text 'Sign in' is displayed in white. Below this, there are two input fields. The first field is labeled 'Username or Email Address' and has a dropdown menu on the right showing '@glow'. The second field is labeled 'Password' and has an eye icon on the right to toggle visibility. Below the password field is a checkbox labeled 'Remember my username'. At the bottom of the form is a large blue button with the text 'Sign in' in white.

Once you have logged on, go to My Launch Pad and Select Mail as shown below.



Click on the Cog to take you into Settings.

Once in settings, search for Software and then click on Install Software.



Click on the Install Button. You may be asked to enter your Glow Username and Password again.

