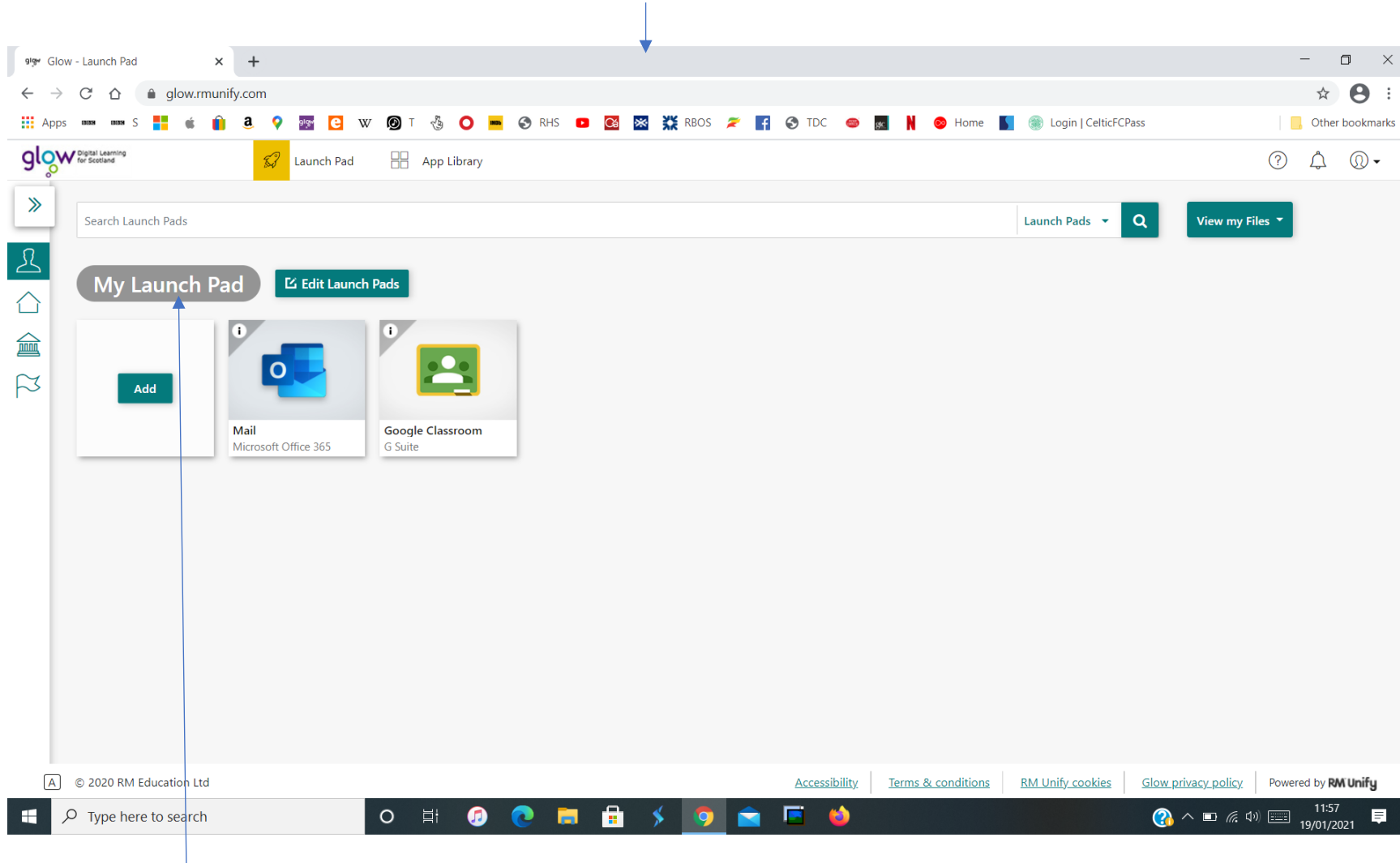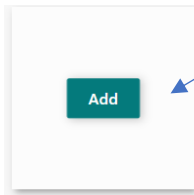Once you have signed into GLOW you should see something like this,,,, this is your 'Launch Pad' with your tiles.

If you don't see this then click here 'My Launch Pad'

To Install 'Microsoft Office' you will have to 'Add' the new tile.

Add

This should take you to the next step. You should select 'App from Library'

This will take you to this screen. You will then have to type 'Microsoft' into the search box,,,, then click on the magnifying glass to search.

This should bring up a selection of Microsoft Tiles.

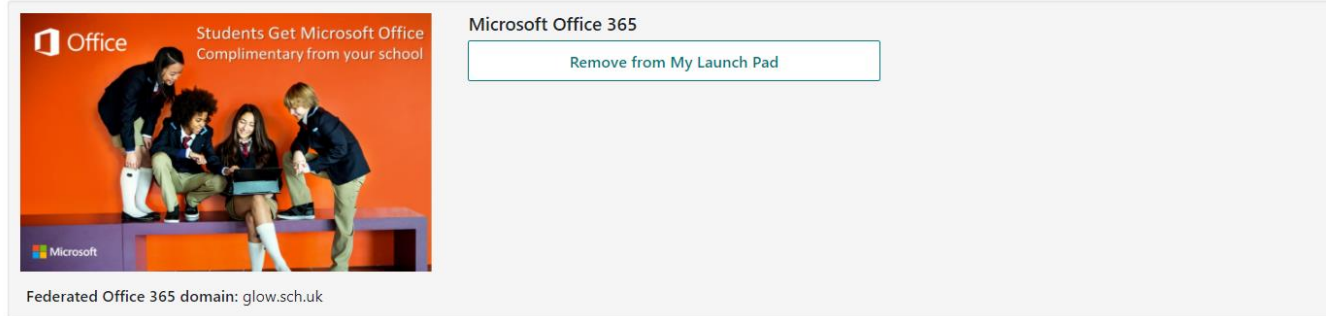The one you are looking for is the 'Download Office Now' tile, click on it.

Now you need to click on 'Add to my Launch Pad'

Download Office Now

Microsoft Office 365

Add to My Launch Pad

Federated Office 365 domain: glow.sch.uk

Then close the box

Download Office Now ✕

Microsoft Office 365

Remove from My Launch Pad

Federated Office 365 domain: glow.sch.uk
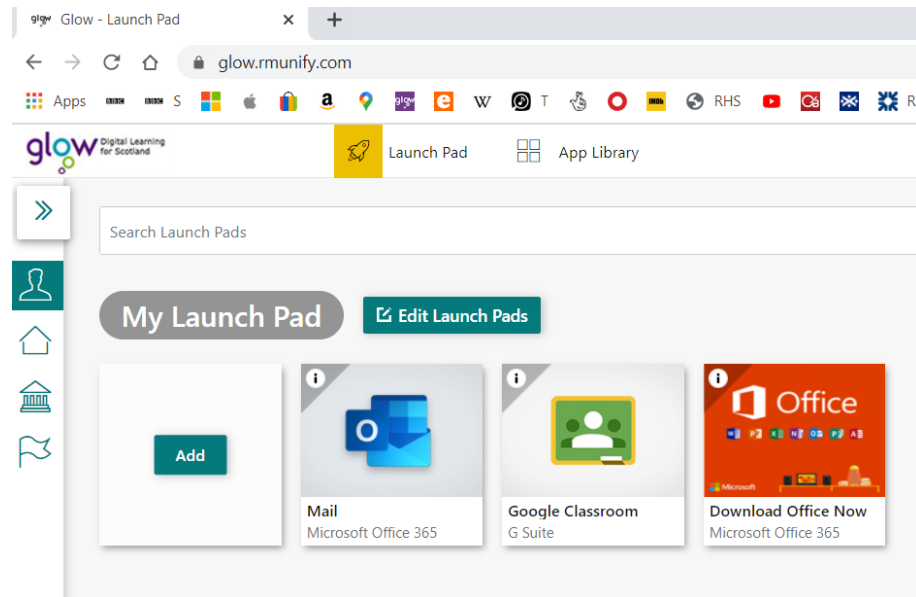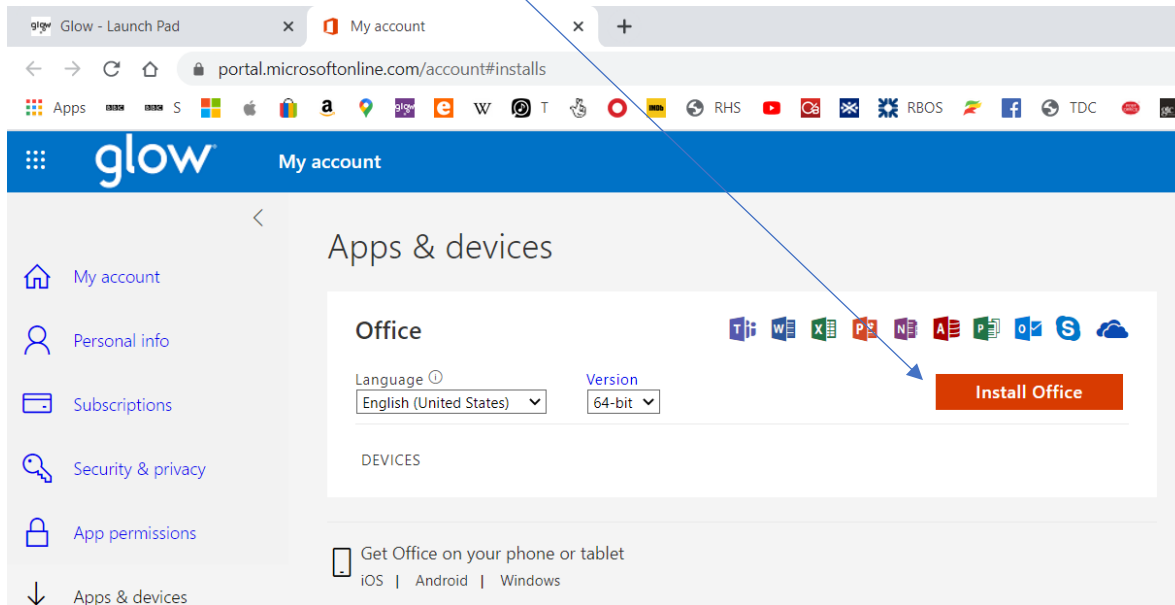
Your Launch Pad should now look like this.

Click on the 'Office' tile.

Then click on 'Install Office'

Then just follow the steps to install Office on your device.

Once it's installed open 'WORD' and click on 'File' in the top left hand corner, then move down to 'Account' and sign in using your GLOW account.