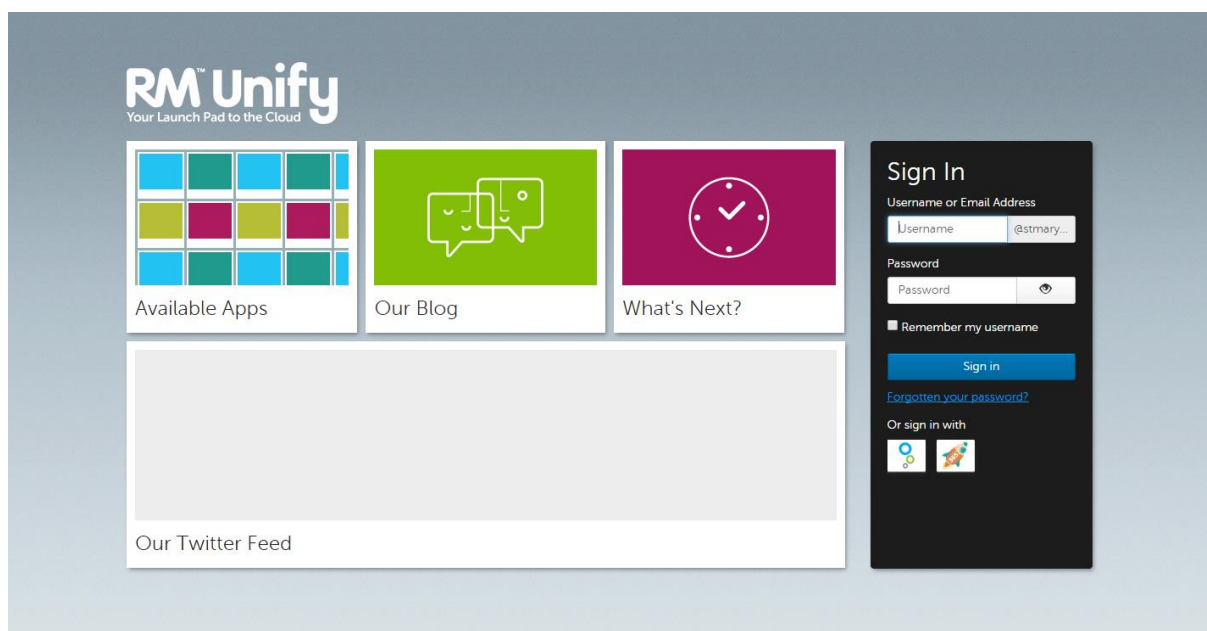


Saint-Mary's RC has moved onto Microsoft Volume Licensing, which gives the right to every child of downloading and installing for free Microsoft Pack Office on up to five devices. It also come with One Drive For Business, which gives every user 1TB of cloud storage (and will soon be unlimited storage!). Here is a walkthrough for the Windows installation, but the Mac OS X installation is similar and so can be done by following this steps. For Android and iOS, just download the original Microsoft apps that you wish to have (Word, Excel, etc...) and once started just sign in using your school email address, and your copy will be activated for "read and write".

Download Office and install Office for Windows

1. Sign in to RM Unify, at <http://stmarybhdudley.rmunify.com> using your emails login details.



2. Once you are on the RM Unify launch pad click Office 365 (outlook).



3. On the top right corner click on the cog, and select Office 365 settings.



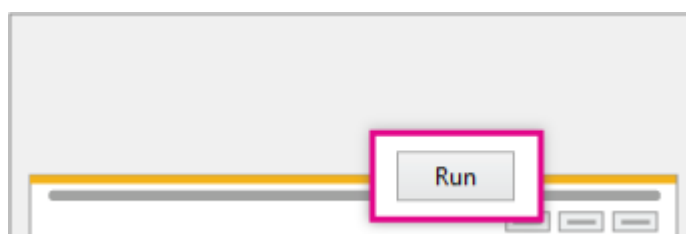
Then click on Software.

4. On the **Office** page, select a **Language**, and then choose **Install**.

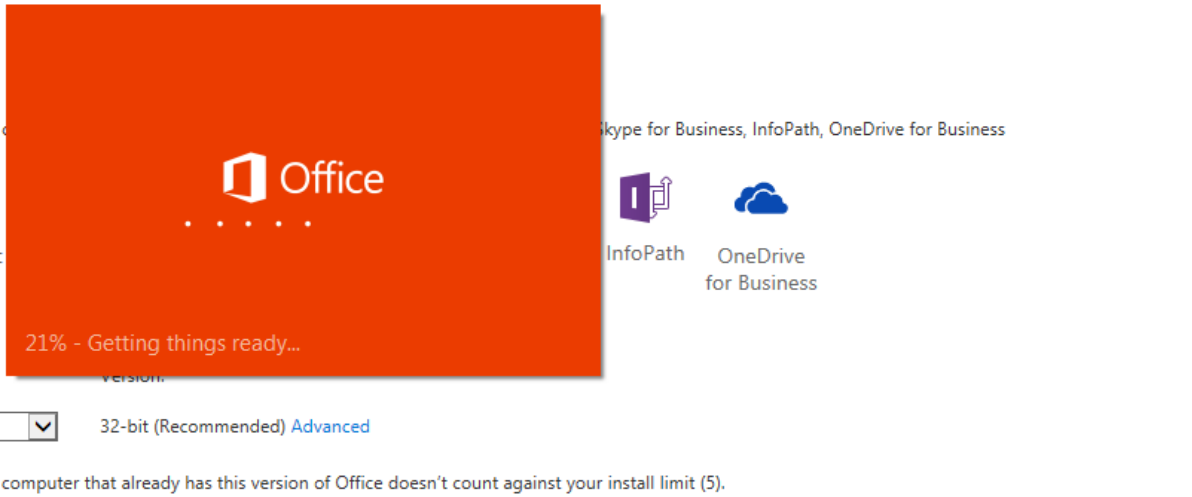
Note To install the 64-bit version, choose 64-bit in the **Version** section before you choose **Install**.



5. At the bottom of the screen, select **Run**.

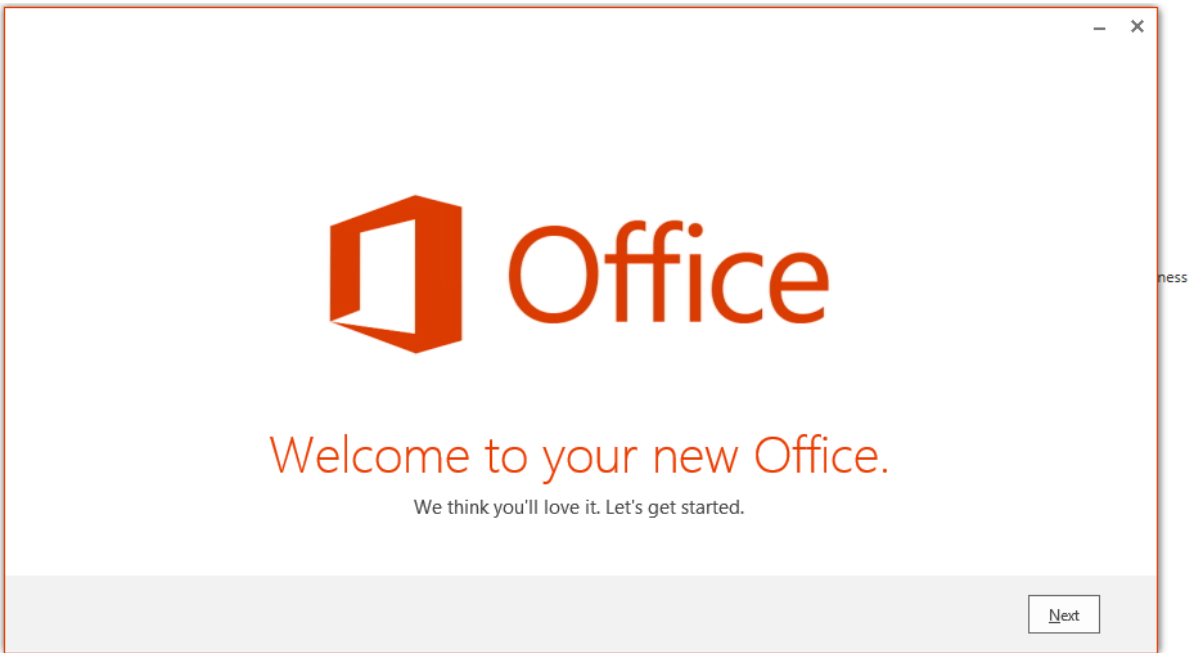


6. Follow the prompts and accept the license agreement.

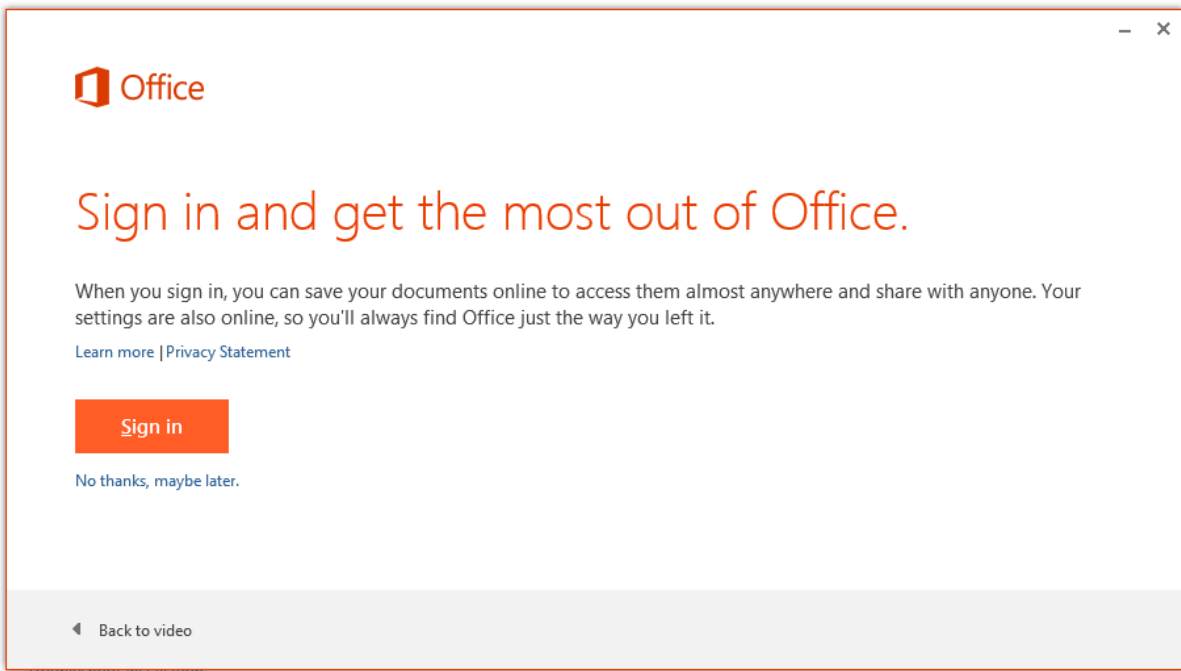
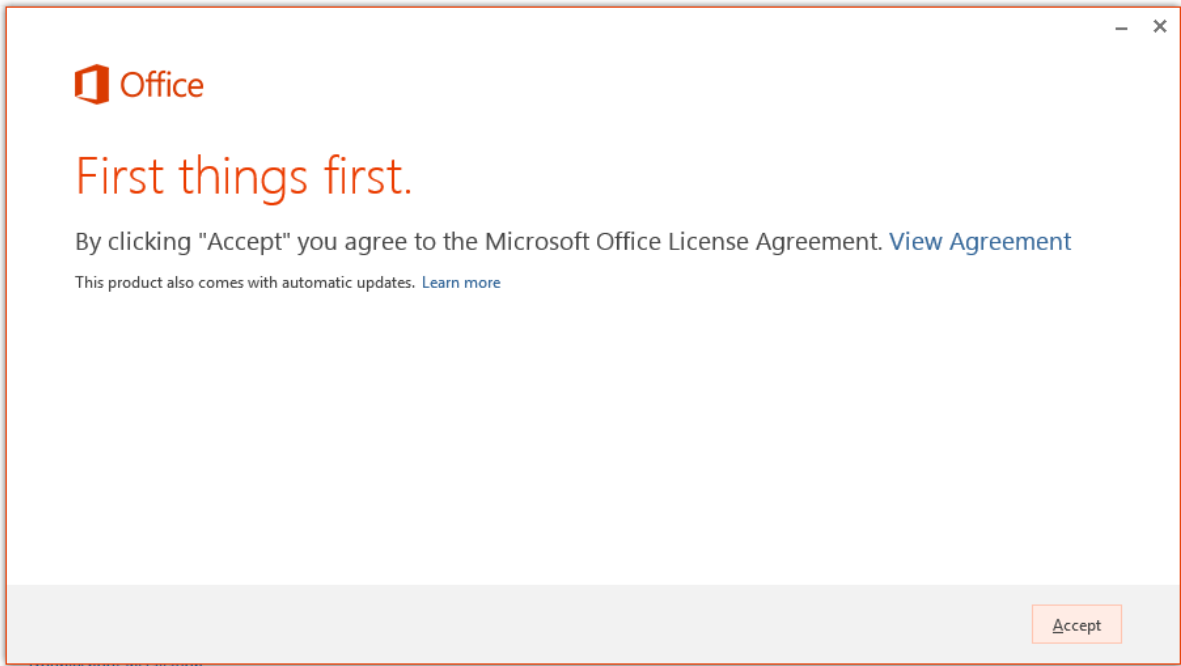


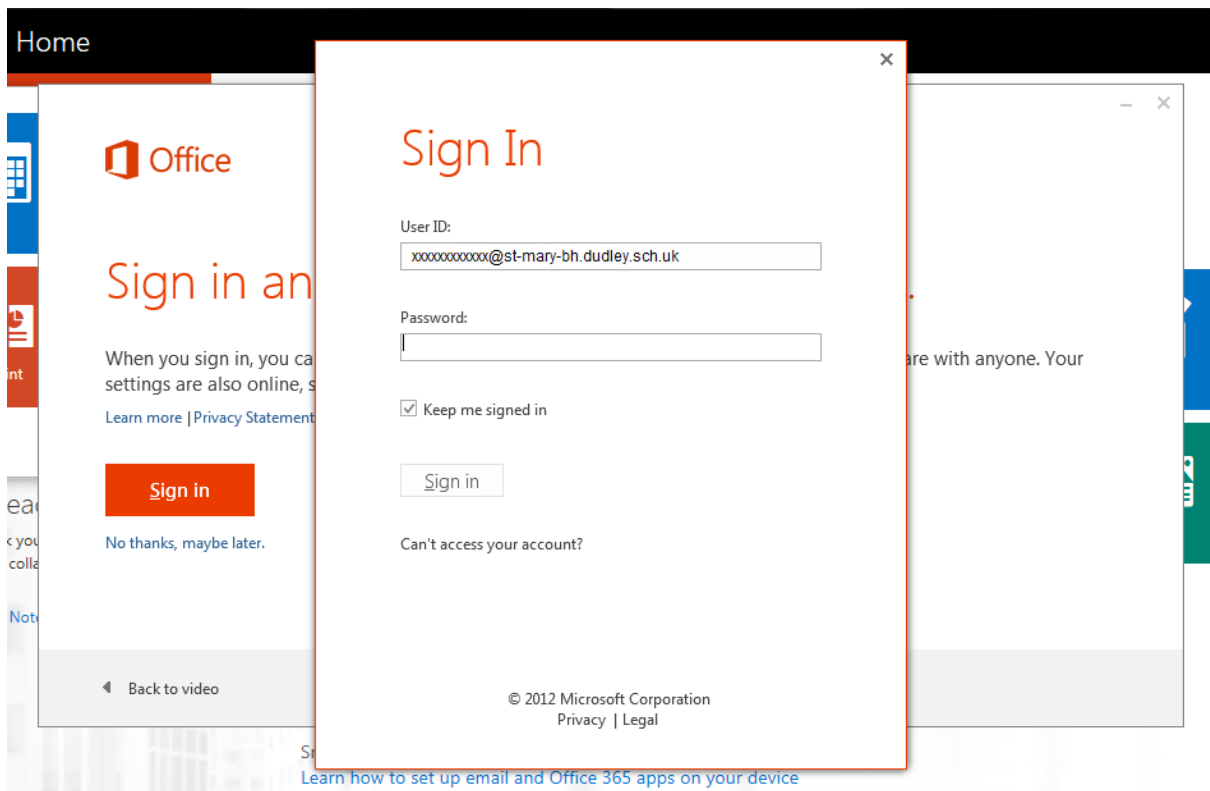
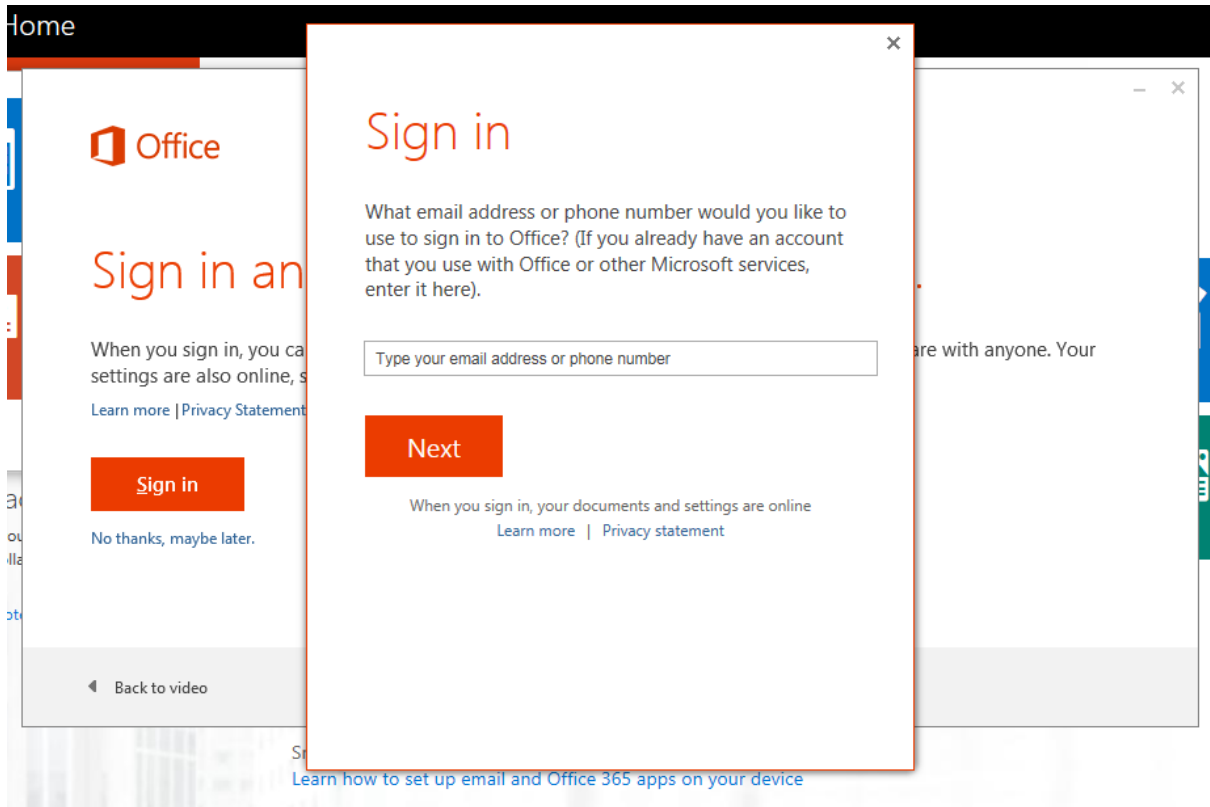
The screenshot shows the Office installation progress bar at 21% completion, with the text "Getting things ready...". To the right, icons for Skype for Business, InfoPath, and OneDrive for Business are visible. Below the progress bar, a dropdown menu is set to "32-bit (Recommended) Advanced". A note below the dropdown states: "computer that already has this version of Office doesn't count against your install limit (5)".

[refresh](#) the page. It may take a few minutes for your updated installs to appear.



The screenshot shows the Office welcome screen. It features the Office logo and the text "Office" in a large font. Below this, it says "Welcome to your new Office." and "We think you'll love it. Let's get started." A "Next" button is located in the bottom right corner of the window.







Meet OneDrive.

Signing in to Office means you can save documents to the cloud with OneDrive.

OneDrive gives you anywhere access to your files and makes it easy to share with the people who need them.

[Learn more](#)



Next



Take a look at what's new.

Office has lots of great new stuff, and we'd love to show you around. Here's a quick introduction on what's new.

[Take a look](#)

[No, thanks](#)

7. When you see "You're good to go," select **All done**.



Important The process that installs Office 2016 also uninstalls all Office 2013 products. As you might expect, Word 2013, Excel 2013, and the rest of the Office suite are uninstalled. In addition, if a computer has InfoPath 2013, SharePoint Designer 2013, or certain versions of Visio 2013 or Project 2013 installed, installing Office 2016 also uninstalls those programs. You won't be able to reinstall them.

For more information, see "We need to remove some older apps" error, at [Microsoft.com](https://www.microsoft.com).