

Sign into Hwb in the usual way. Then...

The screenshot shows the Hwb website interface. At the top, there is a header with the Welsh Government logo, the text 'Llywodraeth Cymru Welsh Government', and 'ADDYSG CYMRU EDUCATION WALES'. A search bar contains the word 'Cymraeg'. The main navigation bar includes the Hwb logo, a 'Menu' icon (highlighted with a red box and callout '1 Click Menu'), a user profile for 'A Roberts', and a 'Sign out' button. The main content area is divided into several sections. A large red and yellow banner on the left contains the text 'Learning The Curriculum for Wales' and 'Blended Learning'. The main content area features a grid of icons for various services: Curriculum for Wales, Curriculum for Wales 2008, Professional development, Resources, News, Events, Keeping safe online, Zones, and Support Centre. Below this, there is a section for 'Blended Learning' with icons for Office 365 (highlighted with a red box and callout '2 Click Menu'), Outlook, Google for Education, Just2easy, Flipgrid, Personalised assessments, Digital Learning, 360 Cymru, Networks, My Hwb Dashboard, Playlists, User management, Hwb Classes, and Assignments. At the bottom, there is a row of icons for 'Blended learning', Office 365, Outlook, Google for Education, Adobe Spark, Just2easy, Flipgrid, and Personalised assessments.

When in Office...

The screenshot shows the Office 365 home page. At the top left, the text "Office 365" is displayed. A search bar is located at the top center. On the right side of the top bar, there are icons for settings, help, and a user profile. The main content area is titled "Good afternoon" and "Recommended". Below this, there are several document thumbnails with titles like "8G_Debate_2020", "9R_Eye_HT_Database_2020", "7R_AboutMe_2020", "7G_AboutMe_2020", and "9G hwl". Below the thumbnails, there is a "Recent" section with a list of documents, including "8G_Debate_2020", "9Z_GM_Foods_Level_Ladder", and "7G_AboutMe_2020".

Two callout boxes provide instructions:

- 1 Click Install Office**: This callout points to the "Install Office" dropdown menu in the top right corner.
- 2 Click Office 365 apps**: This callout points to the "Office 365 apps" option in the dropdown menu, which includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

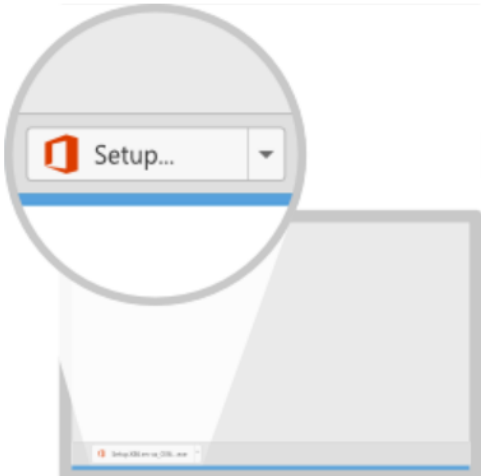
The dropdown menu also shows "Other install options" and "Select a different language or install other apps available with your subscription."

At the bottom right, there is a "Feedback" button. At the bottom left, there are browser tabs for "Bebo safe_social_n....pdf" and "Uploading_work_G....pdf".


The file will then download.

Follow the instructions on screen:

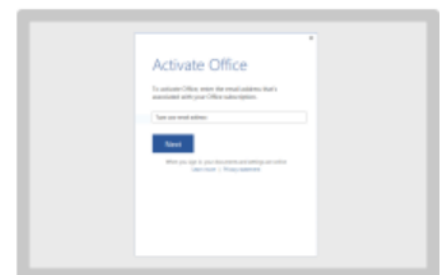
Just a few more steps...



1 Click Run
Click the **Setup** file at the bottom of the screen.



2 Say "yes"
Click **Yes** to start installing.



3 Stay online
After installation, start Office and sign in with the account you use for Office 365: RobertsP69@Hwbcmru.net.

Need help installing?