

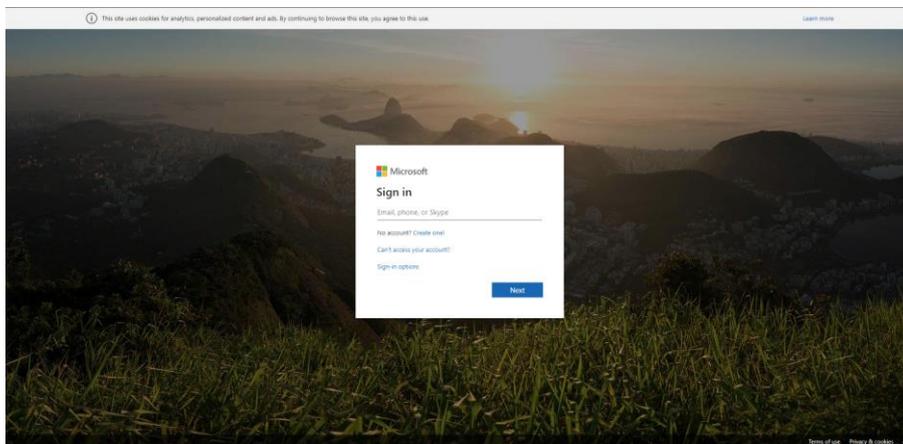


Great News! – Office 365 For Students Is Free

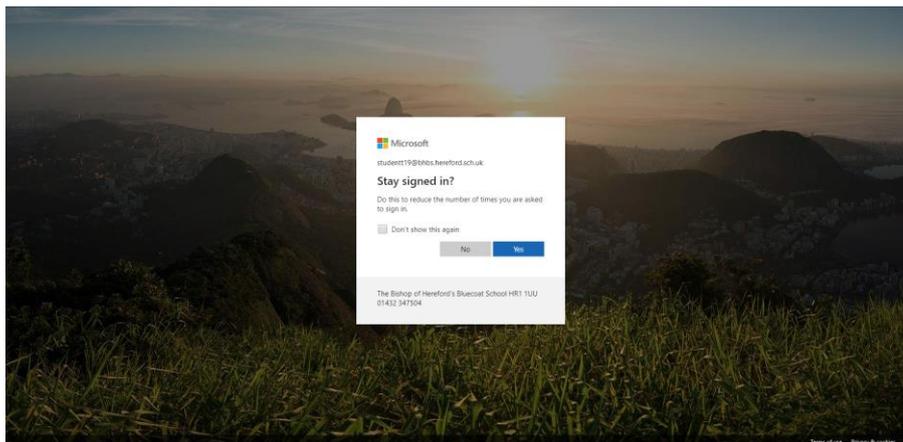


As a student at The Bishop of Hereford's Bluecoat School you can download and install Office 365 Apps (Outlook, OneDrive, Word, Excel, PowerPoint and More)

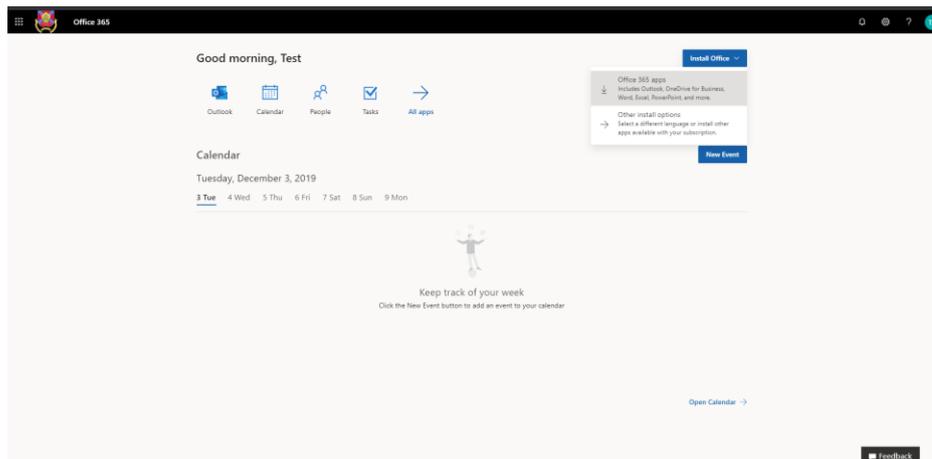
1. – Go to [Portal.office.com](https://portal.office.com) ([Click Here](#)) and Sign in With Your Student details. Your email address is yourusername@bhbs.hereford.sch.uk and your password is the same as your computer password used at school. (if you need this resetting please see IT Service, located near the Library)



2. – You may be asked if you want to stay signed in, select Yes or no. We recommend you select no if you are using a shared computer account.



3. Once you have signed in, please click “Install Office” and then select “Office 365 Apps”



Your Download will start, depending on what browser you are using you may be asked to save this or to run this. If you are prompted to save this, please save this in a place when you can remember and then run the installer.

Install Office 365 using the defaults.

If you require further help please contact the school on 01432 347501 or email us using the contact form on our website.
