

# Glow Support:

## How to download 'Office 365'

### What is Office 365?

Office 365 Pro Plus allows all Glow users to download the latest version of the Microsoft Office Suite on to a total of 15 home machines and personal devices, free of charge.

This provides access to a range of products such as Word, Excel, PowerPoint, Publisher and OneNote. Glow users can download the Microsoft Office Suite on to five PCs or Macs, five tablets and five phones.

### Why download Office 365?

By downloading Office 365 you will have access to up to date software for completing your home learning tasks. This should overcome any problems opening documents which are sent through by your class teacher.

### How do we download Office 365?

To download Microsoft Office 365 from the Glow Application Library, search for the 'Office 365' tile, shown here. It can be found on the National (Scotland) Launch Pad or you can add it to your own Launch Pad.



To download the software to a PC or Mac, click on the Office 365 tile and follow the instructions.

If you are downloading to an iPad or iPhone, you will need to download the apps from the App Store then log in using your Glow username.

When logging in, you will be asked to enter your username – this is your Glow username plus the domain e.g. [gw15examplejames@glow.sch.uk](mailto:gw15examplejames@glow.sch.uk). You will then be transferred to the Glow login screen.