



# Installing Office and PDF readers on Personal Devices

Version	Editor	Changes	Date
1.0	M Singleton		22/01/20

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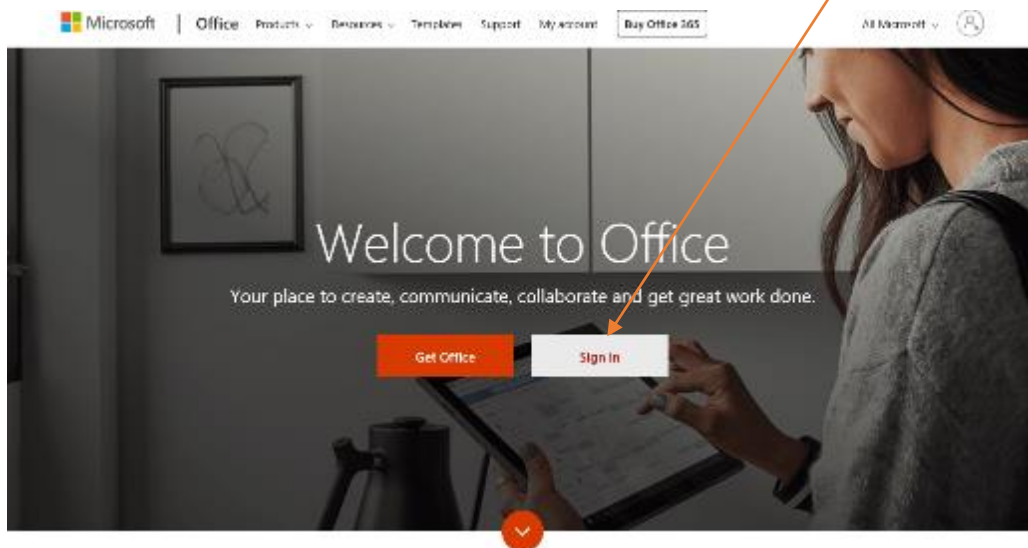
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## Office 365

School license Office 365 for all staff and students at home, each user can install office on up to five Windows or Apple computers.

### Apple Mac and Microsoft Windows

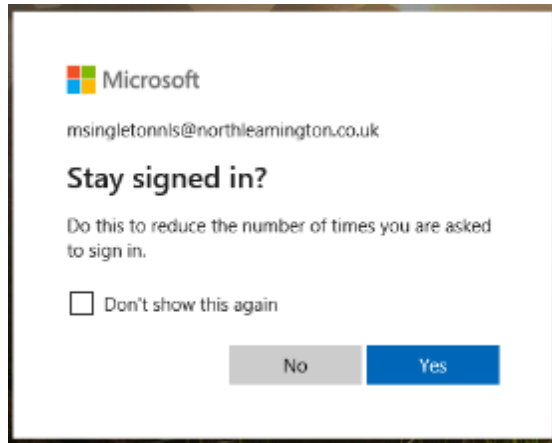
The process for both is the same, go to [www.office.com](http://www.office.com) and click sign in



Enter you School Email address [20TStudent@stu.northleamington.co.uk](mailto:20TStudent@stu.northleamington.co.uk) then enter your school password

A screenshot of the Microsoft 'Sign in' page. It features the Microsoft logo at the top left. Below it is the heading 'Sign in' and a text input field labeled 'Email address, phone number or Skype'. There are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. A blue 'Next' button is located at the bottom right. An orange arrow points from the 'Sign in' button in the previous screenshot to the 'Next' button here.A screenshot of the Microsoft 'Enter password' page. It features the Microsoft logo at the top left. Below it is the heading 'Enter password' and a text input field labeled 'Password'. There is a link 'Forgotten my password' below the password field. A blue 'Sign in' button is located at the bottom right. An orange arrow points from the 'Next' button in the previous screenshot to the 'Sign in' button here.

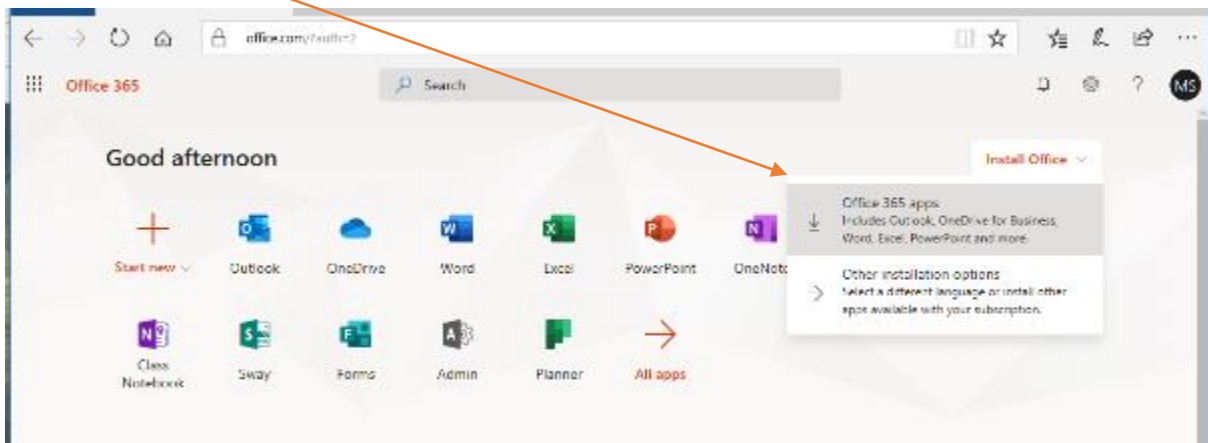
Read the question about staying signed in and decide which option is better for your circumstances



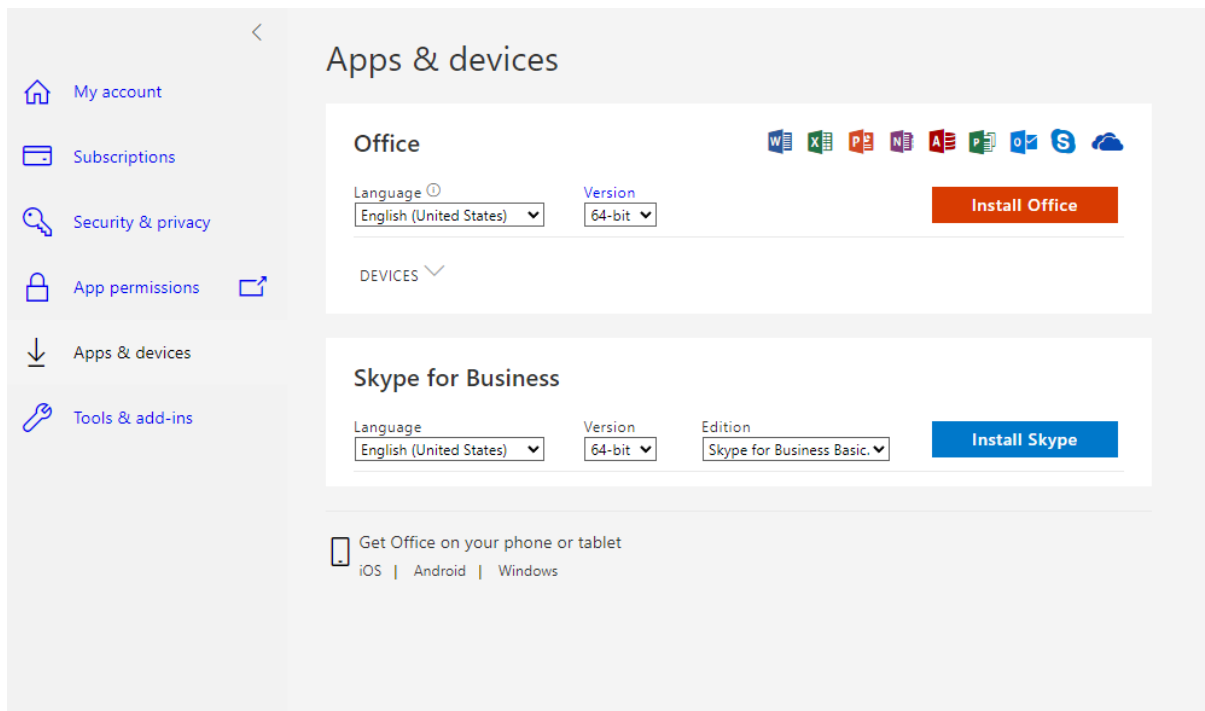
From the Home page click on the link to Install and more.



Select Office 365 apps



Follow the onscreen instructions

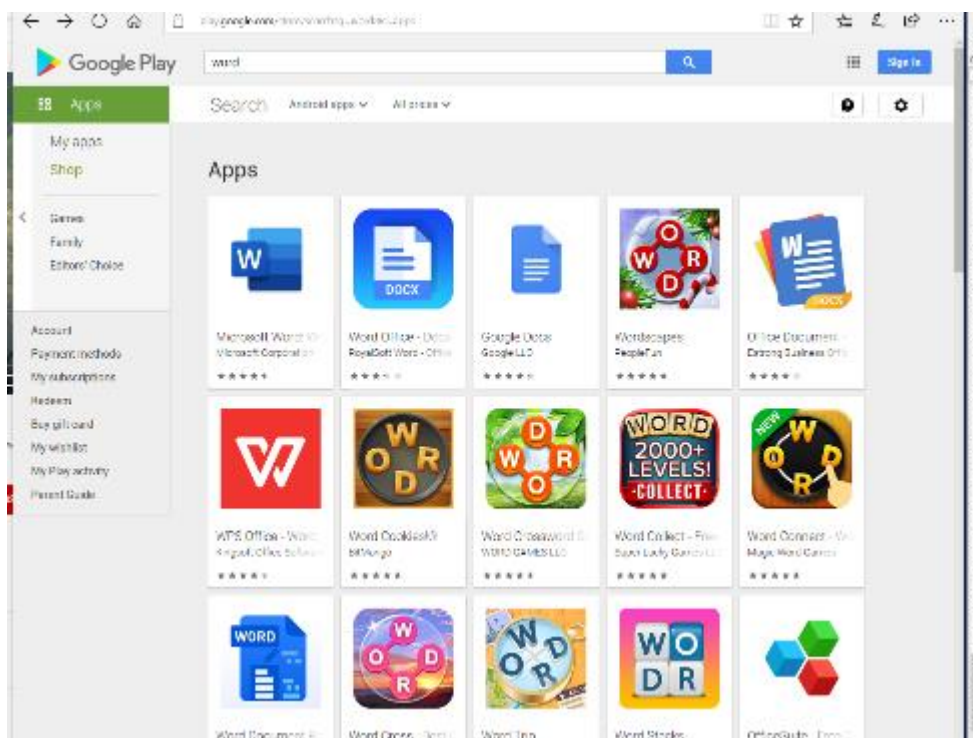


This process will download several hundred Megabytes.

### Android and Chromebooks

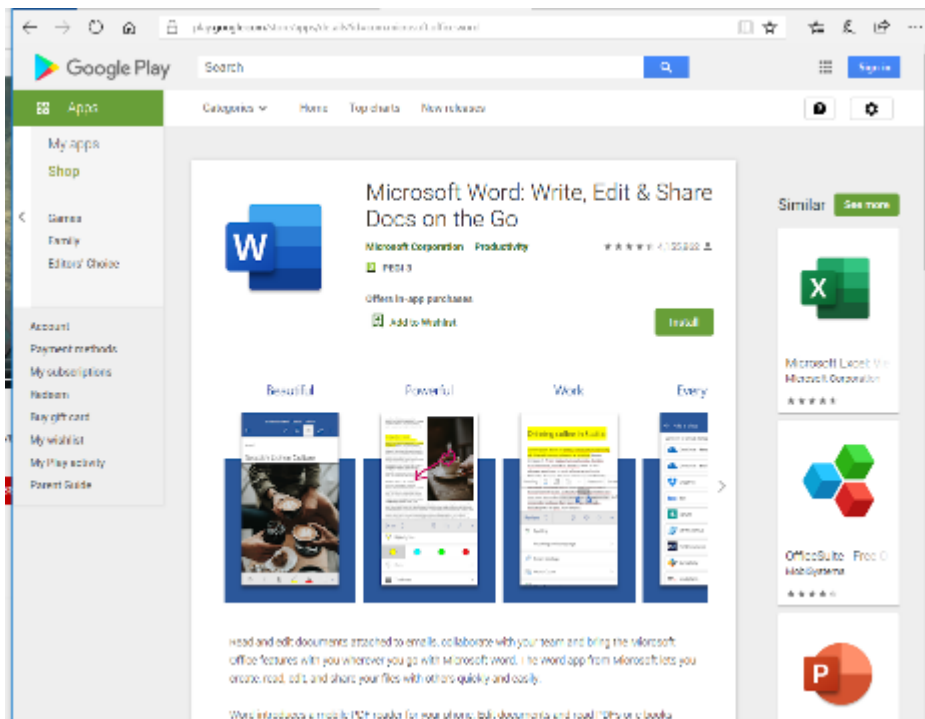
Office is available for free with in app purchases for Android. The Office suite is broken down into Word, Excel, PowerPoint, Outlook, OneDrive, Teams, OneNote and SharePoint, these apps can be used on modern Chromebooks

Open the play store on your device and search for Word



Commitment, Opportunity, Respect & Excellence  
for all and in all that we do

Select Microsoft Word and click Install



Repeat this process for any other Office packages you require.

Each Android office app is about 200MB to download.

## iPhone & iPad

Follow the links below to download and install the office packages



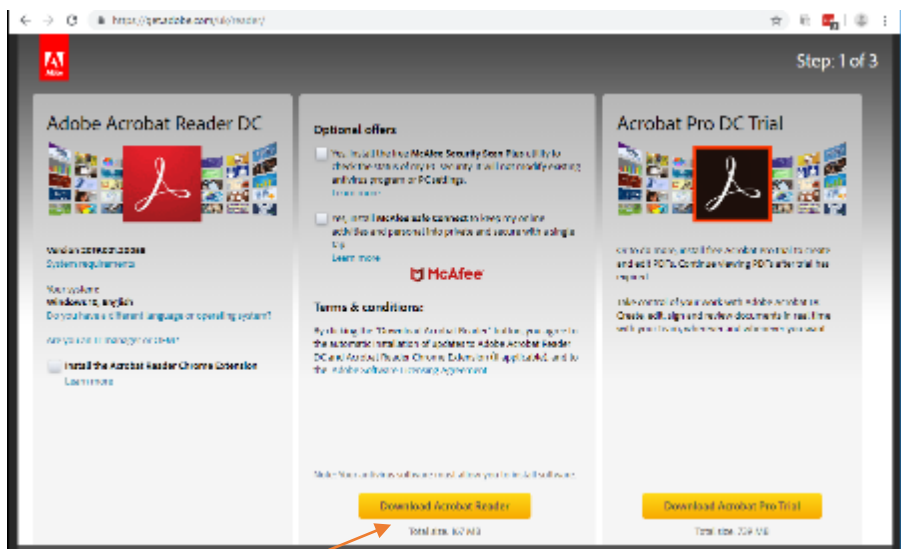
Each Office app is about 200MB to download

## PDF Reader

The Adobe PDF format is one of the most common file types for schools and business to send letters and information, there are numerous programmes that will open these files.

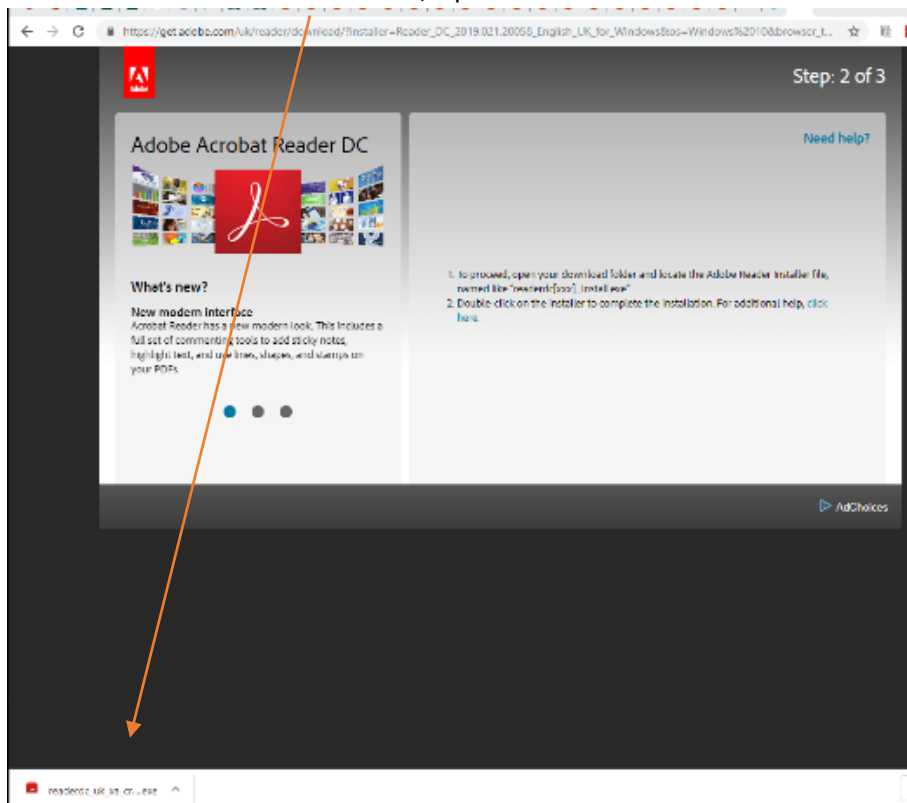
## Windows

Go to <https://get.adobe.com/uk/reader/>

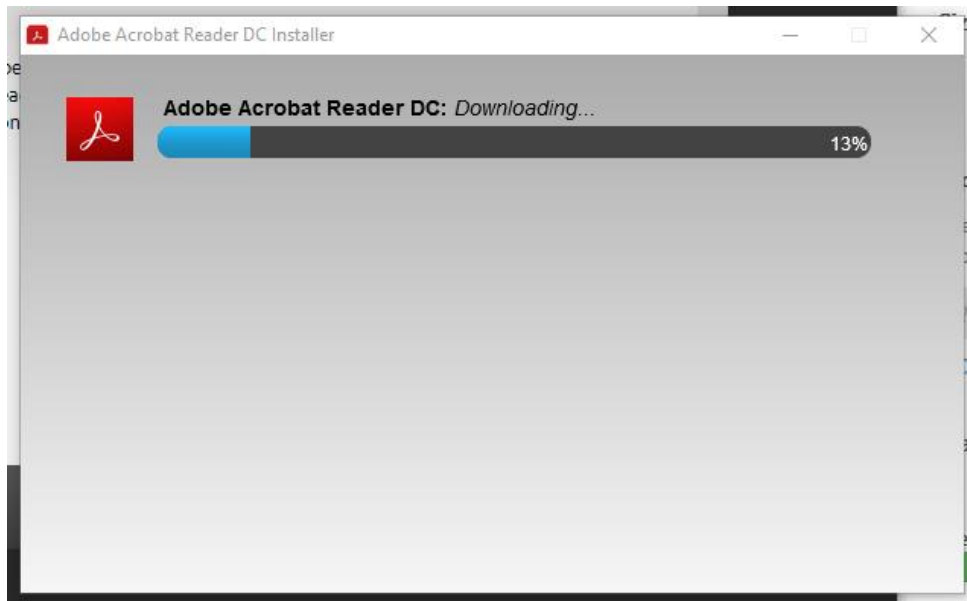


Select Download Acrobat Reader, you do not need to install the McAfee software or the Acrobat Pro Trial

An installer file will be downloaded, Open this file and select run.



The software will be downloaded and installed



Apple Mac

PDF will be automatically opened in Preview on an Apple Mac

iPhone and iPad

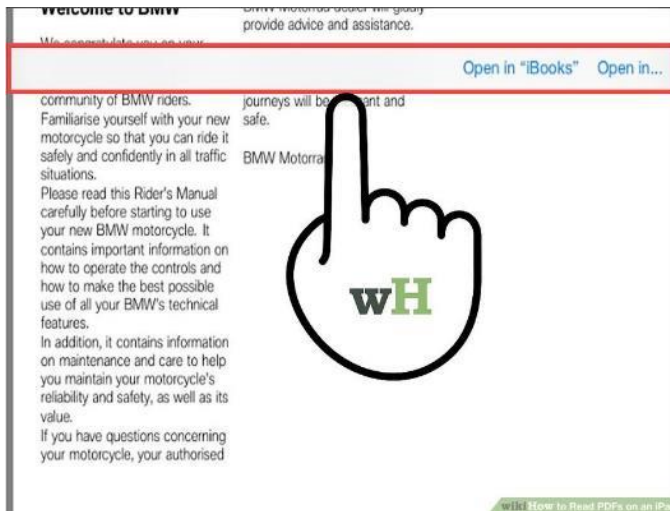
Follow these instructions copied from <https://www.wikihow.com/Read-PDFs-on-an-iPad>



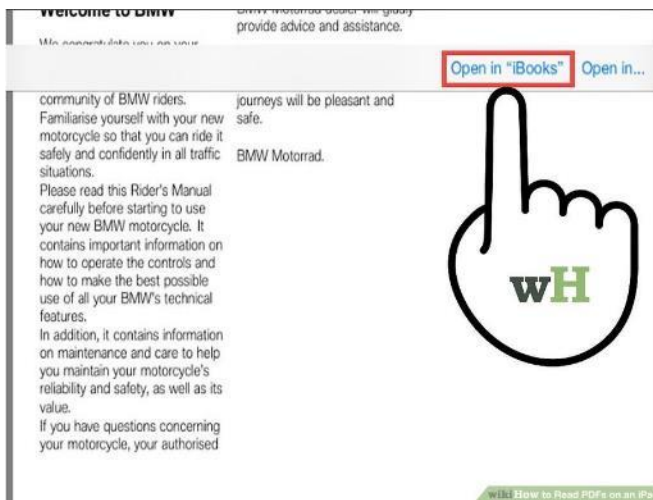
Click the link and open the PDF file. Whether you Google the PDF or find it while in while surfing, simply click & open it within Safari.

**C**ommitment, **O**ppportunity, **R**espect & **E**xcellence  
for all and in all that we do





Tap the square icon in the top-right corner. Tap anywhere on the document and this will give you the square icon at the top of the screen (on the same panel as the document's title).

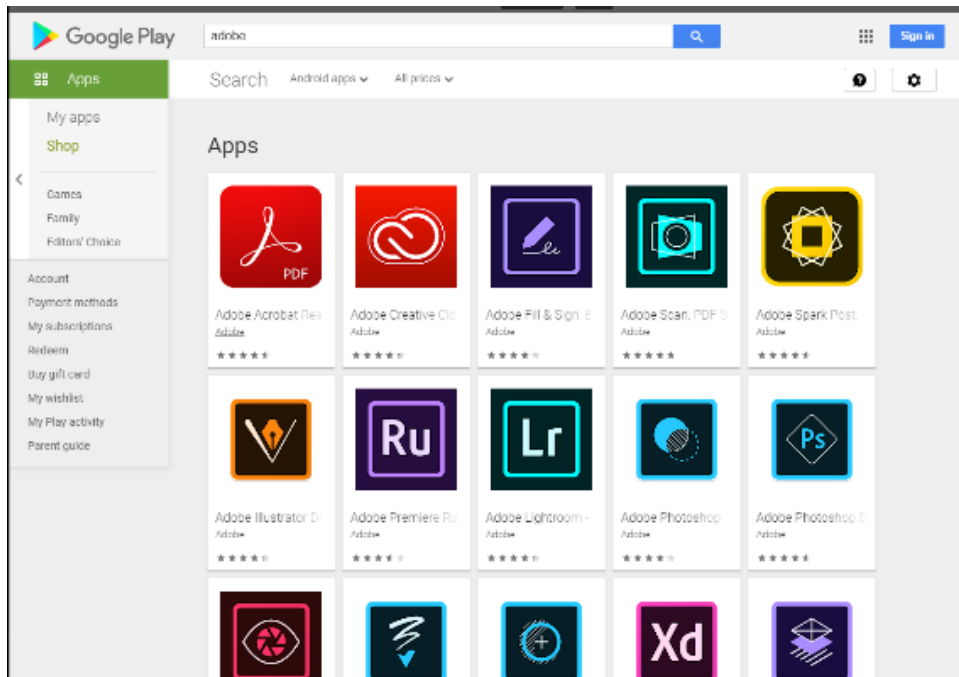


Tap 'Open in iBooks' or 'Open in Adobe Reader'. Both apps are free from the App Store and offer additional functionality not found in the Safari quick-view.

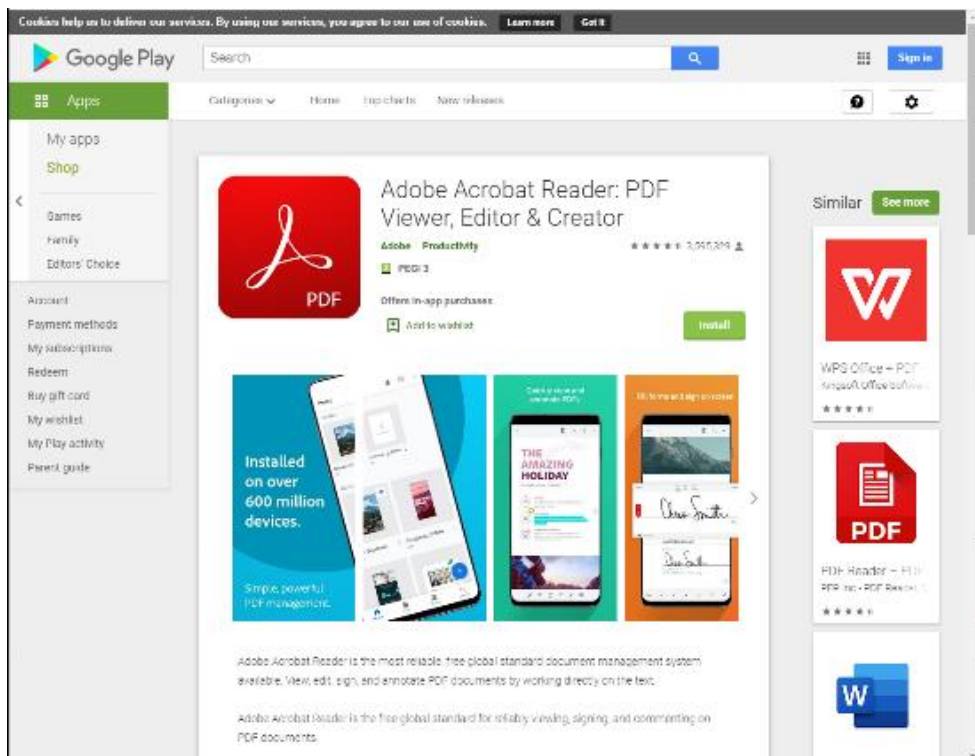
## Android

Adobe Acrobat Reader is a free download from the Play store

Open the play store on your device and search for Adobe



Select Adobe Acrobat Reader and click install



Acrobat reader will now open your PDF documents

Acrobat Reader is about 100MB to download

Commitment, Opportunity, Respect & Excellence  
for all and in all that we do