

Office 365 Access

1. Go to https://portal.office.com

2. Enter your school email address which is your <u>STUDENTID@gladstoneparksc.vic.edu.au</u> and click "Next".

(ie: ABC0001@gladstoneparksc.vic.edu.au)



3. Enter your school computer password. Click "Sign in".

	← abc0001@gladstoneparksc.vic.edu.au	
-	Enter password	
		N. D.
No.	Forgot my password	
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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".

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Apps									Install Office V
0		w	x			5	uj j	S	
Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	

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

Choose yo	our preferred display language and home time zone below
Language	
English (A	Australia) 🔻
Time zone	:
(UTC+10	00) Canberra, Melbourne, Sydney 🔻

Click "Save".

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





Office 365 Software Download for home

1. Click on "Install Office".

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Apps									Install Office
o	•	w	x	•	N	4	đj	¥	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams		Other install options

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

Just a few more steps		
Setup	Yes	Activate Office Water and w
 Click Run 	2 Say "yes"	Stay online
Click the Setup file at the bottom of the screen. Close Need help installing?	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: ABC0001@gladstoneparksc.vic.edu.au. Followed by your school password.