



Headteacher  
Debbie Smith B.Ed, NPQH

# Sandhurst School

the opportunity to succeed

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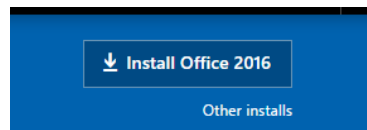
E-mail: [contactus@sandhurst.bracknell-forest.sch.uk](mailto:contactus@sandhurst.bracknell-forest.sch.uk)

19<sup>th</sup> December 2018

Dear Parent/ Carer,

Current students at Sandhurst School are able to benefit from a free copy of Microsoft Office whilst the school maintains suitable Microsoft licensing, and whilst the staff member or student remains at Sandhurst School.

To obtain your copy, you will need to sign into <https://login.microsoftonline.com> using your student email address (e.g. [jbloggs@sandhurstschool.org.uk](mailto:jbloggs@sandhurstschool.org.uk)) with your network login password (the password you use to log into the computers at school). This must be done on the main, home computer they wish to install Office 365 ProPlus onto. Once your license is activated on this computer, you have access to install Office on 4 other machines. Then select 'Install Office 2016' at the top of the page:



### Office Mobile for iOS and Android

One of the additional benefits of Office 365 ProPlus is that it enables the use of Office Mobile for iOS for Apple devices and Office Mobile for Android for Android devices. The apps are available via the various app stores.

The apps themselves are free, but require an active subscription to use. Download the app to your device and again, sign in with your Sandhurst School email address and network logon password.

### Important information

Please note the following important points:

- Office 365 ProPlus is provided to you free but without support, guarantee or warranty by either Microsoft or Sandhurst School.
- Sandhurst School IT Support Staff are not able to assist you with either installation or fault finding beyond the provision of this document. We cannot work on your home PC's, Laptops, or other mobile devices.
- You are not permitted to share your login details with anyone else, or install the software on any more than five machines.
- Your entitlement to install & use this software is limited to your time at Sandhurst School as a member of staff or full time student and subject to the school continuing to license its software via the Microsoft Enrolment for Education Scheme/ use of the Office 365 for Education systems.
- Your eligibility may be re-verified at any time. When your Office 365 Education plan expires the Office applications will enter a reduced-functionality mode.

Yours sincerely

**Miss R Jackson**  
**Network Manager**



Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address