

Support for HWB Office:


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## Accessing Office 365 on HWB

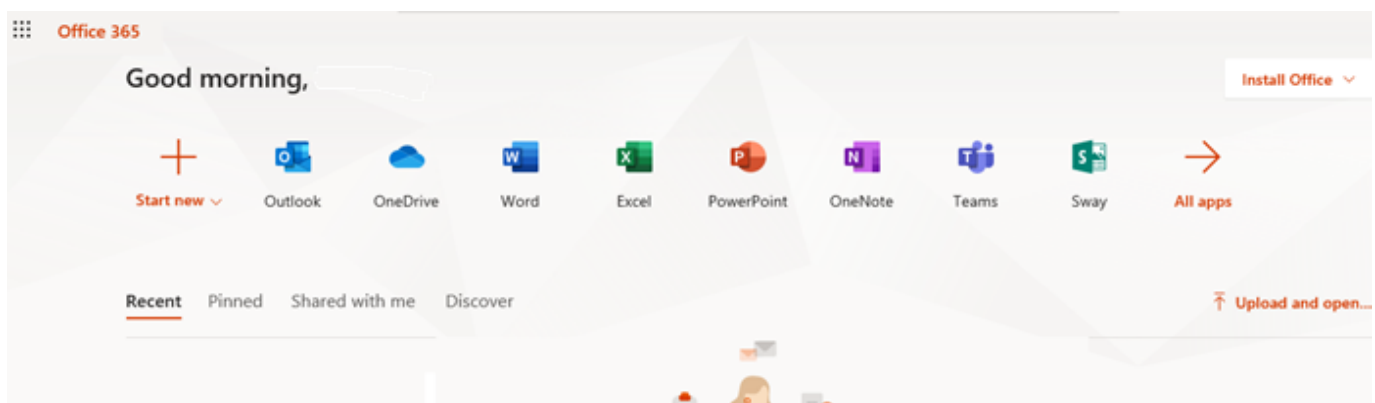
The following instructions describe how to access Office 365

Goto <https://hwb.gov.wales>

Click on  and enter the login details.

Click on  Office 365

This will open the main Office 365 page



From this page you can open any of the Office products and store and retrieve your files from the HWB site.

Please note files can be worked on and saved on the HWB site and then retrieved from home or school at a later date.

## Installing Office to your PC

Click on  in the top right hand corner of the screen.

Select  Now follow the on-screen instructions.

Do not install Office 365 on your PC if you already have another copy of Office installed.

Please note that the HWB system is run by the Welsh Government. Tonyrefail Community School can only deal with problems logging in while in the school we cannot assist with any other issues.

Should you experience any other issues using the site or loading software onto your PC please contact the Welsh Government Hwb Team. You will need your HWB login details when calling the helpdesk.

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