

Office365

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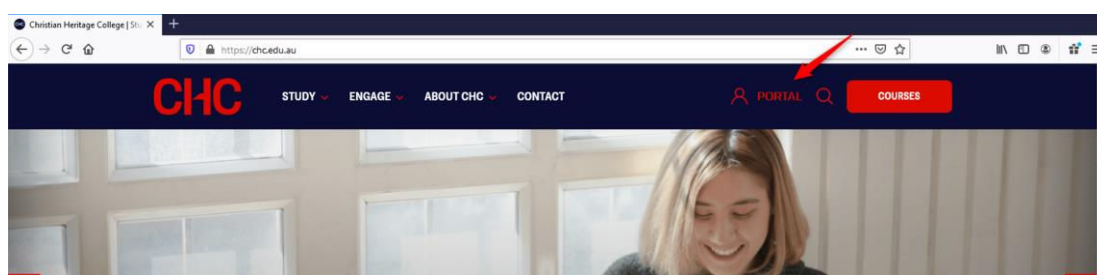
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Please take note of some important information regarding the use of your CHC Office 365 account:

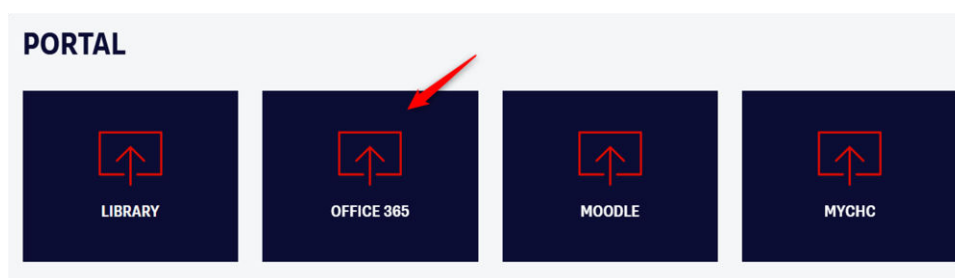
- All correspondence with the college will need to be done through your CHC Office 365 (Email) account. For security reasons, staff will only respond to emails from students that originate from your CHC email account.
- Please check your emails on a regular basis in order to stay up to date with any 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365 Account will be valid for the duration of your study at CHC and your access will cease 14 days after graduated or withdrawn from CHC.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 www.chc.edu.au and click on the **Portal** link.



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





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).

CHC

Sign in

Email address, phone 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.

Office

It looks like resources@chc.edu.au is being used with more than one account. Which account do you want to use?

Work or school account
Created by your IT department
resources@chc.edu.au

Personal account
Created by you
resources@chc.edu.au

Back

Tired of seeing this? [Rename your personal Microsoft account.](#)

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Microsoft

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

CHC

← s123456@chc.edu.au

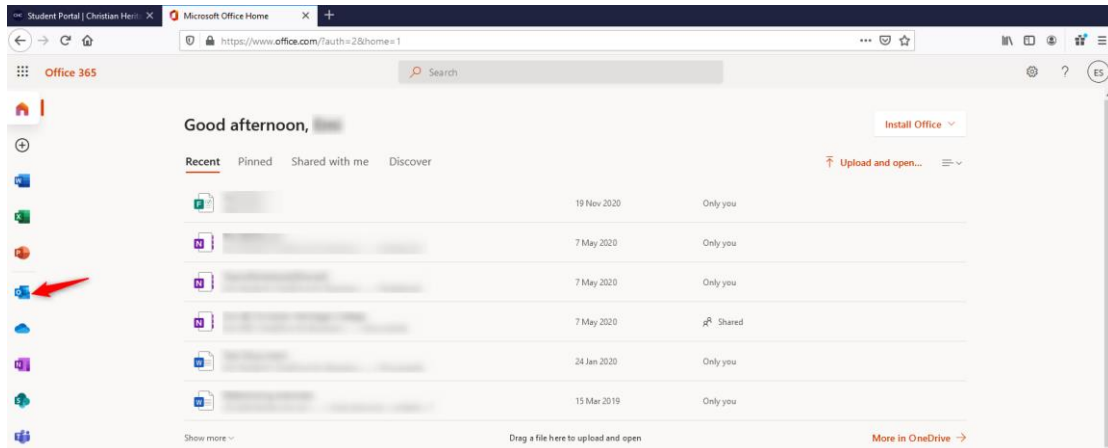
Enter password

Password

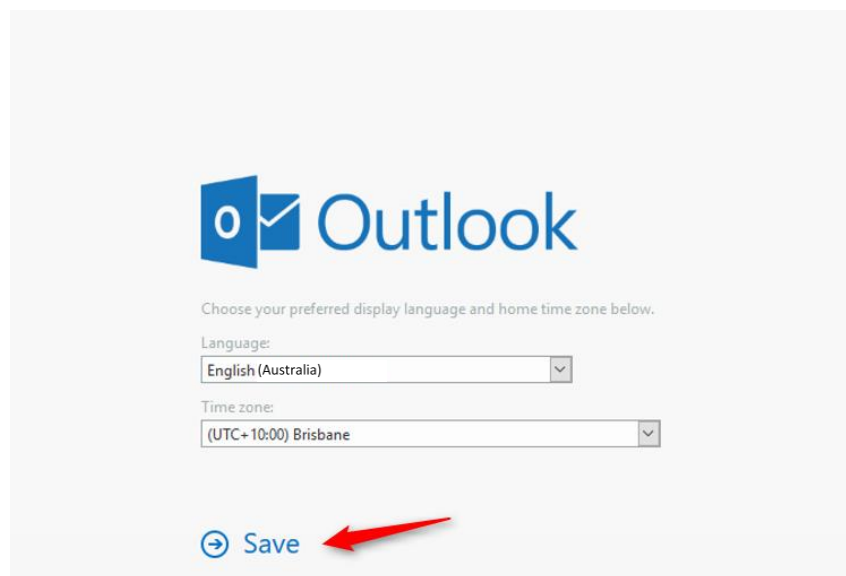
[Forgotten my password](#)

Sign in

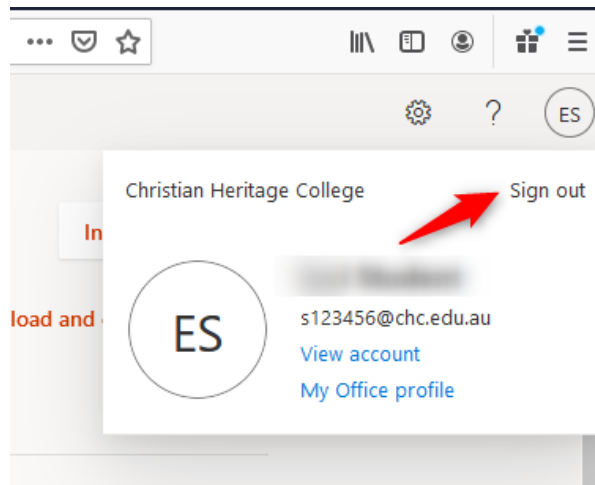
6. Once you logged in, click on **Outlook**.



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**.



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.

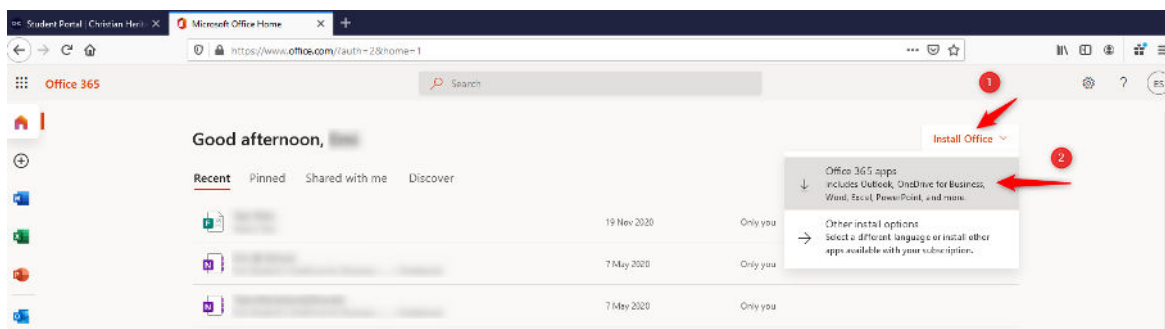


2. Downloading and Installing Office 365 Apps

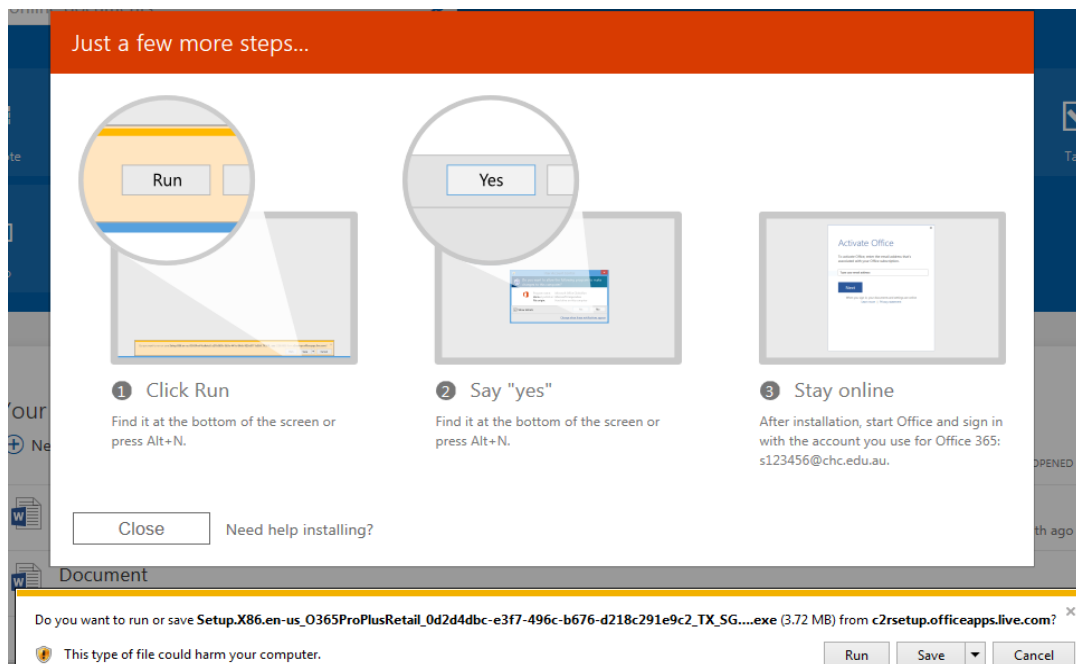
Office 365 apps is available for downloading and installing on your personal computers during your studies at CHC (optional). Please note that you can only have one type of Office 365 subscription plan on one computer at a time.

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**.



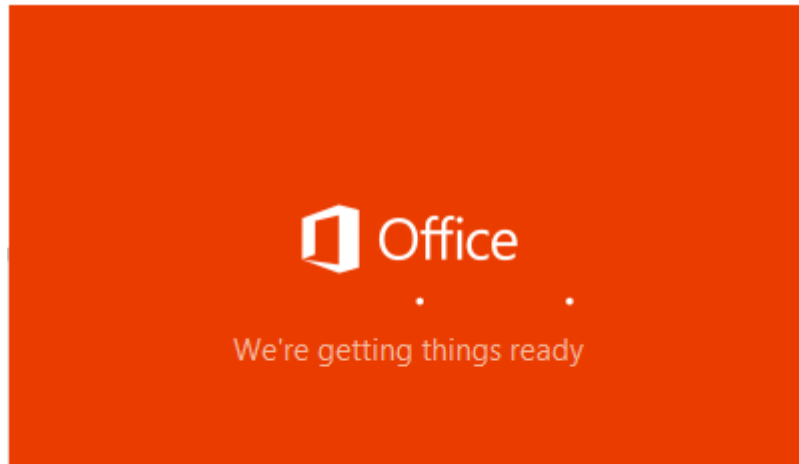
3. Click on **Save** to save the setup file on your computer.



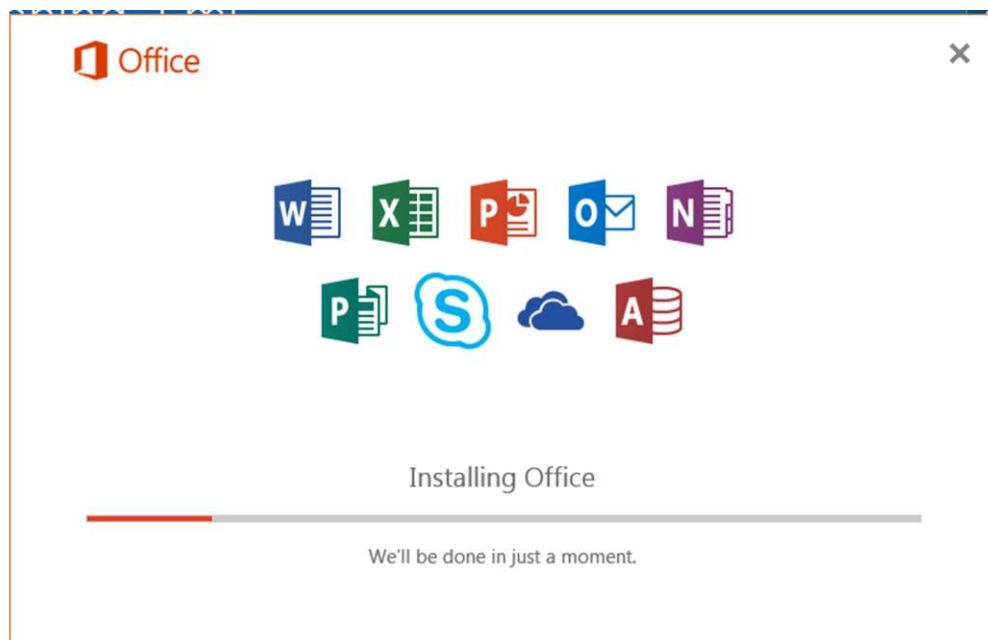
- Click on **Run**.



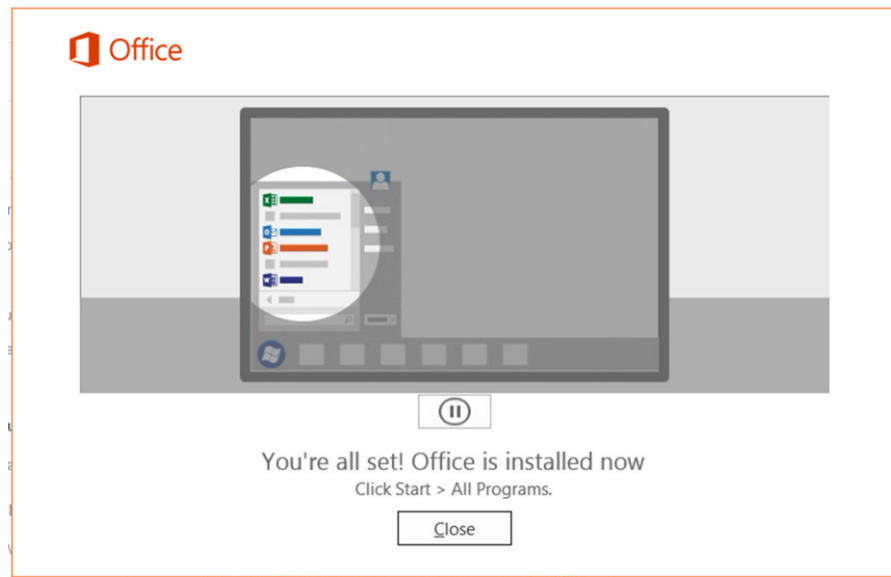
- After clicking on **Run**, a popup window **Do you want to allow the following program to make changes to this computer?** may appear. Click on **Yes**.
- The installation process will start.



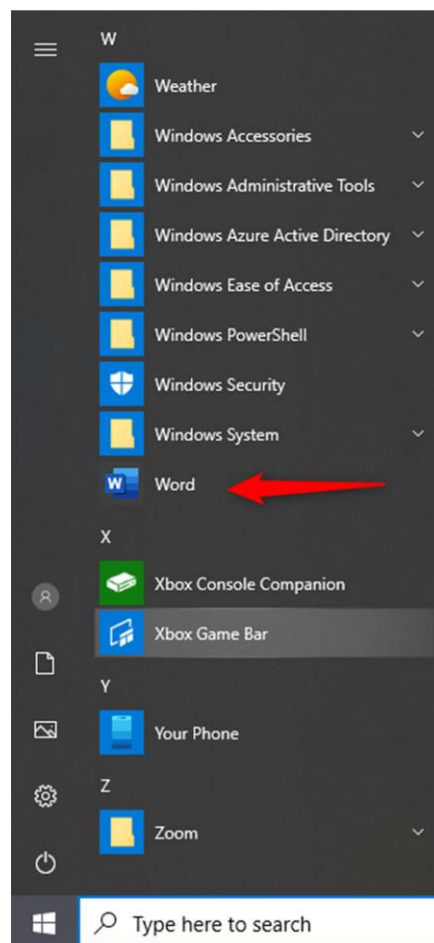
- Installation in progress (you will see the Office icon on the taskbar as well).



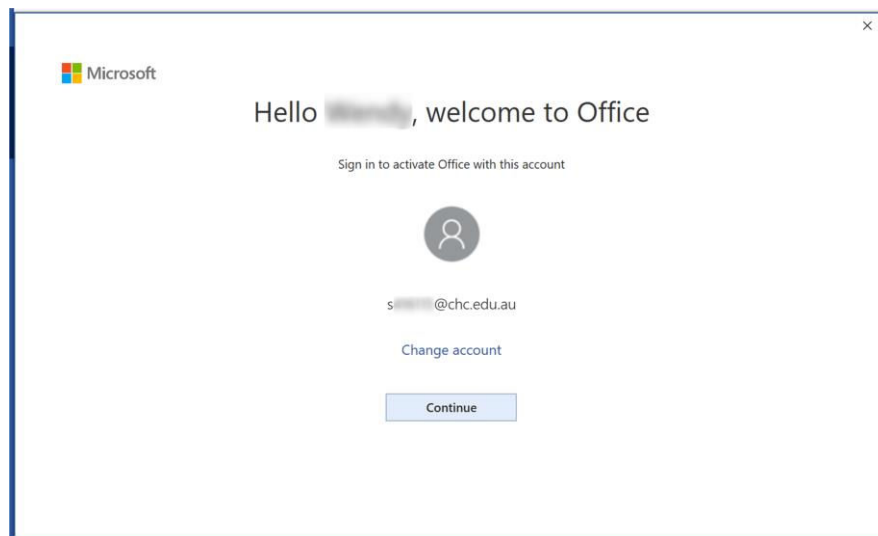
8. Once installation has completed, close the window.



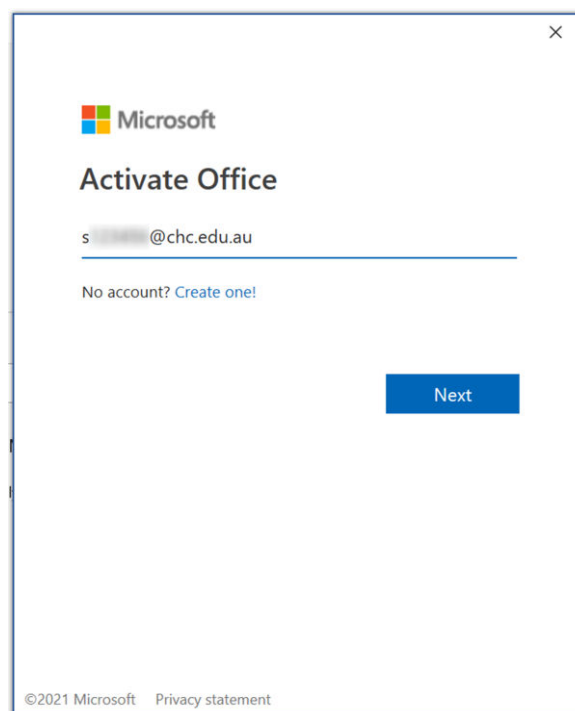
9. To activate Office 365 apps, go to **Start > All Programs**. You will find applications such as Word, Excel, PowerPoint in alphabetical order. Open one of the applications.



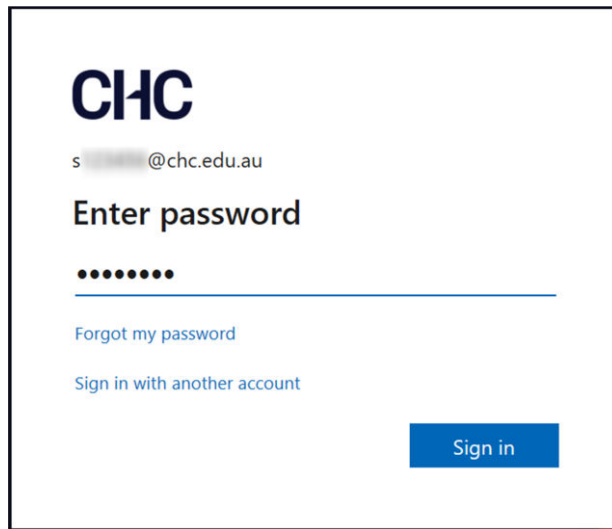
10. Click **Continue**.



11. Enter **your CHC email address**. Click **Next**.

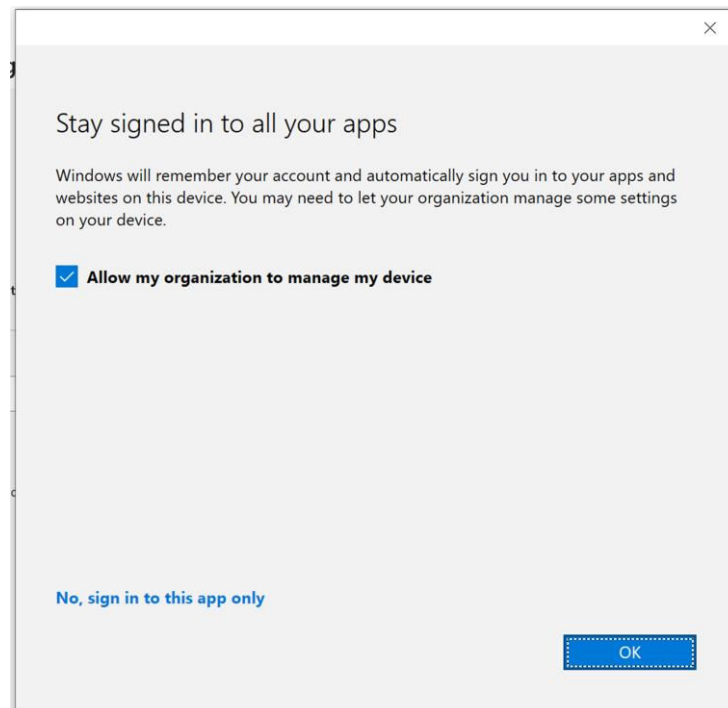


12. Enter your password and click on **Sign in**.



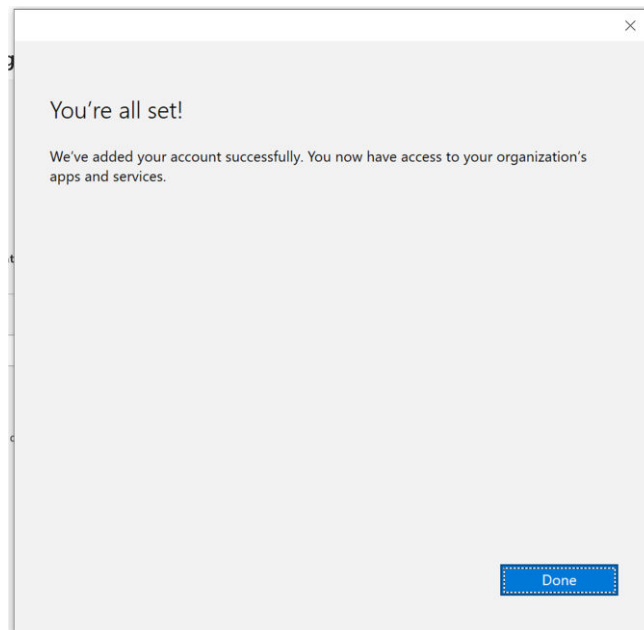
The image shows a login screen for CHC. At the top is the CHC logo. Below it is a text field containing 's' followed by a blurred email address ending in '@chc.edu.au'. Underneath is the heading 'Enter password' followed by a password field with ten dots. Below the password field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

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

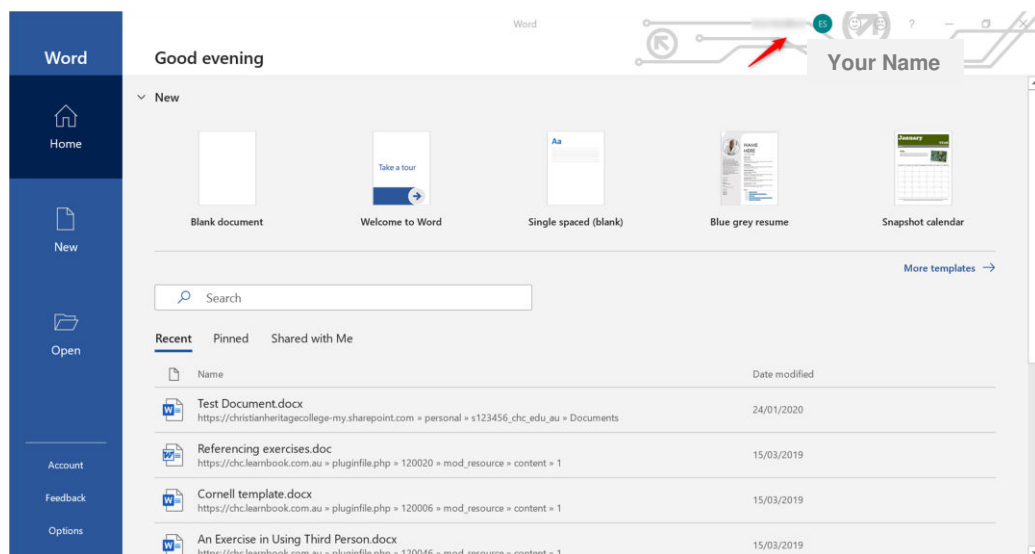


The image shows a Windows sign-in dialog box. The title bar says 'Stay signed in to all your apps'. The main text reads: 'Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.' Below this is a checkbox labeled 'Allow my organization to manage my device', which is currently checked. At the bottom left is a link that says 'No, sign in to this app only'. At the bottom right is a blue 'OK' button.

14. Click **Done**.



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.



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

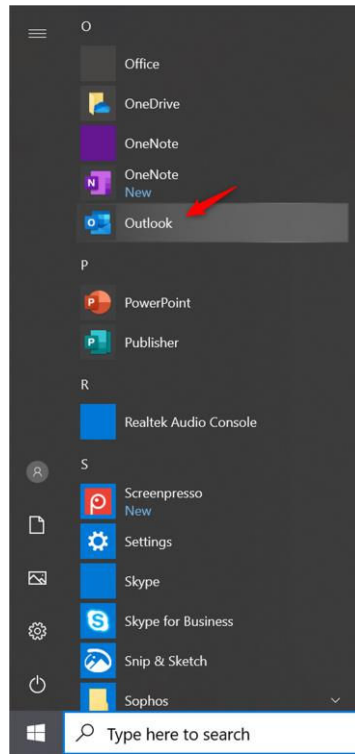
(You only need to activate one application as the other applications will be activated automatically).

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

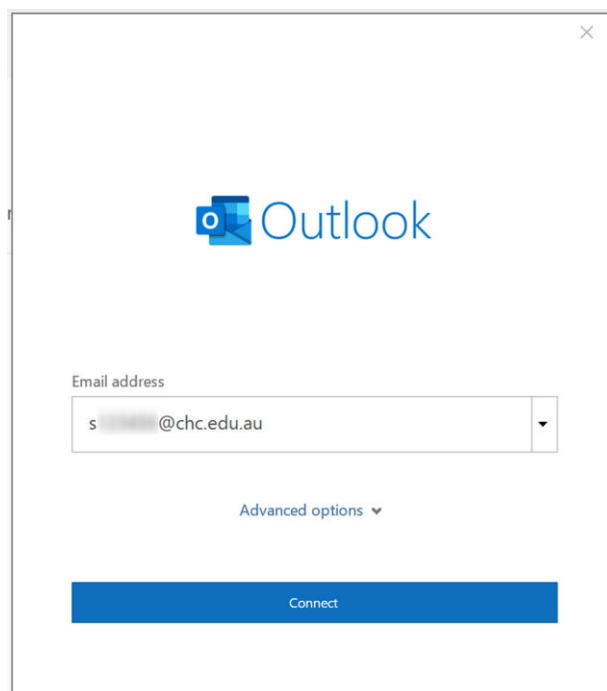


3. Setting up Outlook Desktop App

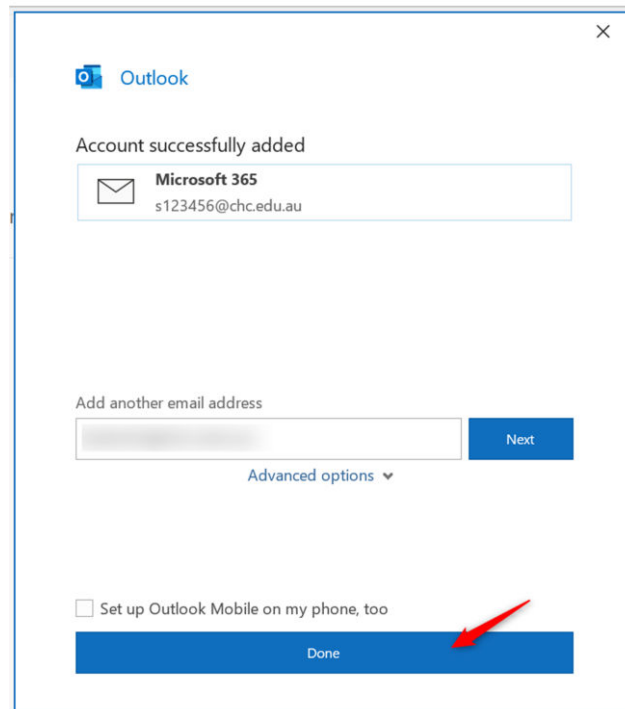
1. Once you've installed Office 365 apps, click on **Outlook** on the **Start > All programs**.



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



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



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

