



Download and Install Office from O365

Instruction on how to download and install a full version of Office to you laptop

- Log onto your BLS O365 account
 - To get to the login screen either:
 - Click the O365 link on the front page of the BLS website (brineleas.co.uk)
 - Go to <https://portal.office.com>
 - Use your BLS email address and password
- From the Dashboard click the Install Office dropdown, see below:



- Select Office 365 apps
 - The Office installation file will now be downloaded to your laptop
 - Once complete run the installation file and follow the on-screen instructions