

GETTING STARTED WITH OFFICE 365



The school's license for Office 365 allows you to install Microsoft Office on up to 5 devices, (including home PCs, iPads, Androids). This saves you having to buy Office and the whole family can benefit.

To download and install Office on a home PC follow these instructions to get started:

1. In a web browser (Internet Explorer, Firefox or Chrome) go to <http://portal.office.com>
2. You will be asked to sign in using your son's @portlaoiseCBS.com school email account.
3. Once logged in you will see a prompt to Install Office on your PC/Mac and an Install button.
4. Click to install and follow the rest of the on-screen instructions. The download is approx. 1.2GB so it could take some time.
5. If there are problems with the PC itself, you may have to visit your local computer repair shop. You may email pcahillane@portlaoiseCBS.com with any questions or to get help with the school email account.



Sign in with your work or school account

Keep me signed in