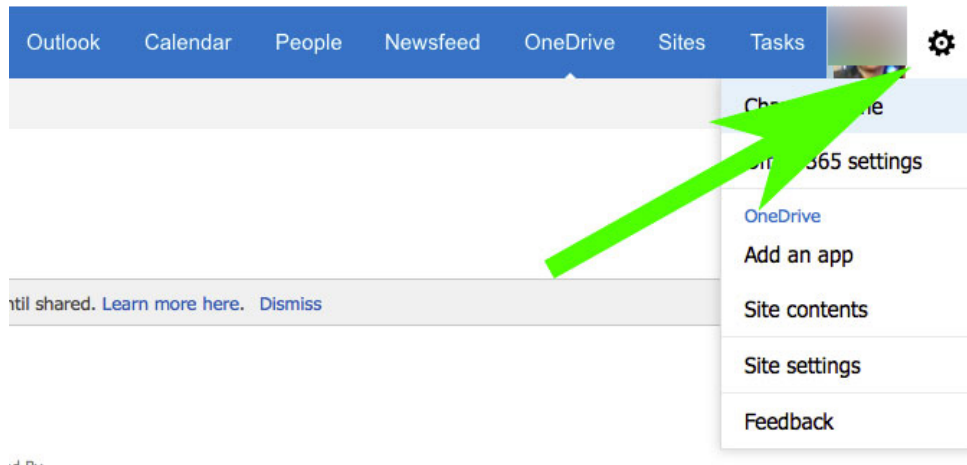
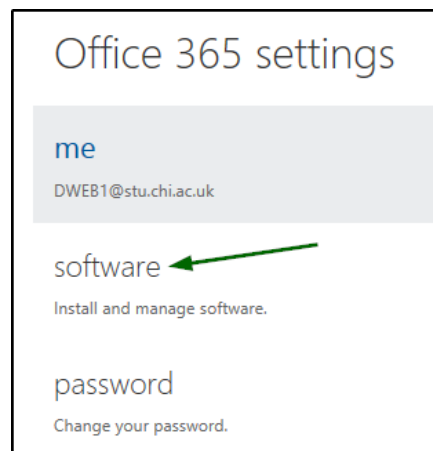


How can I get Office 365 ProPlus on Windows and Apple Mac at home?

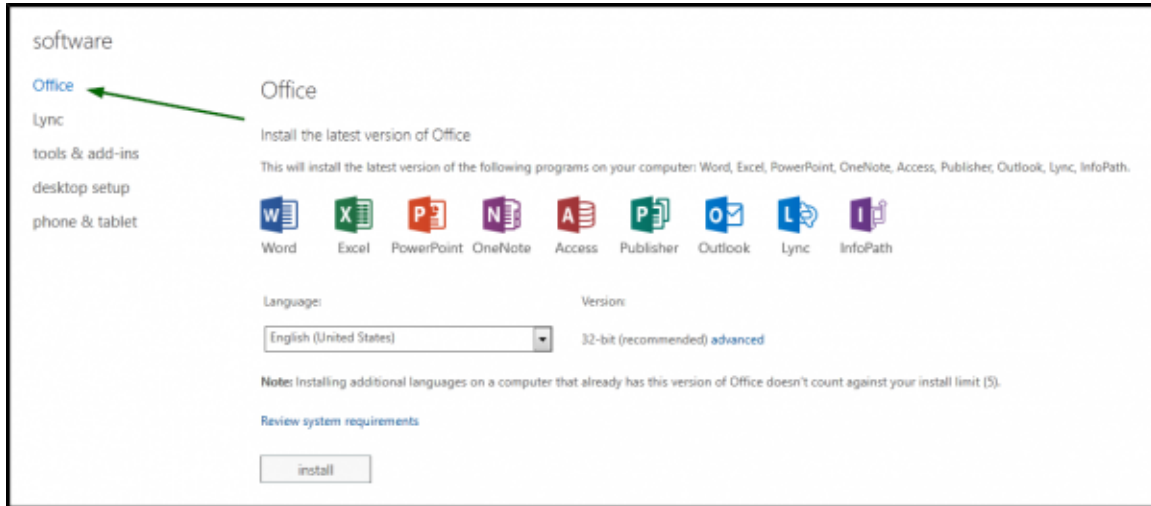
- If you already have a previous version of Office, it is recommended that you firstly uninstall Office from **Programs and Features**, then reboot your computer
- Logon to Glow via <http://portal.glowscotland.org.uk/>
- Locate the "Office 365 (My Site)" RM Unify LaunchPad tile and click it
- Once the Office 365 menu bar appears, click the **cog** in the top right corner



- Then select **Office 365 Settings**
- Next choose **Software**



- Make sure **Office** is selected in the left menu



- Click **Install**
- If prompted, by the Office apps, to enter either a product key or sign in, click **Sign in to an existing Office 365 subscription** then for authentication use your full **Glow** email address and password (not just your username)

How can I enable editing in the Office Mobile apps?

Microsoft Office Mobile apps with activation requirement includes:

Microsoft Word for iPad

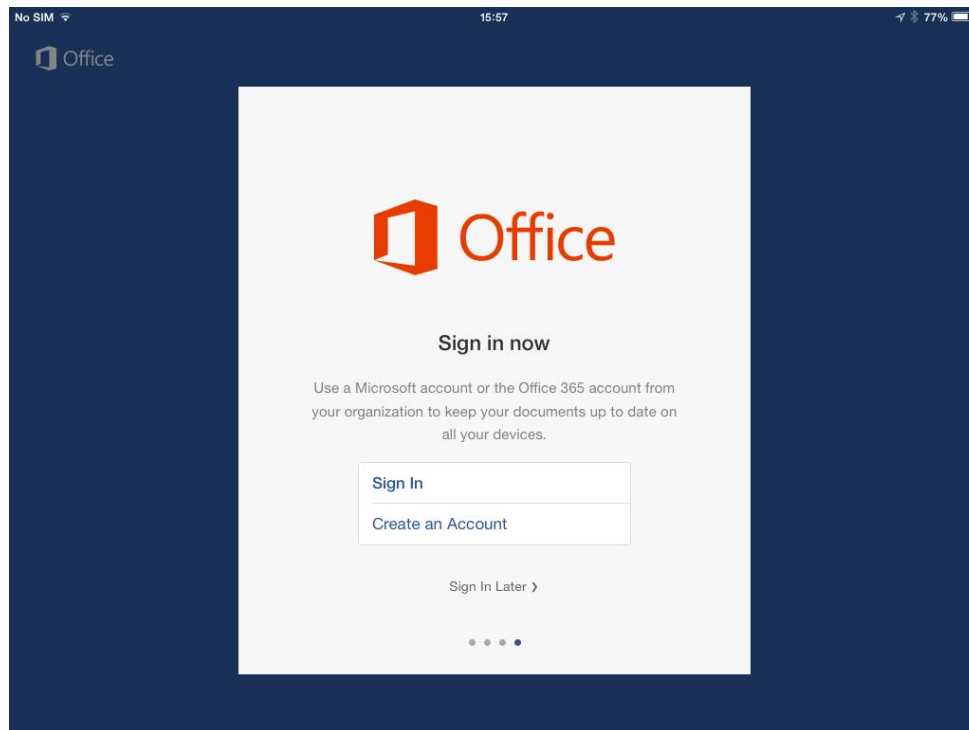
Microsoft Excel for iPad

Microsoft PowerPoint for iPad

Microsoft Office Mobile for iPhone

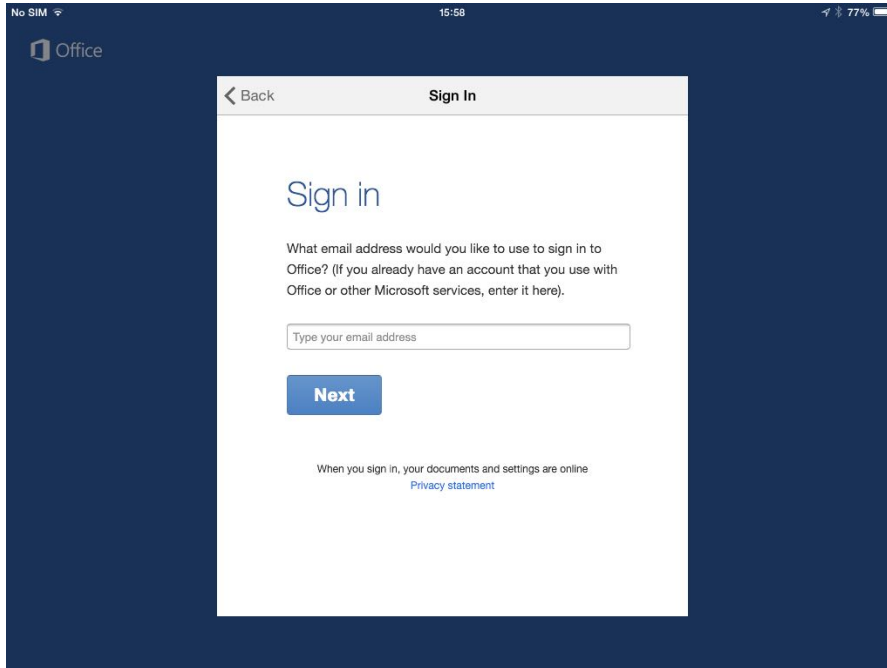
On Mobile devices the Microsoft Office Mobile apps, that require activation of editing capability, will ask for your full Glow email address and password (not just your username)

When you open one of the apps for the first time you will be presented with this screen:

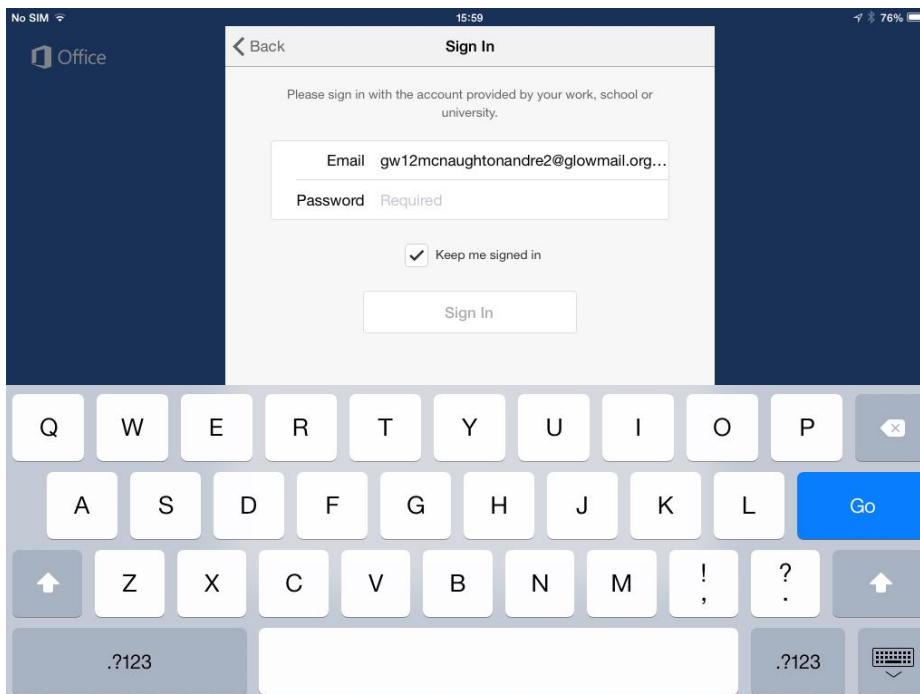


Tap "Sign In"

You will then see the Sign In dialog below where you must enter your Glow email address:



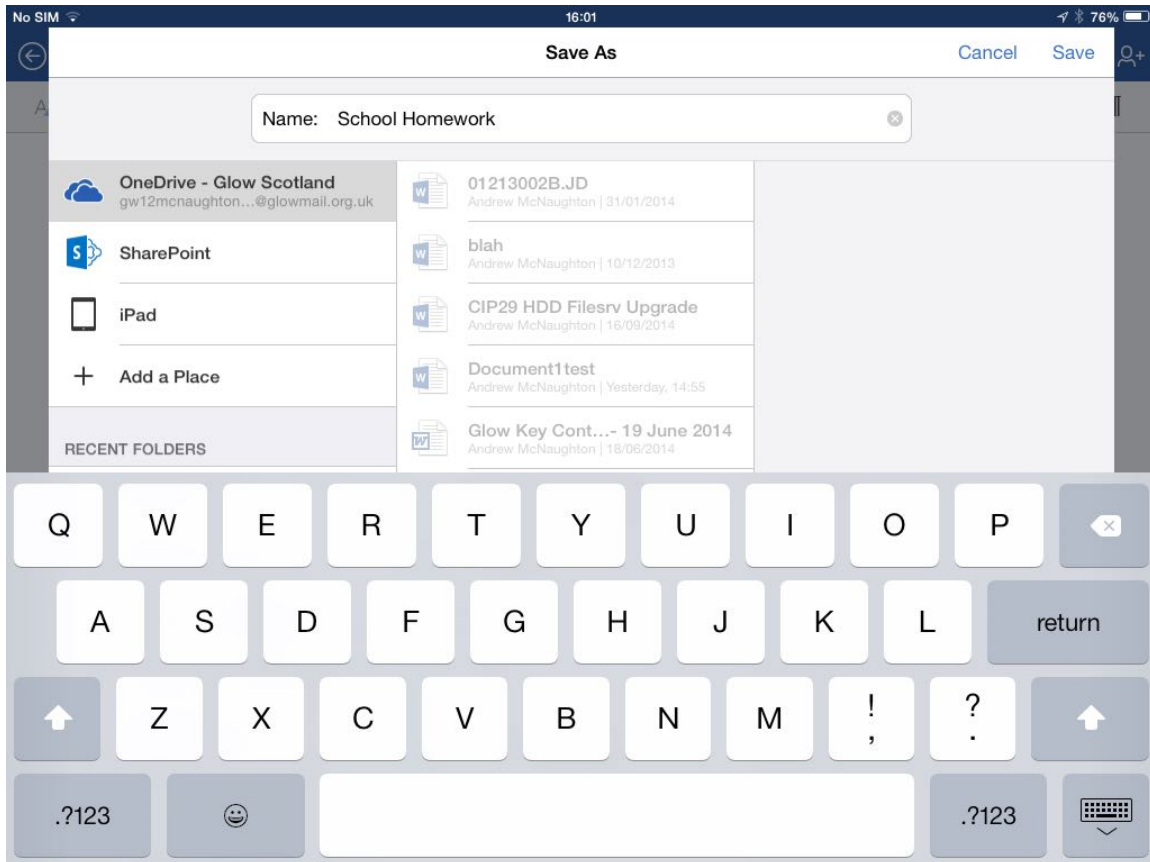
Tap "Next" and you will then be asked to provide your Glow password:



Fill in your password and tap the "Sign In" button

You should now find the full editing capabilities have been activated.

When you go to save work, you will be shown the "OneDrive - Glow Scotland" as the default location. Save your work there if you want to be able to access it from other compatible devices, including school computers.



In addition to these activate-able apps, there is a range of Microsoft Office Mobile apps that are completely free to use with Glow for both staff and pupils. These include Microsoft OneNote for iPad, OneDrive for Business, OWA for iPad, Lync 2013 for iPad, and SharePoint Newsfeed.

Be careful not to confuse OneDrive with "OneDrive for Business". The latter is for use with Glow. The former is for consumer users and not recommended for use in schools.