Microsoft Office

Student Advantage

User Manual

Holistic Technologies Limited

Please Note: If you forget your password please contact the school administration and follow their procedure. Holistic Technologies Limited or its employees CANNOT reset password or give any information to anyone whatsoever in respect to any Office 365 Account.

Holistic Technologies Limited has been in the I.T. training industry since 1994. Holistic can proudly say that it is top notch for such training and also differ from any other training providers. We focus on Office Productivity (ECDL Core, Word Advanced, Excel Advanced, Access Database Advanced, PowerPoint Presentation Advanced, Sage, Programming and Technical) courses. All courses lead to internationally recognized certifications.

Find us online on http://www.holistic.edu.mt.

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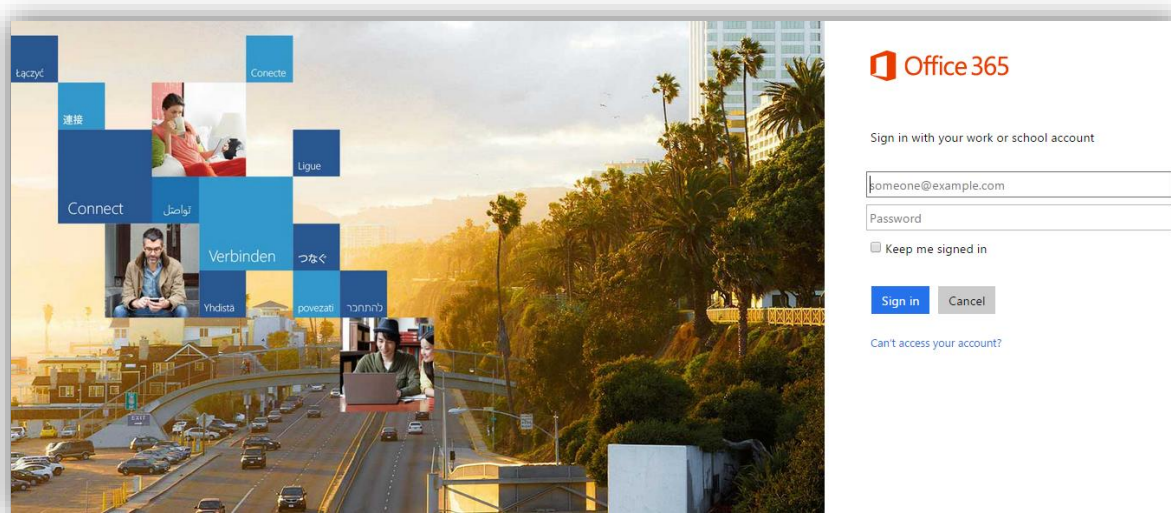# 1 Accessing Office 2013 Pro Software

1.1 To download Office 2013 Pro, you must have the following:

1. A church school domain account such as: student@school.edu.mt
2. And the new account provided to download Office 2013 Pro package.

If you don't have a school email account, you won't be eligible to download the software.
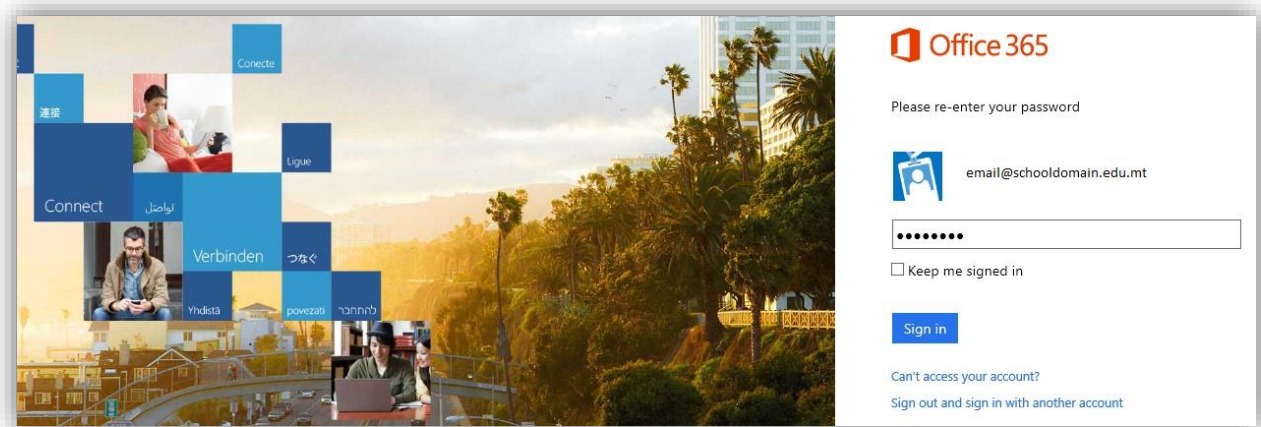
3. Go to the site   :   http://portal.office.com/OLS/MySoftware.aspx

4. The screen below appears

5. Enter your username (*e.g. student??@csm.edu.mt*) and password

If you are already logged in with your school account, you might encounter a screen like below:
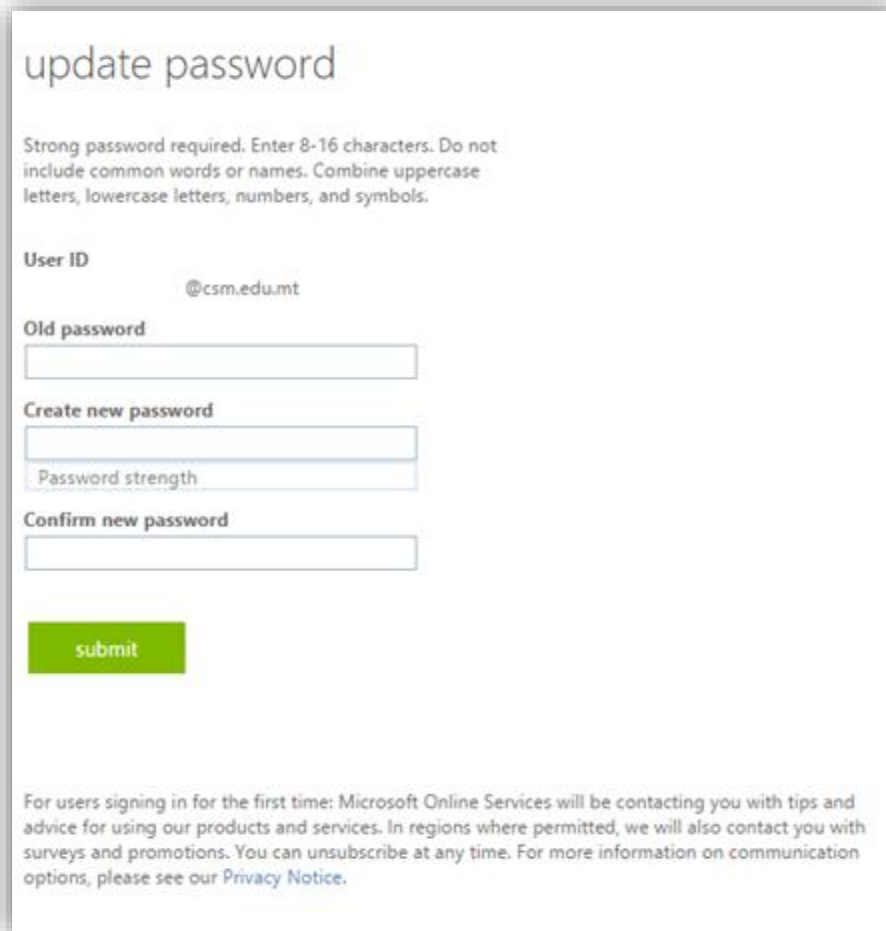

In this case, click on **Sign out and sign in with another account**.

Then you can enter the given username and password to logon into your account.

2 Change Temporary Password

1. After you login with the provided credentials, the screen below appears.
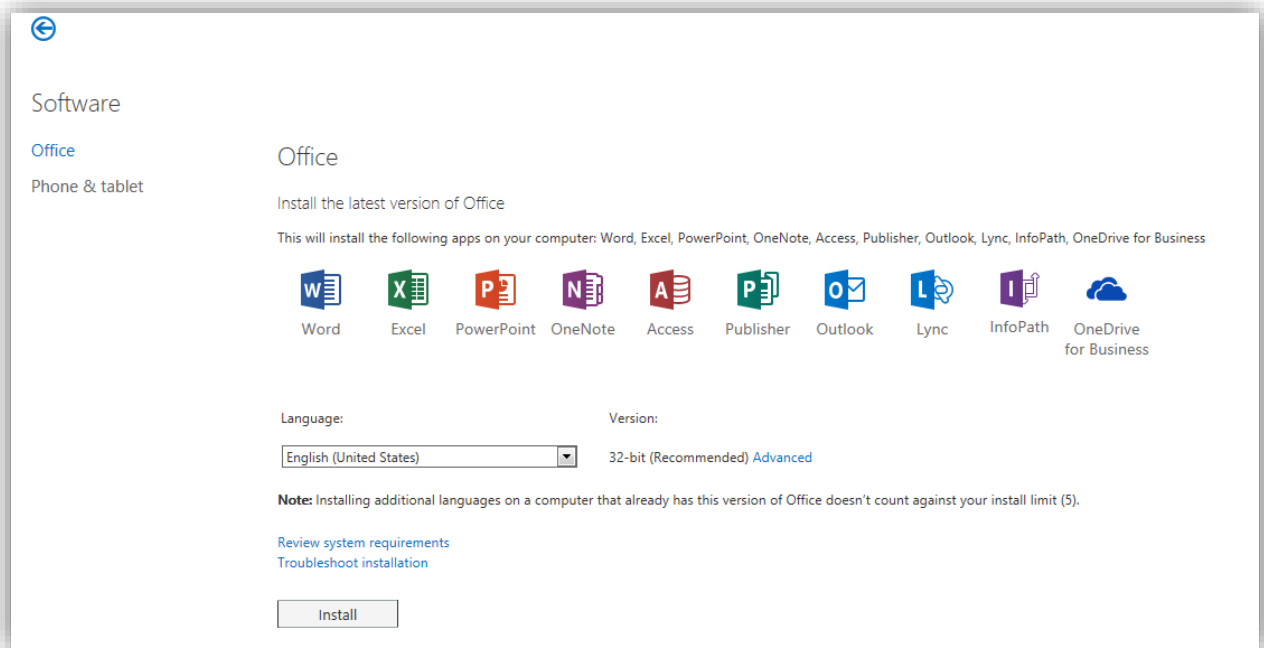

2. Here you have to input the provided temporary password and you have to choose a new password.
3. Click on the **submit** button when you're done and logon again with your new password.

3 Download and Install Office 2013 Pro

Once you log in with the new password, the screen below appears.

Here you can see which Office applications are going to be installed.

Just click **Install**, and **Run** when prompted.

Than just follow the installation wizard.