# CHC

## Office365

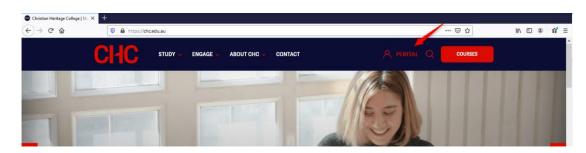
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Please take note of some important information regarding the use of your CHC Office 365 account:

- All correspondence with the college will need to be done through your CHC Office 365 (Email) account. For security reasons, staff will only respond to emails from students that originate from your CHC email account.
- Please check your emails on a regular basis in order to stay up to date with any communication with CHC staff members.
- Student email accounts are the property of CHC and as such, may be accessed for relevant information.
- Your Office 365 Account will be valid for the during of your study at CHC and your access will cease 14 days after graduated or withdrawn from CHC.

## 1. Accessing CHC Office 365 (Email) Account



1. Open your browser at <u>www.chc.edu.au</u> and click on the **Portal** link.

2. Click on the **Office 365** button.

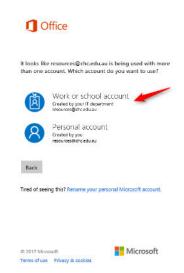


## CHC

3. In the page that comes up, type in **your email address** in the Email box. Your email address will be your student number with a lower-case s in front and @chc.edu.au (e.g. s123456@chc.edu.au).

Sign in Email address, phone r	number or Skype
No account? Create one!	
Can't access your account	?
Sign-in options	
	Next

4. If this page appears, select **Work or school account**. If this page does not appear, go to the next step.



5. Type in your **password** provide by IT Support and click **Sign in**.





6. Once you logged in, click on **Outlook**.

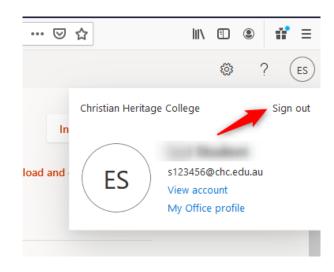
Student Portal   Christian Herita	X 1 Microsoft Office Home X +				
⊖ → ଫ ŵ	https://www.office.com/?auth=28/home=1			⊡ ☆	m ⊡ ® # ≡
Office 365	>> Search				? (ES)
<b>∩  </b> ∋	Good afternoon,			Install Office $$	
	Recent Pinned Shared with me Discover			↑ Upload and open = ~	
3		19 Nov 2020	Only you		
	•	7 May 2020	Only you		
		7 May 2020	Only you		
		7 May 2020	g <sup>R</sup> Shared		
		24 Jan 2020	Only you		
Þ		15 Mar 2019	Only you		
6	Show more ~	Drag a file here to upload and open		More in OneDrive →	

7. When you first log onto your Office365 account, you will be asked to set the **Language** and **Time zone**. Set the Language to **English (Australia)** and Time zone to **Brisbane**. Then click on **Save**.

Outlook
Choose your preferred display language and home time zone below.
Language:
English (Australia)
Time zone:



8. To sign out of your CHC Office 365, click on your initial on the top right corner and select **Sign out**.



#### Important Note:

All correspondence with the college will need to be done through this account.

Staff won't respond to emails from external accounts, because they have no way of verifying the identification of the sender of an email from an external account.

Student email accounts are the property of CHC and as such, may be accessed for relevant information.





### 2. Downloading and Installing Office 365 Apps

**Office 365 apps** is available for downloading and installing on your personal computers during your studies at CHC (optional). Please note that you can only have one type of Office 365 subscription plan on one computer at a time.

Note: Depending on the browser and device you are using, your experience of the downloading and installation process may be slightly different.

- 1. Log into your CHC Office 365 account online.
- 2. Click on **Install Office** at the top right corner of the home screen and select **Office 365 apps**.

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Office 365	P Search			0	
n I ∋	Good afternoon, Recent Pinned Shared with me Discover			Install Office ~	2
	i i i i i i i i i i i i i i i i i i i	19 Nov 2020	Only you	Other instal options → Select a different language or install other	
•	<b>b</b> )	7 May 2020	Only you	apps available with your subscription.	
	<b>b</b> )	7 May 2020	Only you		

3. Click on **Save** to save the setup file on your computer.

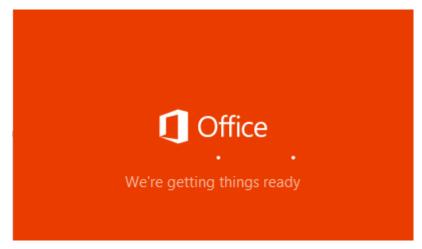
J te	Just a few more steps	Yes	Actual Office Hardware management Hardware	T
′our ⊕ Ne	Click Run Find it at the bottom of the screen or press Alt+N.	Say "yes" Find it at the bottom of the screen or press Alt+N.	Stay online After installation, start Office and sign in with the account you use for Office 365: s123456@chc.edu.au.	OPENED
	Close Need help installing?			th ago
	want to run or save <b>Setup.X86.en-us_0365ProPlusR</b> nis type of file could harm your computer.	etail_0d2d4dbc-e3f7-496c-b676-d218c291e9c2_T	X_SGexe (3.72 MB) from c2rsetup.officeapps.live.co Run Save ▼ Car	om? ×



4. Click on Run.

The Setup.X86.en-us_0365ProPlusRetail_0d2d4dbc-e3f7-496c-b676-d218c291e9c2_TX_SG_b_32_(1).exe download h	mpleted.		×	
	Run	Open folder	View downloads	

- 5. After clicking on **Run**, a popup window **Do you want to allow the following program to make changes to this computer?** may appear. Click on **Yes**.
- 6. The installation process will start.



7. Installation in progress (you will see the Office icon on the taskbar as well).





8. Once installation has completed, close the window.

Office	n
	e n
(1) You're all set! Office is installed now Click Start > All Programs. <u>C</u> lose	_

9. To activate Office 365 apps, go to **Start > All Programs**. You will find applications such as Word, Excel, PowerPoint in alphabetical order. Open one of the applications.

=	w		
	C	Weather	
		Windows Accessories	
		Windows Administrative Tools	
		Windows Azure Active Directory	
		Windows Ease of Access	
		Windows PowerShell	
	ŧ	Windows Security	
		Windows System	
	w	Word	
	x		
		Xbox Console Companion	
D	6	Xbox Game Bar	
	Y		
2		Your Phone	
ŝ	z		
¢		Zoom	
0	أتبطر	ورابع والمتحد والمتحد	
4	РŢ	pe here to search	



#### 10. Click **Continue**.

		×
Microsoft		
	Hello , welcome to Office	
	Sign in to activate Office with this account	
	8	
	s @chc.edu.au	
	Change account	
	Continue	

11. Enter your CHC email address. Click Next.

	×
Microsoft	
Activate Office	
s @chc.edu.au	
No account? Create one!	
Next	
©2021 Microsoft Privacy statement	



12. Enter your password and click on Sign in.

Forgot my password
Forgot my password

13. Select or unselect **Allow my organisation to manage my device** (it is up to you). Click **OK**.

	×
Stay signed in to all your apps	
Stay signed in to an your apps	
Windows will remember your account and automatically sign you in to your app	s and
websites on this device. You may need to let your organization manage some se	
on your device.	5
Allow my organization to manage my device	
• • • • • • • • • • • • • • • • • • •	
No, sign in to this app only	
O	<



#### 14. Click **Done**.

				×
ou're all set!				
've added your ac os and services.	count successfu	lly. You now have a	access to your organiza	ation's
				Oone
	've added your ac		ve added your account successfully. You now have	ve added your account successfully. You now have access to your organiza is and services.

15. Once successfully signed in, you will see your name and initial at the top. Click on **Blank document** or a template that you wish to use.

Word	Good evening		Word		our Name
₩ Home	∨ New	Take a tour	Aa		
D New	Blank document	(→ Welcome to Word	Single spaced (blank)	Blue grey resume	Snapshot calendar More templates →
Dpen (	Search  Recent Pinned Shared with I  Name	Ме		Date modified	
	Test Document.docx https://christianheritagecollege-m	iy.sharepoint.com » personal » s12	3456_chc_edu_au » Documents	24/01/2020	
Account	Referencing exercises.doc https://chc.leambook.com.au > p	luginfile.php = 120020 = mod_resc	urce » content » 1	15/03/2019	
Feedback	Cornell template.docx https://chc.learnbook.com.au = pi	luginfile.php » 120006 » mod_resc	urce » content = 1	15/03/2019	
Options	An Exercise in Using Third P https://chclearnbook.com.au = p	Person.docx luginfile.php = 120046 = mod resc	urce > content = 1	15/03/2019	*

16. You can now use all the Office 365 apps.

(You only need to activate one application as the other applications will be activated automatically).

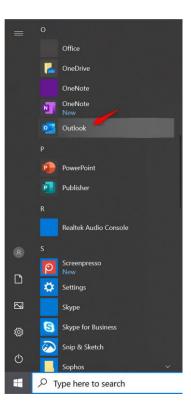
If you wish to install **Outlook app** on your computer, please go to the next instruction.



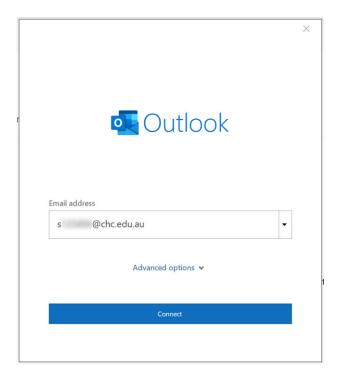


## 3. Setting up Outlook Desktop App

1. Once you've installed Office 365 apps, click on **Outlook** on the **Start > All programs**.



2. You will see the following screen. Click on **Connect**.





3. Untick Set up Outlook Mobile o my phone, too. Click **Done**.

Account successfully added	
Microsoft 365	
s123456@chc.edu.au	
Add another email address	
Add another email address	
Add another email address	Next
Add another email address Advanced options ↓	Next
	Next
	Next
	Next
	Next

4. Outlook will start loading.





Outlook setup has completed. You can access your CHC Office 365 email via Outlook
 Desktop App on your computer or Office 365 Online

(<u>https://login.microsoftonline.com/</u>) on any computers with internet access.

闘 ち :						
File Home Send / Receive						
New New New New Email Inc.	All Reply Re	ail 🗸 Done -	Rules OneNote	Assign Unread/ Categorize Follow Policy * Read * Up * Tags	Vew Group Browse Groups Groups	Search People Address Book Filter Email * Find
▲ Favorites <	Search Current Mailbox 👂 Current Mailbox 🔹					
Inbox Sent Items Darls [1] Deleted Items 6 + s123456@chc.edu.au Inbox Drafts [1] Sent Items	All Unread Mentions - Newest 4 We didn't find anything to show here.					
Deteted Jerns 6 Archive Conversation History Junk Ermail MultiSore Sport Outbox RSS Feeds Social Archive/Notifications I: Search Folders I: Groups						
		via	Dutlo	ok 2016	Deskt	ор Арр
🖬 📾 🖄 ····		Updating Se	nt Items. This folder i	is up to date. Connected to: Microso	oft Exchange	<b>10</b> + 100

