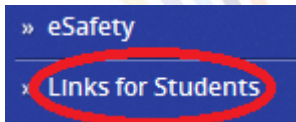


# How to Access Free Office Software

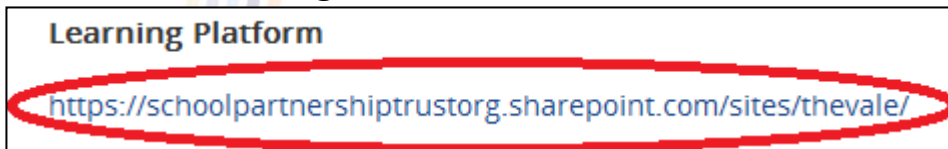
1. Go to [www.valeacademy.org.uk](http://www.valeacademy.org.uk)
2. On the main menu, hover over the 'Students' link



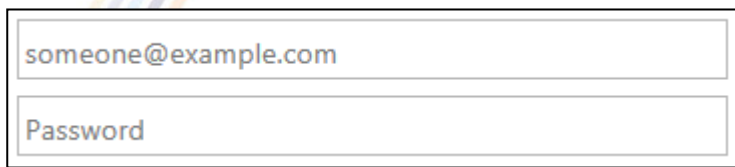
3. On this drop-down menu, click on 'Links for Students'



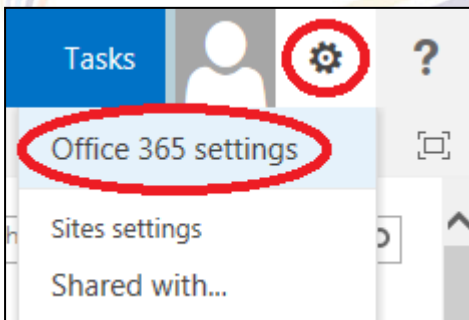
4. Click on the Learning Platform link



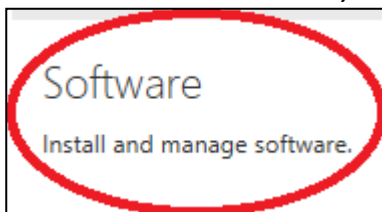
5. Use your school username (@valeacademy.org.uk) and password to log in

A screenshot of a login form. It has two input fields: the first contains 'someone@example.com' and the second is labeled 'Password'.

6. In the top right-hand corner, click on the cog to open a menu
7. On this menu, click on 'Office 365 settings'



8. On the left-hand side, click on 'Software'



9. Select the language you want from the menu and then click on 'Install'

