

Educational Services

Director: Douglas Hutchison

Head Teacher: T S Stevens

Carrick Academy
72-74 Kirkoswald Road

Maybole

KA19 8BP

Tel: 01655 883 003

Email: carrick.mail@south-ayrshire.gov.uk

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If phoning or calling ask for:



Dear Parent/Carer

Student Advantage

As part of the licence agreement South Ayrshire Council has with Microsoft we are entitled to be part of the Microsoft 'Student Advantage' initiative. This initiative gives all pupils access to Office 365 ProPlus (a full version of the Microsoft Office suite) for free to use on their own personal devices.

This will make it easy for pupils to access the latest and best version of Office on up to 5 devices providing consistency when learning at home and reinforcing 21st century skills through the use of technology.

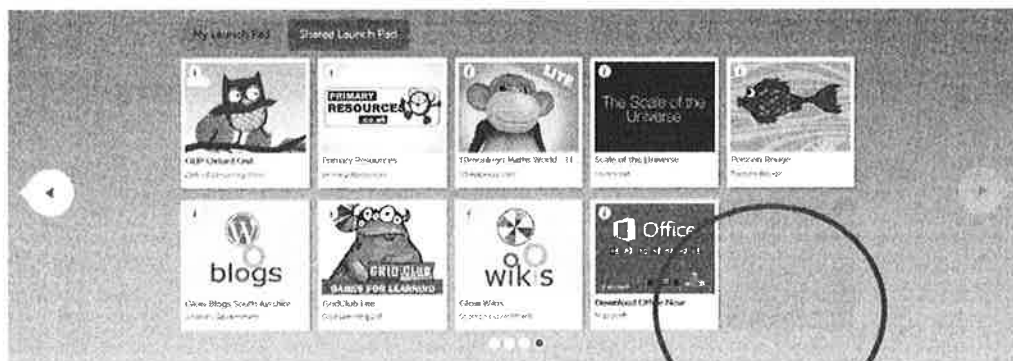
This is clearly a benefit as pupils will be able to:

- Create Word documents
- Produce spreadsheets using Excel
- Make presentations using PowerPoint
- Use Publisher to create professional looking desktop published documents
- Build shared notebooks using OneNote
- Create databases using Access

These will be available on desktops, laptops, or even on the move, through tablet devices and mobile phones.

During the setup process pupils will be required to enter their Glow email address details. If they are not sure of their email address or if they are unable to login to Glow they should speak to a teacher.

To install Office 365 ProPlus on a PC or laptop pupils should login to Glow and click on the **Download Office Now** tile on their Glow Launchpad.



Full instructions on how to download the software are given once the pupil click on the tile.

To install Office 365 ProPlus on a phone or tablet device pupils need to download the Office apps from the app store and then they will be asked to enter their Glow email address.

Further information can be found at <http://products.office.com/en-GB/student/office-in-education?tab=schools>

Please note that South Ayrshire Council is not responsible for this initiative. Once Office 365 ProPlus is installed any technical issues or questions should be directed straight to Microsoft.

Yours sincerely

TS Stevens
Head Teacher