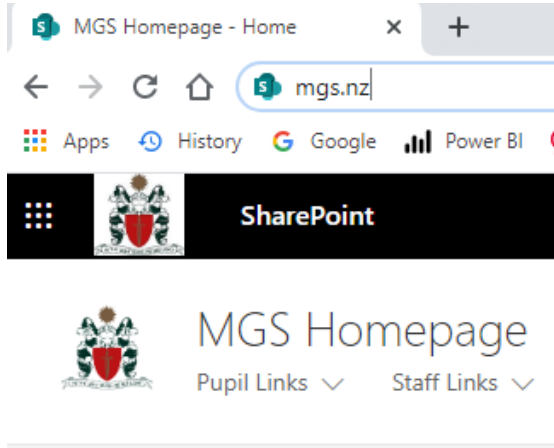


Office 365

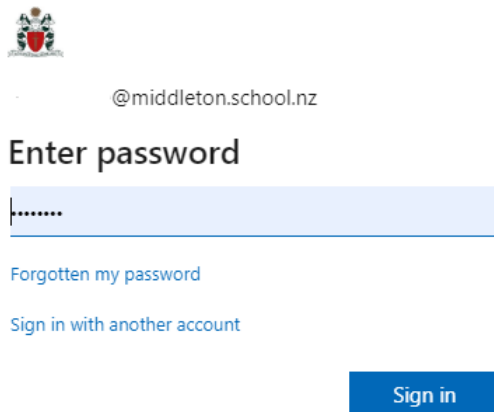
Given the current situation it is timely for a quick reminder about ICT use at Middleton Grange School.

The main ICT platform that we use at MGS for curriculum delivery is **Office 365**. This is a suite of programs including Microsoft Word, Excel, OneNote and Teams. It is **FREE** for students. In fact, it can be downloaded and installed on up to **5 separate** devices.

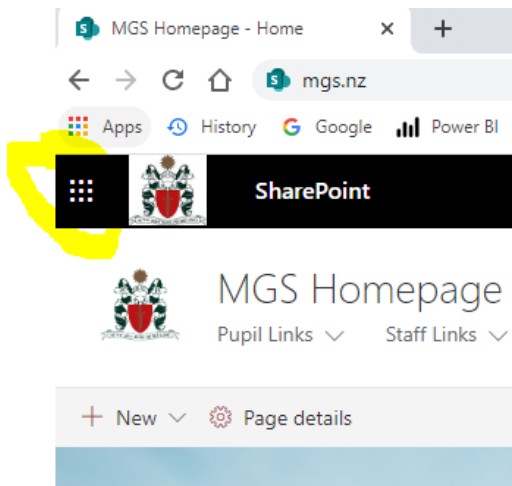
To access it, open any internet browser (**Chrome** is best), and go to **mgs.nz**. Go directly to the **URL** as shown in this screenshot; **do not** use google search.



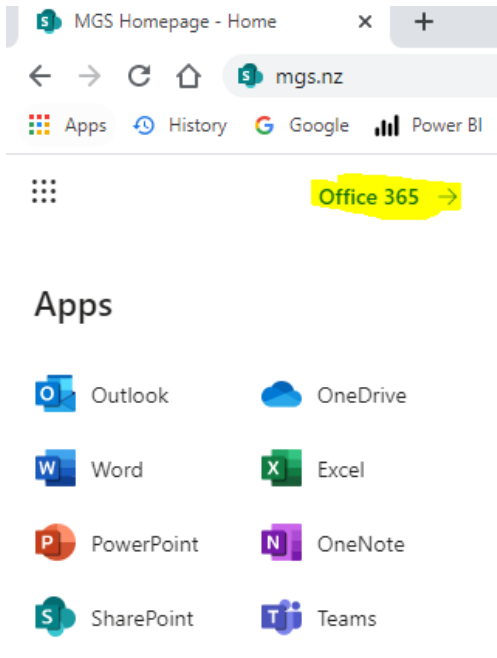
Students can sign in with their school email address and password.



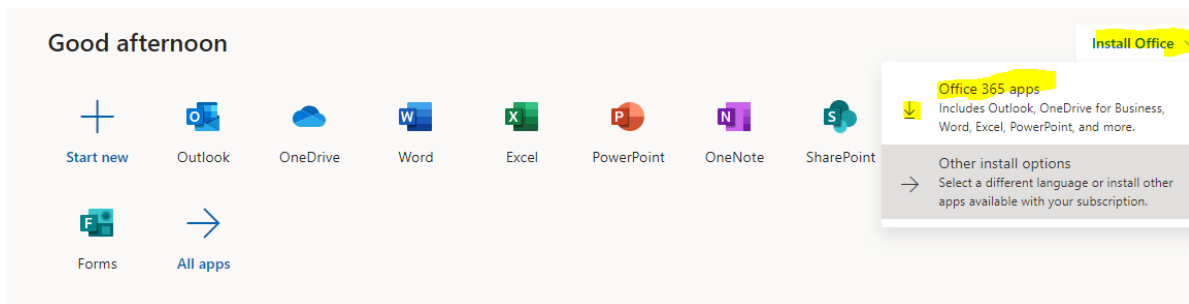
Click on the waffle in the menu bar as shown:



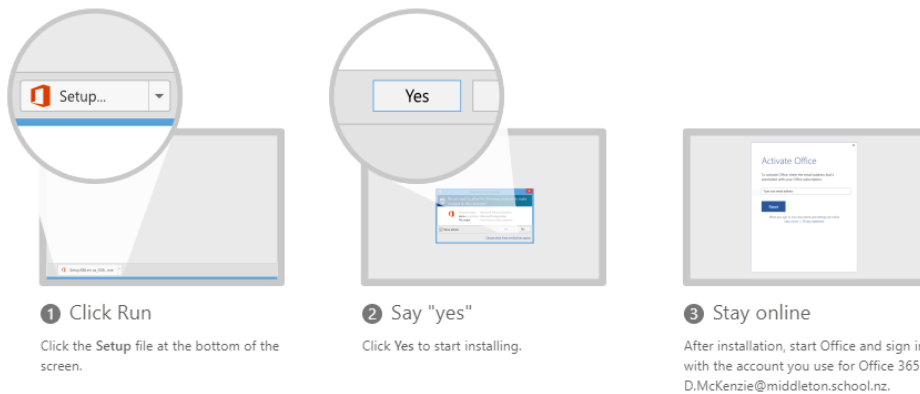
Then click on "Office 365"



Then you can install Office, this is **FREE!**



Just a few more steps...



Close Need help installing?

After the file has downloaded, open the file and follow the directions

