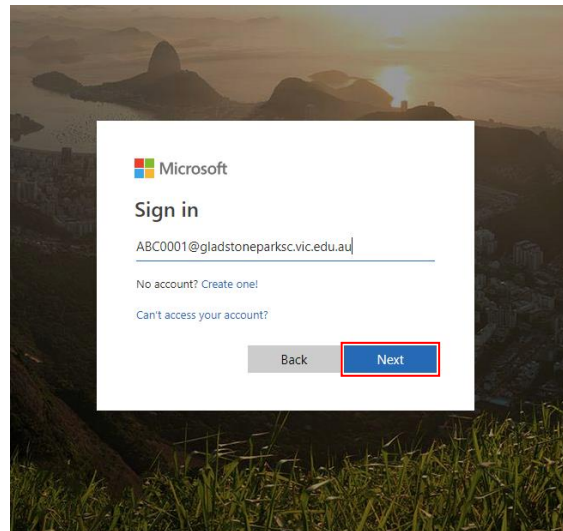
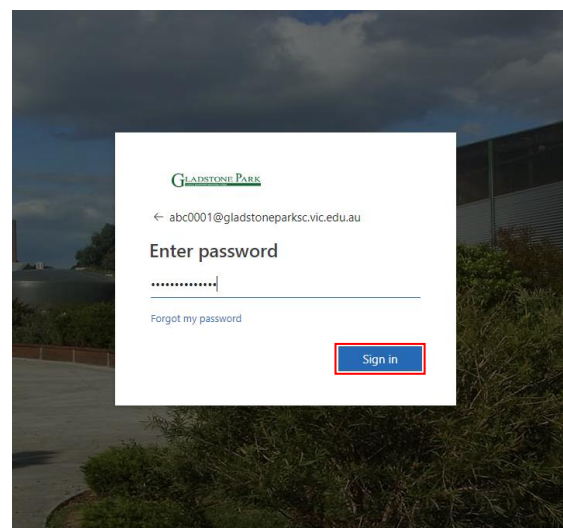


Office 365 Access

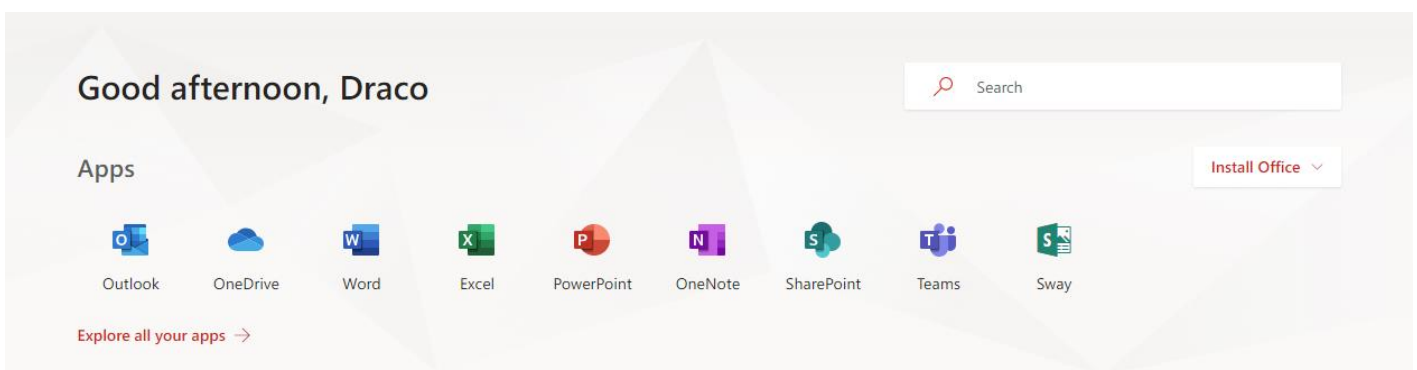
1. Go to <https://portal.office.com>
2. Enter your school email address which is your STUDENTID@gladstoneparksc.vic.edu.au and click “Next”.
(ie: ABC0001@gladstoneparksc.vic.edu.au)



3. Enter your school computer password. Click “Sign in”.



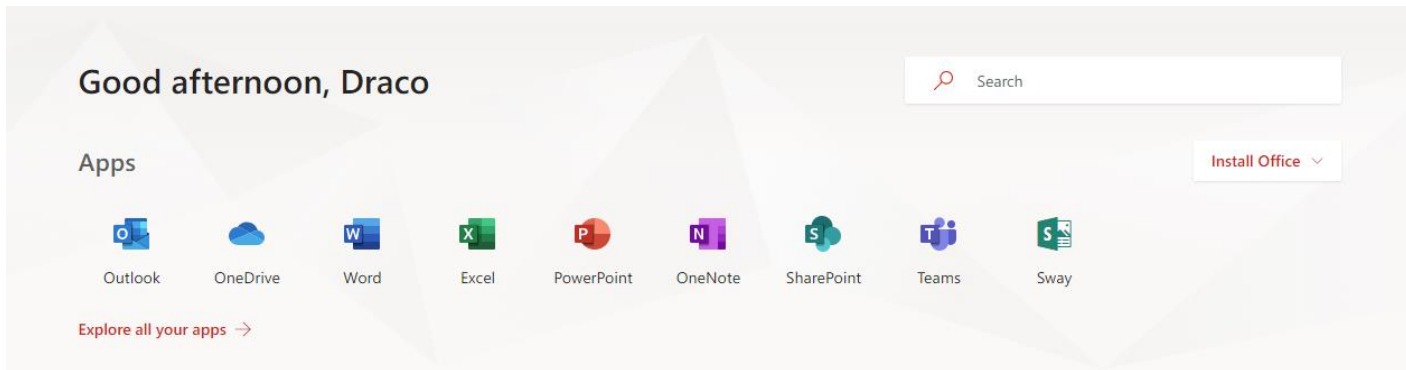
4. This is your O365 home page. This is where you can access all of the available apps.



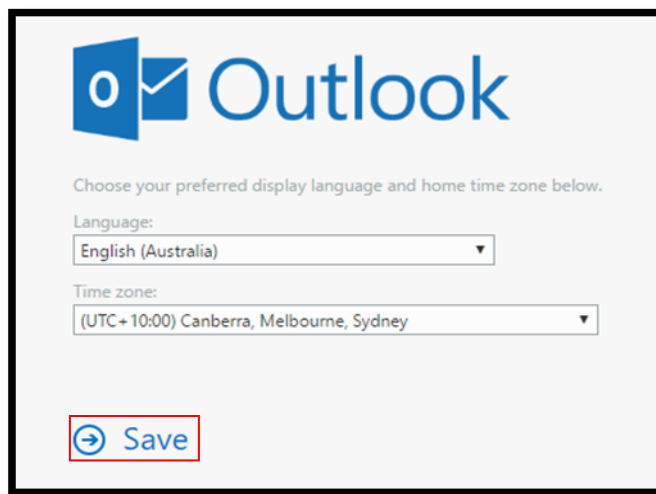


Office 365 School Email Access

1. Click on “Outlook”.

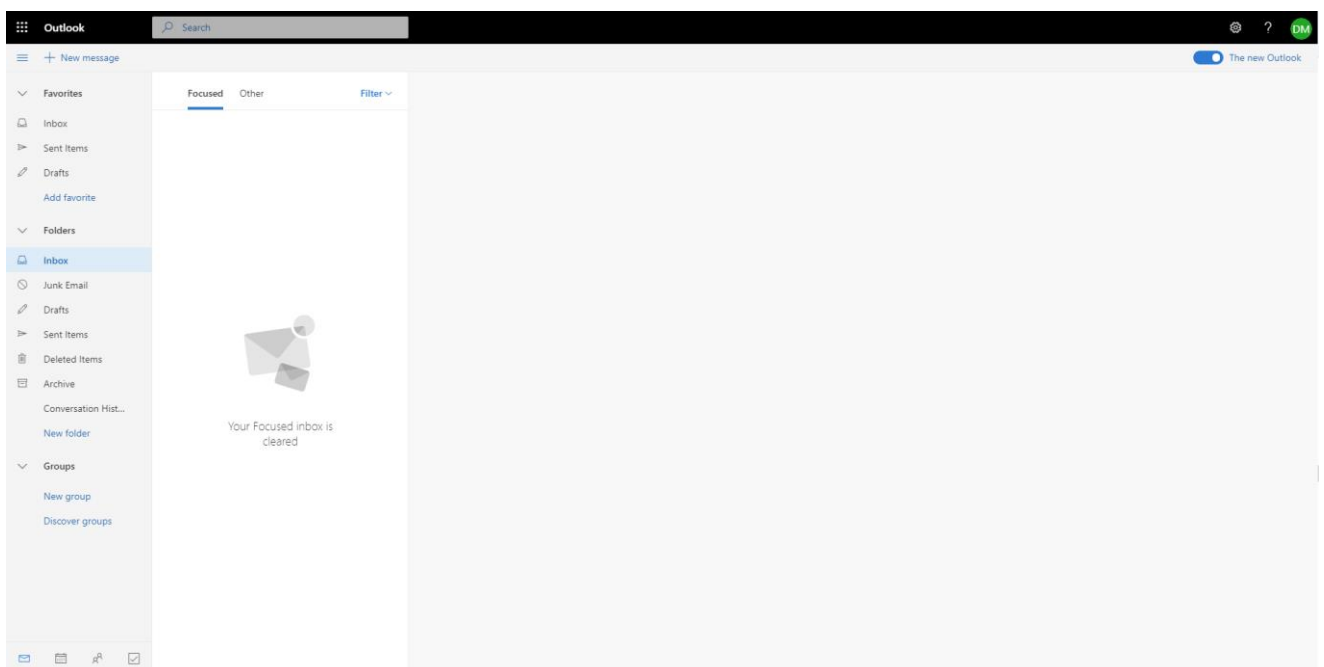


2. Be sure to complete first use by selecting the correct *Language* and *Time zone* as below.



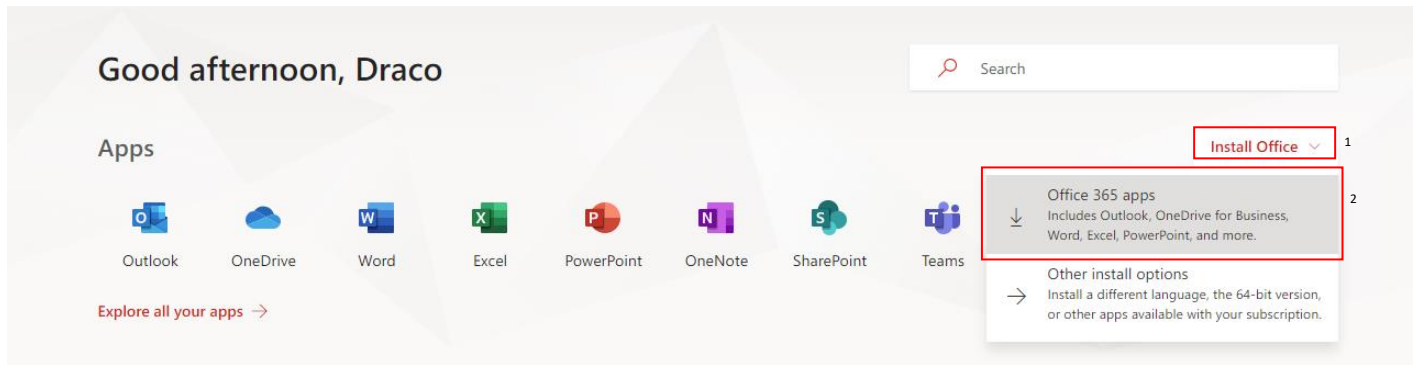
Click “Save”.

3. You will now be redirected to your e-mail inbox.



Office 365 Software Download for home

1. Click on "Install Office".



2. Click on "Office 365 apps".
3. A picture will be displayed with further instructions (see below).
Follow the prompts to finish the installation.

