

# Microsoft Office for Free

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It is now possible for all Glow Users to get Microsoft Office for use on your home/personal machines - PC, Mac, phones and tablets. This is the full version (Office 2013) and can be installed on up to 5 devices per Glow user. You can also download the older Microsoft Office Professional Plus 2010 if your computer does not meet the system requirements.

The package includes...

- Access 2013
- Excel 2013
- Lync 2013
- OneNote 2013
- Outlook 2013
- PowerPoint 2013
- Publisher 2013
- Word 2013



If you are downloading to a Mobile Device the process is different, you have to download the apps from the appropriate App Store and then log in using your Glow username.

The link to the Microsoft help-page for setting up a mobile device is here: <http://tinyurl.com/q5vmojn>

To get Microsoft Office at home...

1. Go onto <https://glow.rmunify.com>
2. Sign in on the right hand side with your Glow username. This will end in @glow.sch.uk
3. You will be asked to change your password to something new. Remember your new password as you will need it later.
4. You will be asked to sign in again with your new password.
5. Once you are logged in you will see a grid of square icons. Press the right arrow twice or until you see the icon below...



6. Click on the icon and you will be directed to a new page.
7. Click on the "Install" button. This will download an application that will guide you through the next steps to complete the installation.
8. Remember your login details for future use as you may need them to verify the license.

## My login details

Username:

@glow.sch.uk

Password:

lochaber