



Using Office (Word, PowerPoint, Excel), the VLE and Teams on a phone, iPad or tablet.

Using Office 365 (e.g. installing Word, PowerPoint or Excel on a PC at home)

As our students, you are licenced to use Office at home.

Use this link and log in with you school email address (your username@williamfarr.lincs.sch.uk, for example 20smith@williamfarr.lincs.sch.uk) and use the normal password you use to log in a computer at school.

Students can install office on up to 5 different devices.

<https://products.office.com/en-gb/student/office-in-education>

When logged in you should see an 'install office' button near the top right of the screen.

Using Office (Word, PowerPoint, Excel) on an iPad or tablet

Office products like Word, PowerPoint, Excel, have versions for apple and android products, like iPads and tablets, that are free to download and use. You don't need to sign in to use them.

Using the VLE on a phone, iPad or tablet:

The VLE has an app that can be downloaded download for tablets, phones etc; Search for 'FireFly for Students' and download it for free. The school code you will need is WILLIAMFARR.



Again, use your school email address (username@williamfarr.lincs.sch.uk) and normal school password. Any issues with the app, please contact support@fireflylearning.com

You can access your tasks, timetable and resources using the app. Tasks with questions built into them will work with no issues; you can add comments to tasks if you need to. You can use the Office apps to complete work and attach them to tasks you have been set as well.

Teams on a phone, iPad or tablet

You can download the Teams app on a phone, iPad or tablet. Search for 'Microsoft Teams'

It will be free to use. When you click on a link on the VLE task for a Teams meeting, you can choose to open it in your app.

Be careful! It will use a lot of data during meetings, so try to use it when your phone etc; is connected to your WiFi at home.

