

TWGHs Lui Yun Choy Memorial College
September Letter to Parents (For information)

1st September 2023

Dear Parents,

This is to inform you of the arrangements of the school affairs, as well as an update on some of our school activities in September. The following is a summary of the school circulars concerned:

Events for Whole Schools:

- Matter on the provision of free genuine Microsoft Office (School Circular No. 13 (23-24))
- Promotion Standards (School Circular No. 14 (23-24))
- Guidelines for Choosing Extra-curricular Activities (School Circular No. 15 (23-24))
- Priorities in attending extra-curricular activities (School Circular No. 16 (23-24))
- Opening Hours of the School (School Circular No. 17 (23-24))
- Arrangement during Rainstorm (School Circular No. 18 (23-24))
- Lunch Arrangement (School Circular No. 19 (23-24))
- Rules of Classroom (School Circular No. 20 (23-24))
- Handling of Valuable Items on Campus (School Circular No. 21 (23-24))
- Student Lateness (School Circular No. 22 (23-24))
- Handling Procedures of Students' Early Leave (School Circular No. 23 (23-24))
- Handling Procedures of Accidents with Students Involved (School Circular No. 24 (23-24))
- Handling Procedures of Emergency Situation (School Circular No. 25 (23-24))
- Offering Gifts to School Staff (School Circular No. 26 (23-24))
- Arrangement for visitors (School Circular No. 27 (23-24))

Events for Particular Forms:

- Arrangement of Homework Collection and Detention Class (School Circular No. 28 (23-24))
- Criteria for promotion to Enrichment Class in F.1 and F.2 (School Circular No. 29 (23-24))
- Criteria for promotion to Enrichment Class in F.4 (School Circular No. 30 (23-24))
- Criteria for promotion to Enrichment Class in F.4 (School Circular No. 31 (23-24))
- Graduation Standards for F.6 Students (School Circular No. 32 (23-24))

You can also find this information on our school website at <http://www.lycmc.edu.hk>. If you have any comments or opinions on our school policies, please feel free to contact our general office at 27060743. Suggestions are most welcome.

With Best Regards,

Lai

Mr. Lai Wai Kong

(The Principal)



Events for Whole Schools

● **Matter on the provision of free genuine Microsoft Office (School Circular No. 13 (23-24))**

Our school is keen on promoting moral practices and encouraging students to use genuine software. Therefore, our school has signed Microsoft 365 user licence agreement. All the students can use their Microsoft 365 account to download and install the latest copy of Microsoft 365 (including Word, Excel, PowerPoint and OneNote) on no more than five computers or mobile devices.

Login site: <http://portal.office.com>
 Username: <School domain login>@it.lycmc.edu.hk
 (E.g. s1510123@it.lycmc.edu.hk)
 Password: <School domain password>

Please see the attachment for the procedure on downloading and activating Microsoft 365.

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai.

● **Promotion Standards (School Circular No. 14 (23-24))**

The following are the promotion standards for each form:

Promotion	Standards
F.1 to F.2	Average mark must be 50 or above; Conduct grade must be C- or above.
F.2 to F.3	
F.3 to F.4	
F.4 to F.5*	Average mark must be 40 or above; Pass in Chinese, English, Mathematics, Liberal Studies / Citizenship and Social Development and one elective subject to be taken in HKDSE (40 marks or above, not including applied learning subjects); Conduct grade must be C- or above. (*Repeaters may not be able to take their original elective subjects.)
F.5 to F.6	

For students who cannot meet the above standards, the school may consider the students' academic results, discipline committee's comments, the number of students and the combination of subjects in deciding the promotion. For students who are diagnosed (by a social worker and EDB's representatives) to have learning difficulties, special examination arrangements will be considered on a case-by-case basis.

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai and our teacher, Mr. Fok Kin Shing.

● **Guidelines for Choosing Extra-curricular Activities (School Circular No. 15 (23-24))**

Extra-curricular activities (ECA) play a vital role in whole-person education. Students will be able to communicate with peers and learn about interpersonal relationships. Moreover, through involvement in planning, designing and promoting ECA, students are able to build up their confidence, responsibility and leadership skills. For these benefits, students are required to attend at least one ECA.

The current school houses/ clubs / societies / teams / groups are listed as follows. Students may enroll up to two of them.

Academic	Uniform / Service	Interests	Arts	Sports
*Chinese Culture Society	#Scouts	Applied Science and Technology Club	Folk Dance Club	Athletic Team
* English Society	#Boys' Brigade	Chinese Debating Club	Chinese Drama Club	Badminton Team
* Mathematics Society	#Red Cross Cadets	English Speech and Debating Club	English Drama Club	Male Basketball Team
* Putonghua Society	Junior Police Call	Tea Therapy Club	Orchestra	Male Volleyball Team
Science Society	Conservation Ambassador		Choir	Female Volleyball Team
Arts & Calligraphy Society	Community Youth Club		Chinese Orchestra	Rugby Team
Home Economics Society	Conservation Ambassador			Judo Team
	Campus TV Station			Shuttlecock Team

	Volunteer Club			Table Tennis Team
	Student Librarians			Tennis Team

*Compulsory enrollment. These societies/clubs and the three uniform teams are not counted in the two ECA group limits.

Uniform teams

Students who join music groups (Choir, Chinese Orchestra and Orchestra) could choose more than one team. In such cases, only one ECA group is counted.

Students who join sports teams could choose more than one team. In such cases, only one ECA group is counted.

“One Person One Art/ Sport Group” Schemes:

- It is mandatory for F.1 and F.2 students to join the schemes.
- It is optional for F.3 to F.6 students to join the Scheme.

Activities which are counted as “One Person One Art/ Sport Group” Scheme (There are limits in some of the items, selection may be needed):

1. Musical instrumental classes conducted by school
2. Private musical instrumental classes
3. Tung Wah Joint School Athletic Team
4. Activities Organized by the School
5. Activities Organized by the Extra-Curricular Activities Committee

For enquiries, please contact our teacher, Mr. Yu Chun Tung or Mr. Cheung Ming Fai.

● **Priorities in attending extra-curricular activities (School Circular No. 16 (23-24))**

Owing to the increasing number of ECA, a student may attend more than one after-school activity on the same day. In light of this, the school has set up a rule on the priority of attending ECA. If the student has to attend more than one activity on the same school day, he/she should opt for the activity of higher priority according to the following table:

Priority	Details / nature of the activity
First	1. Inter-school competitions (e.g. Joint-school Athletic Meet, Inter-school Public Speaking competition, Inter-school music contest, Inter-school dancing competition etc.) 2. Paid-activities at school, musical instrumental classes and centralized footdrill training for “One Person One Uniform Team” etc.)
Second	Detention, enhancement or enrichment classes organized by the Academic Board, or After-school Care Pilot Scheme
Third	Activities organized by the Guidance Committee or school social worker
Fourth	Detention classes held by the Discipline Committee
Fifth	Supplementary classes organized by individual teachers
Sixth	Extra-curricular activities organized by the School Activities Committee
Seventh	Activities organized by the Career Guidance Committee or other committees
Eighth	Private tuition or other paid classes not organized by the school

For enquiries, please contact our teacher, Mr. Yu Chun Tung or Mr. Cheung Ming Fai.

● **Opening Hours of the School (School Circular No. 17 (23-24))**

The opening hours of the gates are:

- a. Gate at Po Fung Road (near MTR station): 7:15 a.m. – 7:50 a.m.
- b. Main gate at Yuk Nga Lane (near car park): 7:15 a.m. – 8:00 a.m.

The opening hours of the school during the normal school days are from 7:30 a.m. to 5:30 p.m. Teachers and office staff are available to handle student affairs or any emergency. For extra-curricular activities held other than this period, teachers will accompany students and the responsible teachers will inform parents through letters or notices on the students' handbooks. For the sake of safety, students are advised to attend classes or extra-curricular activities within this period only. If students arrive at school before 7:30 a.m., they may still enter the school though there are no teachers on duty at school at that time. Before lining up for the morning assembly, students should stay in the playground to do reading or revision. No ball game is allowed.

For enquiries, please contact our teacher, Ms. Lau King Tak.

● **Arrangement during Rainstorm (School Circular No. 18 (23-24))**

Parents and students should listen to radio or television announcements regularly regarding the approach of rainstorms. If Rainstorm, "Amber", "Red" or "Black" Warning Signal is issued, the school will make the following arrangements.

Rainstorm Warning Signal	Action to be taken
AMBER	<ul style="list-style-type: none"> ● Unless the EDB has made a special announcement on the suspension of classes, the school operates as usual.
RED or BLACK	
(i) Issued from 5:30 am onwards and before 6:00 am	<ul style="list-style-type: none"> ● Classes of school are to be suspended all day. ● Schools will activate contingency plan and arrange staff to look after students who might arrive and ensure that conditions are safe before allowing students to return home. ● Students who have not left for school should stay home.
(ii) Issued from 6:00 am onwards and before 8:00 am	<ul style="list-style-type: none"> ● Classes of school are to be suspended all day. ● The school will ensure that the premises are open and arrange staff to look after those students who have arrived at school. The school will ensure that conditions are safe before allowing students to return home. ● Students who have not left for school should stay home. ● If students learn the class suspension announcement on their way to school, they should decide whether to proceed to the school taking into consideration the rain, road, slope or traffic conditions. ● Students who have already arrived at school should remain in school until it is safe for them to return home. ● Parents do not need to pick up their children from school immediately.
(iii) Issued from 8:00 a.m. onwards	<ul style="list-style-type: none"> ● The school will continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.

Parents may exercise their discretion on deciding whether to allow their children to go to school under the inclement weather conditions. Students should stay at home if parents have considered the weather or traffic conditions are not suitable for attending classes. Discretion will be given to the affected students for being late or absent from school. They will not be penalized under exceptional circumstances.

If school is in session when the EDB announces the immediate suspension of classes, the school will activate the contingency plan to ensure that our students are kept in safe conditions and proper arrangements have been made for them to return home at an appropriate time. An announcement on the closure of school or suspension of classes does not mean all students are allowed to go home immediately.

For more information regarding the regional weather, parents and students may visit <http://www.hko.gov.hk/en/school/school.htm>

Parents may visit the following webpage to read the school's latest arrangements in any exceptional circumstances: <http://www.lycmc.edu.hk>

Parents may also visit the following EDB's webpage about the tropical cyclones and heavy persistent rain arrangements for kindergartens and day schools:

<https://applications.edb.gov.hk/circular/upload/EDBC/EDBC22005E.pdf>

For enquiries, please contact our teacher, Ms. Lau King Tak.

● **Lunchtime Arrangement (School Circular No. 19 (23-24))**

To encourage students to learn to be independent and to participate fully in school's activities, the lunchtime arrangement is as follows:

- F.1 – F.3: Students have to stay at school during lunchtime.
13:00-13:30: All students have their lunch in the classroom.
13:30-14:10: Students can have their lunchtime school activities in the school.
- F.4 – F.6: Students can leave school for lunch. If students behave inappropriately during lunch, the school will deal with it according to the school rules, and the students will also be prohibited from going out for lunch.

Parents are not encouraged to bring lunch to school for their children. Students can choose to bring their own lunch or to order lunch boxes from the school's supplier. If, for specific reasons, parents have to deliver lunch to their children, they should leave the lunch boxes at a designated place at the school entrance. Please indicate clearly the name, class and class number of your child on the cover of the boxes / containers. Students should collect the lunchboxes by themselves. Parents are not advised to have lunch with their children at school.

For enquiries, please contact our teacher, Ms. Lau King Tak.

● **Rules of Classroom (School Circular No. 20 (23-24))**

Students should note the following rules in classrooms:

1. Keep classrooms clean.
2. Without teachers' permission, students should not use the computers, projectors or other teaching aids in classrooms.
3. Class monitors should turn off the electrical appliances (e.g. lights, fans, air-conditioners etc.) in classrooms when there are no classes.
4. Students cannot stay in classrooms after school unless they are accompanied by teachers.

For enquiries, please contact our teacher, Ms. Lau King Tak.

● **Handling of Valuable Items on Campus (School Circular No. 21 (23-24))**

Students should not bring any valuable items like mobile phone, camera, video camera or other electronic devices to school. Otherwise, they will be confiscated and parents will be informed. Parents should come to collect the items within 24 hours. The school will not be responsible for any loss or damage. Collected items will be handed over to the police if they have not been claimed back in 3 months.

For enquiries, please contact our teacher, Ms. Lau King Tak.

Student Lateness (School Circular No.22 (23-24))

Arrival Time	Penalties
8:00 a.m. – 8:30 a.m.	<ol style="list-style-type: none">1. Record on the student's report card.2. Records of lateness will be exempted for special incidents encountered (e.g. accident on the way to school, traffic accident, lift trouble, etc).3. In case of students' sickness or other special circumstances, parents can apply, in writing, for exemption. Each student is granted two exemptions in each term and if the student requests such exemption the third time, our discipline teacher will have a committee review of the application.
After 8:31 a.m.	<ol style="list-style-type: none">1. Record on the student's report card.2. Stay in a detention class after school.3. Records of lateness will be exempted for special incidents encountered (e.g. accident on the way to school, traffic accident, lift trouble, etc.)4. In case of students' sickness or other special circumstances, parents can apply, in writing, for exemption. Each student is granted two exemptions in each term and if the student requests such exemption the third time, our discipline teacher will have a committee review of the application.
2 lessons or later	Treated as truants if no acceptable explanation is provided.

Remarks:

Students being late with special reasons may apply for exemption by submitting a written request.

1. Any exemption will be decided by the discipline committee.
2. Parents' application for the exemption from students' lateness should be handed to the School General Office in 3 school days following the day that the students were late. Late applications will not be considered. All late records will be shown in students' report cards.
The written request must include the following information:
 - (i) Student's name, class and class number
 - (ii) Date, time and reason(s) of lateness
 - (iii) Parent's name and signature
 - (iv) Date of writing
3. Unless an exemption from discipline committee is given, the lateness record will be shown in student reports.
4. A demerit point will be given to students who have been late for school for 3 times.
5. On special school days (e.g. Athletic Meet, Joint-school Athletic Meet etc.), all punctuality records will be taken and followed up by the discipline committee.
6. For the post-examination activities, the punctuality record will be taken by our office staff and followed up by the discipline committee.
7. During the online class period, if a student fails to join the online meeting on time at 8:00 am every morning, it will also be counted as lateness and be recorded on the student's report card. The parent's application for exemption is the same as that of the normal school day, except that the parent's letter can be emailed to the class teacher instead.

For enquiries, please contact our teacher, Ms. Lau King Tak.

● Handling Procedures of Students' Early Leave (School Circular No. 23 (23-24))

Early leave for personal reasons (e.g. medical appointment, examination):

1. Written application should be made at least 3 school days prior to the day of early leave. Class teachers will contact parents for confirmation. Upon approval, students should be picked up by parents in person.
2. If parents are unable to pick up their children in person,
 - a. Students are advised to take a half-day or a full-day leave.
 - b. Arrange a relative aged over 18 to pick up the child. The name of the relative should be stated on the written application. The school will contact the parents and record the name and ID number of the relative upon his/her arrival.
 - c. Arrange with the Principal, Vice Principal and the Disciplinary Teacher for regular leaves (e.g. for regular medical reviews).

Early leave for emergency reasons:

1. Before leaving school, students have to inform school general office, the class teacher will contact the parents for confirmation. If the class teacher cannot contact the parents due to any ongoing job duty or other reasons, staff of the school general office will be authorized by the Principal or the Vice Principal to contact the parents.
2. All the related documents have to be signed before the student leaves the school.

For enquiries, please contact our teacher, Ms. Lau King Tak.

● **Handling Procedures of Accidents with Students Involved (School Circular No. 24 (23-24)).**

If a student has an accident at school (including attending an extra-curricular activity), our school will have the following procedures:

1. School staff will inspect the student's condition immediately to ensure that he or she is safe.
2. School staff who have valid first-aid certificate will take care of the students.
3. The student's parents will be informed of the student's condition; if his / her parents agree, the victim, accompanied by one of our school staff, will be sent to hospital (emergency ward). His / her parents should bear all incurred charges.
4. Further to point 3, if the school cannot get in touch with his / her parents, we will send the students to the hospital (emergency ward) for the sake of student's safety. His / her parents should bear all incurred hospital charges.
5. Our school will be in contact, by phone, with his / her parents. A school delegate will accompany the victim to provide any assistance.
6. The staff accompanying the student will report his or her condition to his / her parents upon their arrival. Our staff may stay with them if necessary, or go back to school after obtaining the school's consent.
7. It is hoped that his / her parents can arrive at the hospital to meet the student as soon as possible and submit the medical proof to the school afterwards.
8. In case of a student's absence from school, his / her class teacher will invite one of his / her classmates to collect learning materials (notes or exercises for him or her. These materials will be sent to the student afterwards.
9. The school will make special arrangements for the students if necessary, e.g. asking other classmates to carry his / her school bag and to buy lunch for him / her etc. If it is necessary, the teacher will also give supplementary classes to him / her to help him / her catch up with the learning pace.

For enquiries, please contact our teacher, Ms. Lau King Tak.

● **Handling Procedures of Emergency Situation (School Circular No. 25 (23-24))**

The Education Bureau (EDB) issued Circular No. 9/2015 advises schools on arrangements under emergency situations. As mentioned in the circular, in case of emergency situations other than inclement weather conditions (the aforesaid situations), EDB may advise kindergartens, secondary, primary and special schools in the whole territory or individual districts to suspend classes with students' safety as the top consideration.

1. After comprehensive assessment and thorough deliberation by the school IMC, we will suspend classes in accordance with EDB's advice on class suspension in case of the aforesaid situations. In other words, parents should not send their children to schools when EDB's advice on class suspension is announced.
2. Parents should pay attention to the announcements made by our school on the school website about the arrangements relating to the class suspension.
3. To meet practical needs during the period of class suspension, we will arrange for an appropriate number of staff to be on duty to handle school affairs and answer parents' enquiries. If parents are unable to arrange their relatives or friends to take care of your children, please contact our teacher Ms. Lau King Tak (Tel: 27060743) for further arrangement.
4. School lunch provision will be suspended during the period of class suspension. Parents will therefore have to make lunch arrangements for them in the event that, due to special circumstances surrounding your children, your children need to return to school during class suspension. Should this

be the case, your children should return to school in school uniform and during normal school time.

5. Disturbance to student learning should be kept to the minimum. If classes are suspended more than seven days, we will send learning materials to students by electronic means. Parents should observe the performance of the children.

6. Taking students' safety as the top consideration, the Education Bureau advises parent to stay at home with your children if class has been suspended.

For enquiries, please contact our Vice-principal, Mr. Ng Hon Kai.

● **Offering Gifts to School Staff (School Circular No. 26 (23-24))**

Our school has formulated a policy on the solicitation and acceptance of gifts by staff member in their official dealings. In maintaining a high moral standard of our staff, it is stipulated that no staff in our school should solicit or accept gifts, money or any other form of advantages in the course of their duty. To avoid causing speculations by outsiders, parents are earnestly requested to refrain from offering gifts to our staff.

For enquiries, please contact our Vice-principal, Mr. Ng Hon Kai.

● **Arrangement for visitors (School Circular No. 27 (23-24))**

For the safety of our students and staff, the school have adopted the following measures regarding visitors:

1. All visitors are required to write their names, ID no. (letter + first 3 no.) and time of arrival and leaving on a record book;
2. Visitors are required to put on a 'Visitor' label. Janitors will accompany them to the designated place;
3. Tutors are required to put on a 'Tutor' label and go to the designated place;
4. Parents volunteers are required to put on a 'Parent volunteer' label and go to the designated place;
5. All visitors are required to note down the time on the record book when they leave.
6. Parents attending talks are required to sign outside the hall.
7. All alumni are required to follow the above procedures and wait for teachers at the gate/general office.

For the following circumstances, visitors are exempted from signing:

1. Brief stay: settling payments at the general office, taking forms, delivering belongings to children, etc.
2. IMC members attending meetings
3. Large-scale school functions

For enquiries, please contact our Vice-principal, Mr. Ng Hon Kai.

Events for Particular Forms:

● **Arrangement of Homework Collection and Detention Class (School Circular No. 28 (23-24))**

The aim of homework collection arrangement is to help students build a good habit of submitting homework on time. Students who are found not handing in their homework punctually will be considered as failure to submit homework. A warning letter will be issued to students who have failed to submit homework for 10 times. If students fail to submit homework for 15 times, they will be given a demerit and one more demerit point to those who are unable to submit homework punctually for 5 more times.

Starting from 5th September 2023 (Tuesday), students (F.1 to F.3) who fail to hand in their homework will be counted, and they are also required to attend a detention class (the start date of detention class will be announced later). Detention class ends at 5:00 p.m. Parents will be informed and required to sign on the student handbooks. During the detention class, students should complete the assigned homework and are not allowed to attend any extra-curricular activities on that day. If they are absent from the detention class with an exemption case, they should attend the detention class the next day. Once students are absent

without acceptable reasons, they will be given a demerit.

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai and our teacher, Mr. Fok Kin Shing.

● **Criteria for promotion to Enrichment Class in F.1 and F.2 (School Circular No. 29 (23-24))**

Criteria for promotion to Enrichment Class in F.1 and F.2

	Promotion	Criteria	Conditions
1.	Students from 1A–1C who meet the criteria (Average Class) are promoted to 2D (Enrichment Class) Students from 2A–2C who meet the criteria (Average Class) are promoted to 3D (Enrichment Class)	<ul style="list-style-type: none"> ● Whole year results: Position in Form within top 33 	Vacancy in 2D and 3D (Enrichment Class) and parents' intention
2.	Students from 1D who meet the criteria (Enrichment Class) are promoted to 2D (Enrichment Class) Students from 2D who meet the criteria (Enrichment Class) are promoted to 3D (Enrichment Class)	<ul style="list-style-type: none"> ● Whole year results: Position in Form within top 50% 	/
3.	Special cases	Individual consideration	/

7* Class allocation should be adopted in Promotion Meeting.

Application period: 30th May to 19th June 2024

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai and our teacher, Mr. Fok Kin Shing.

● **Criteria for promotion Enrichment Class in F.4 (For F.3 students) (School Circular No. 30 (23-24))**

1.	Students must obtain a result of at least top 50% in the core subjects (i.e. Chinese, English and Mathematics) among the students to be promoted to F.4.
2.	Shortlisted students will be selected according to their ranking in all core subjects (i.e. Chinese, English and Mathematics).

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai and our teacher, Mr. Fok Kin Shing.

● **Criteria for promotion to Enrichment Class in F.4 (School Circular No. 31 (23-24))**

	Promotion	Criteria	Conditions
1.	Students from 4B–4D who meet the criteria (Average Class) are promoted to 5A (Enrichment Class)	<ul style="list-style-type: none"> ● Result of Chinese, English and Mathematics: Within top 33 in Form ● Result of promotion meeting 	Vacancy in 5A (Enrichment Class) and parents' intention
2.	Students from 4A who meet the criteria (Enrichment Class) are promoted to 5A (Enrichment Class)	<ul style="list-style-type: none"> ● Result of Chinese, English and Mathematics: Within top 50% in Form ● Result of promotion meeting 	/
3.	Special cases	Individual consideration	/

Application period: 30th May to 19th June 2024

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai and our teacher, Mr. Fok Kin Shing.

Graduation Standards for F.6 Students (School Circular No. 32 (23-24))

Form 6 Graduation requirements:

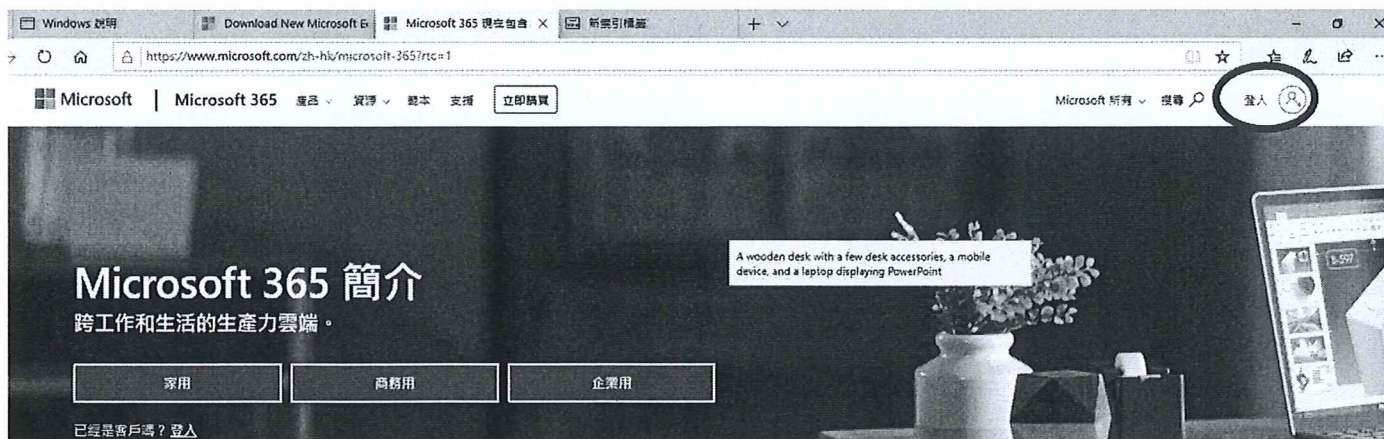
1. Average marks must be 40 or above
2. Pass in 5 subjects (including Chinese and English) which are to be taken in HKDSE
3. Conduct grade must be C- or above.

Students who meet the standard are awarded the graduation certificate. If students who cannot meet the criteria can only receive the certificate showing courses attended.

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai and our teacher, Mr. Fok Kin Shing.

Procedure on downloading and activating free Microsoft 365

1. Go to the Microsoft web page at <http://portal.office.com>.



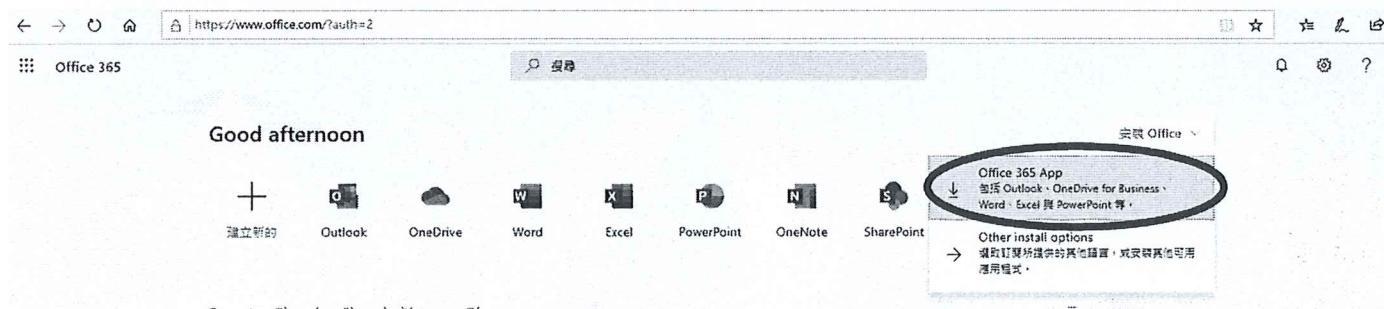
Click the login icon at top right hand corner.

2. Sign in with the student's Microsoft-365 account.

(E.g. s1510123@it.lycmc.edu.hk)




3. Click 'Install Office' at the top right corner of the page and install the necessary software.



Then click the button at the bottom of screen to start installation.

4. Office 365 will automatically install the suitable program according to your computer system.

Just a few more steps...



1 Click Run
Find it at the bottom of the screen or press Alt+N.

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: s2013@it.lycmc.edu.hk

Close Need help installing?

5. Activate Office 365 with the student's Microsoft 365 account after installation.

For any other enquiries, please refer to the official document 'Download and install or reinstall Microsoft 365 or Office 2019 on a PC or Mac' from Microsoft at <https://support.microsoft.com/en-us/office/download-and-install-or-reinstall-microsoft-365-or-office-2019-on-a-pc-or-mac-4414eaf-0478-48be-9c42-23adc4716658?ui=en-us&rs=en-us&ad=us>