CHC

Office365

Contents

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365 Account will be valid for the during of your study at CHC and your access will cease 14 days after graduated or withdrawn from CHC.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 www.chc.edu.au and click on the **Portal** link.
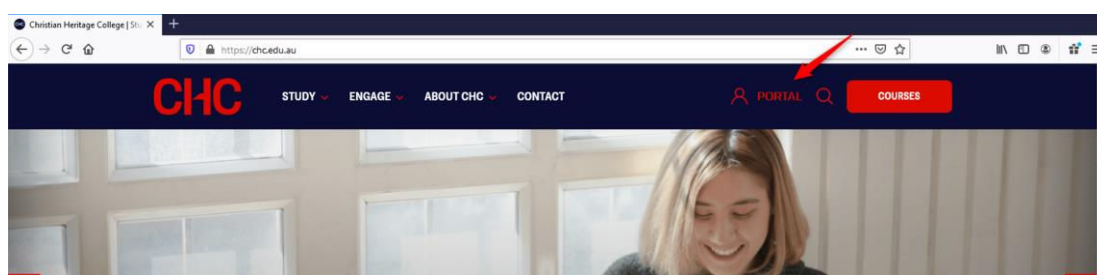
2. Click on the **Office 365** button.

Updated 13 Jan 2021
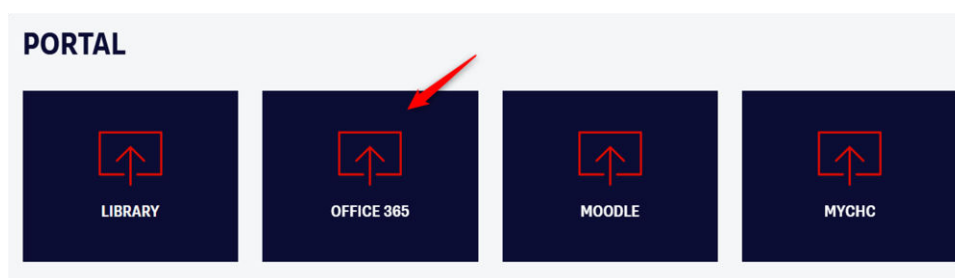
3. In the page that comes up, type in **your email address** in the Email box. Your email address will be your student number with a lower-case s in front and @chc.edu.au (e.g. s123456@chc.edu.au).

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**.

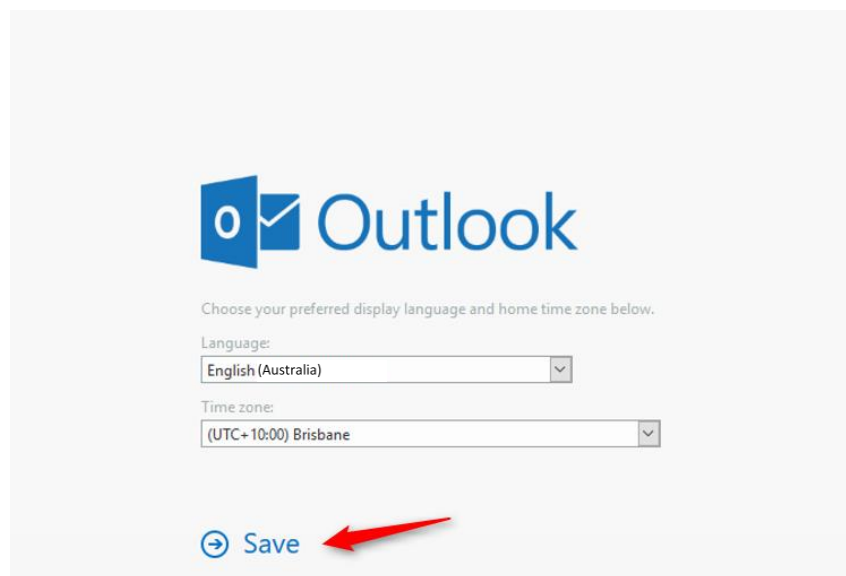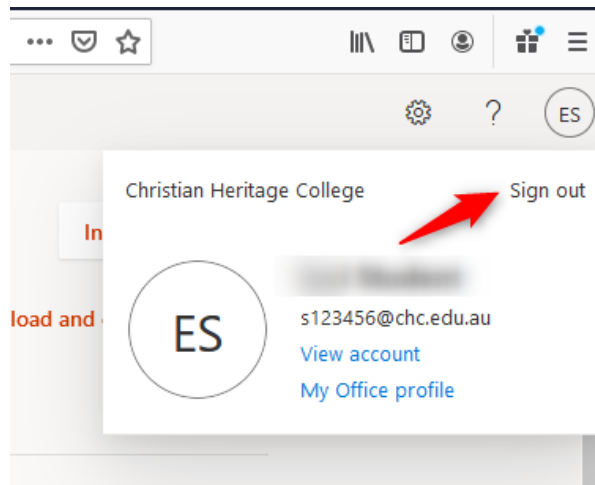Updated 13 Jan 2021

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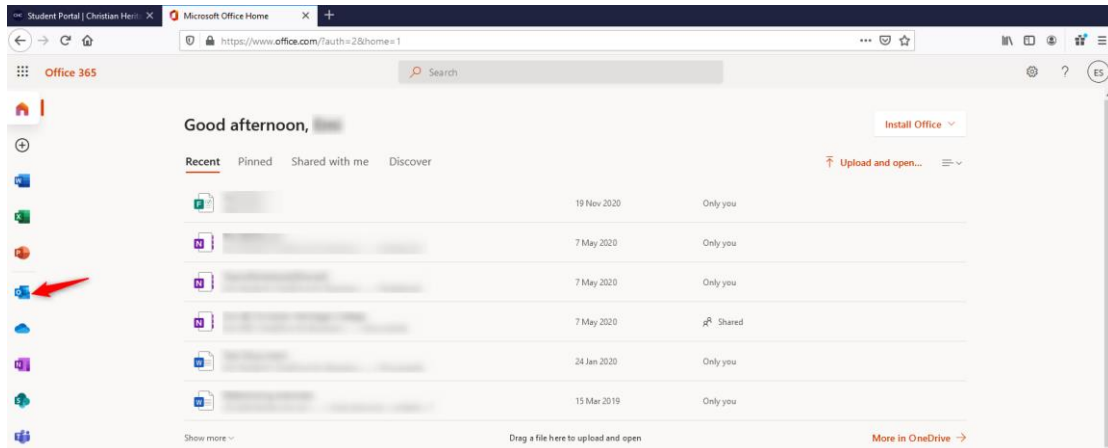
7. When you first log onto your Office365 account, you will be asked to set the **Language** and **Time zone**. Set the Language to **English (Australia)** and Time zone to **Brisbane**. Then click on **Save**.

CHC

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.
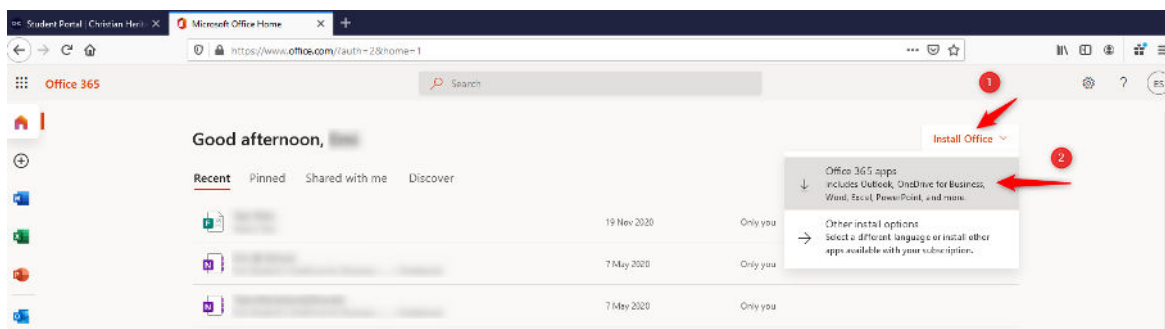
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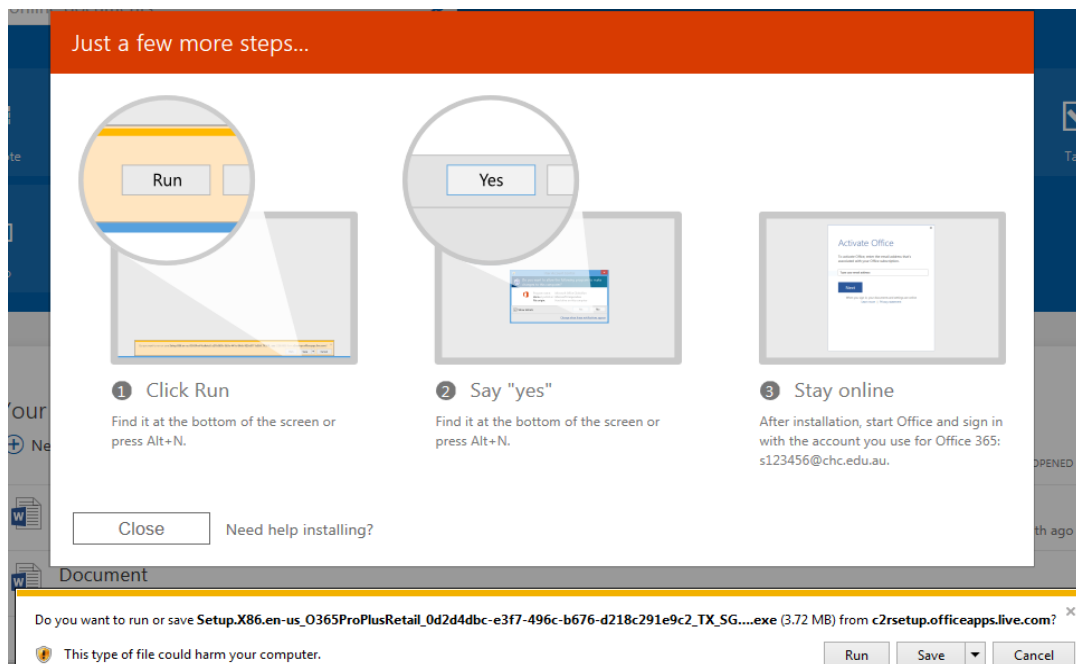## 2. Downloading and Installing Office 365 Apps

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.

4. Click on **Run**.

The Setup.X86.en-us_O365ProPlusRetail_0d2d4dbc-e3f7-496c-b676-d218c291e9c2_TX_SG_b_32_ (1).exe download h~~a~~ ~~co~~mpleted. × | Run | Open folder | View downloads |
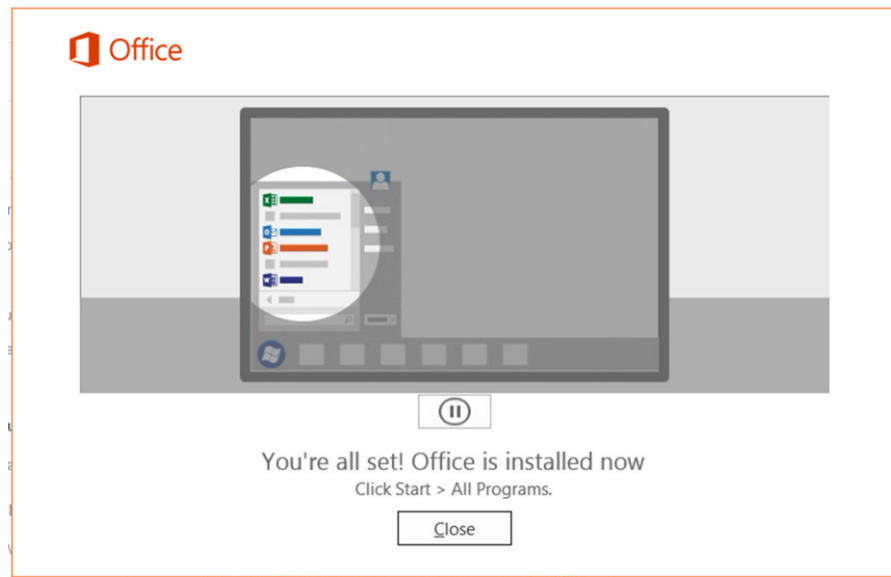
5. After clicking on **Run**, a popup window **Do you want to allow the following program to make changes to this computer?** may appear. Click on **Yes**.

6. The installation process will start.
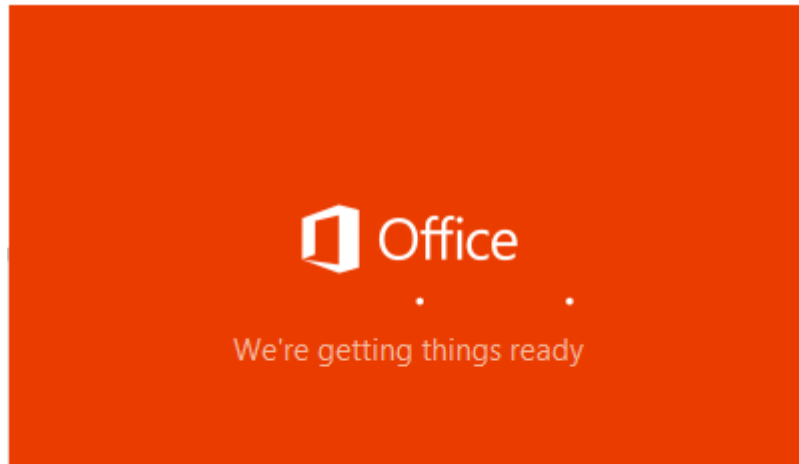
7. Installation in progress (you will see the Office icon on the taskbar as well).
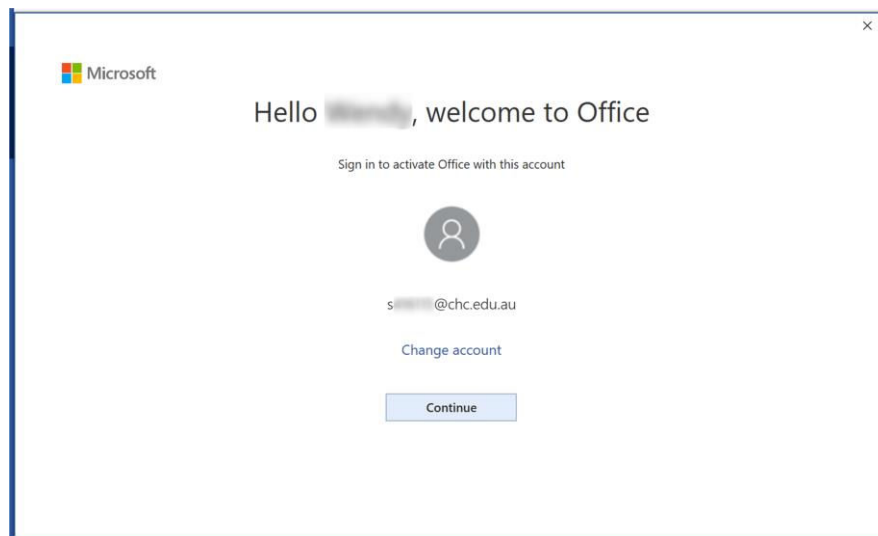
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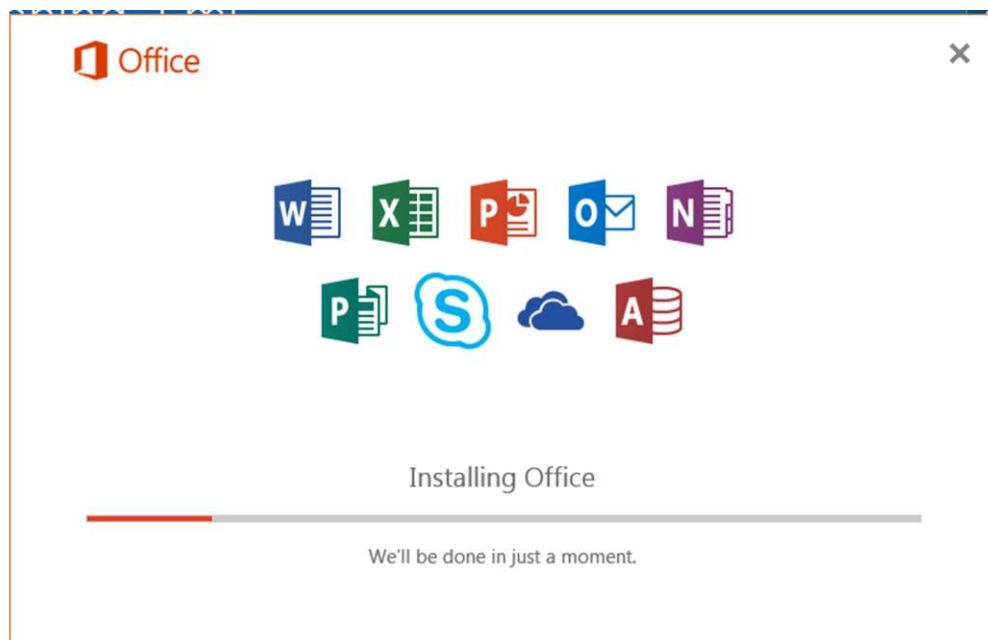
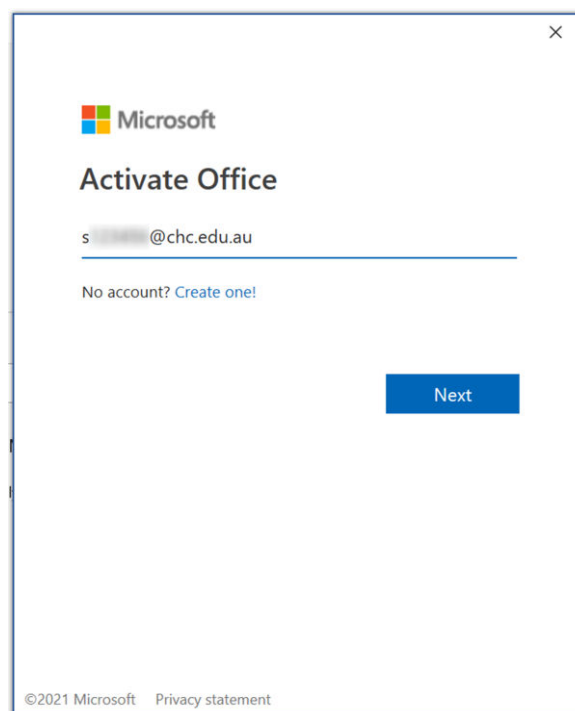8. Once installation has completed, close the window.

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.
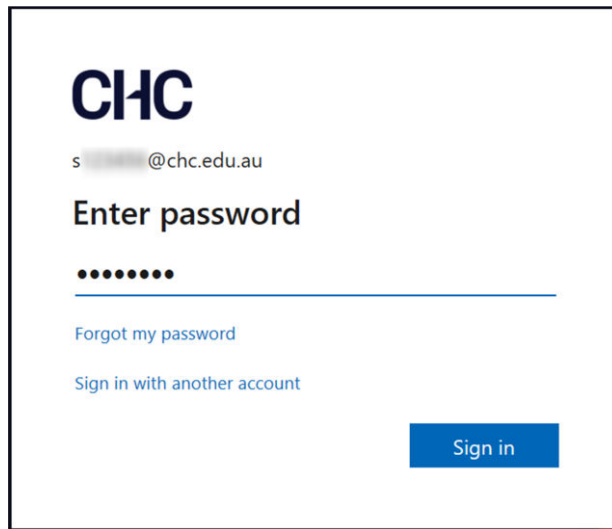
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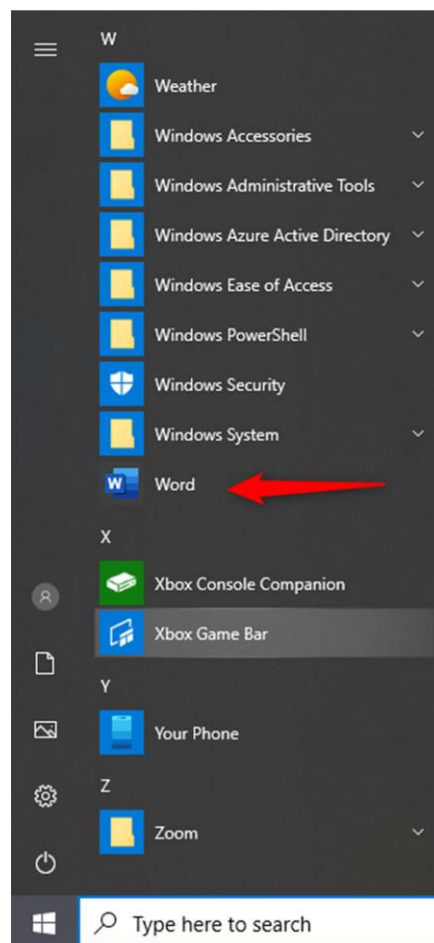
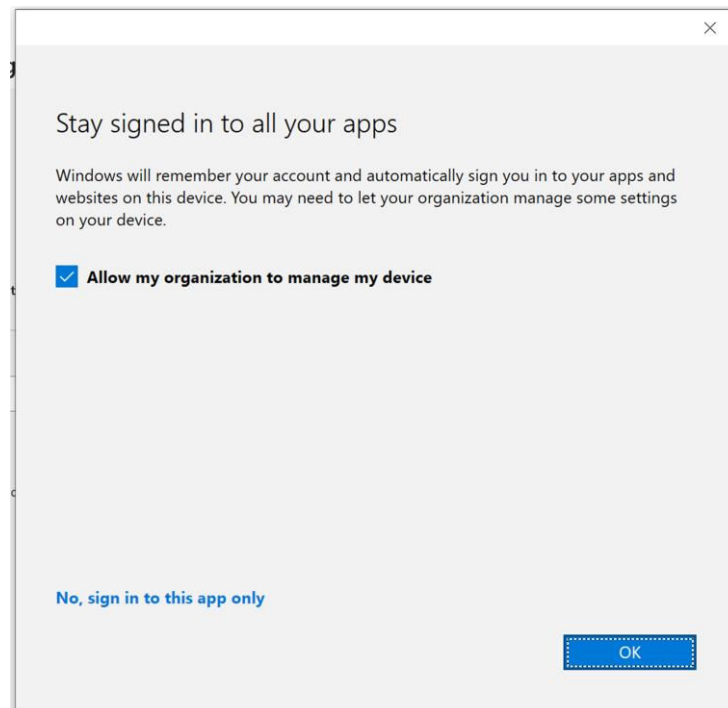10. Click **Continue**.

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

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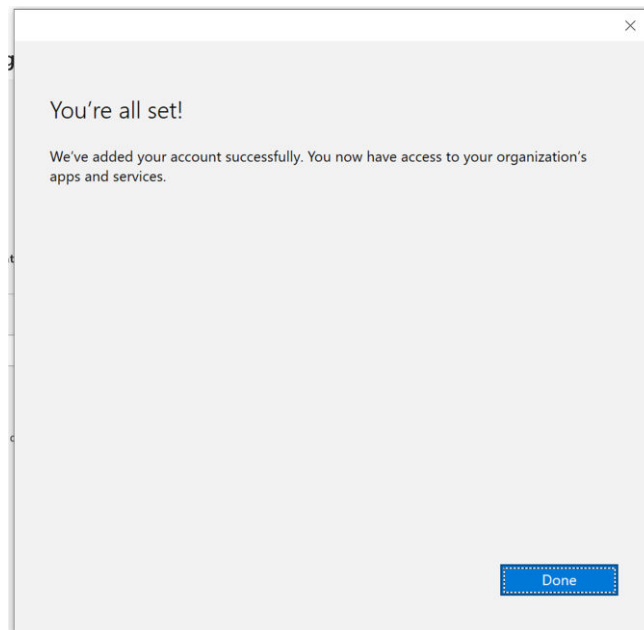
12. Enter your password and click on **Sign in.**

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

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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.
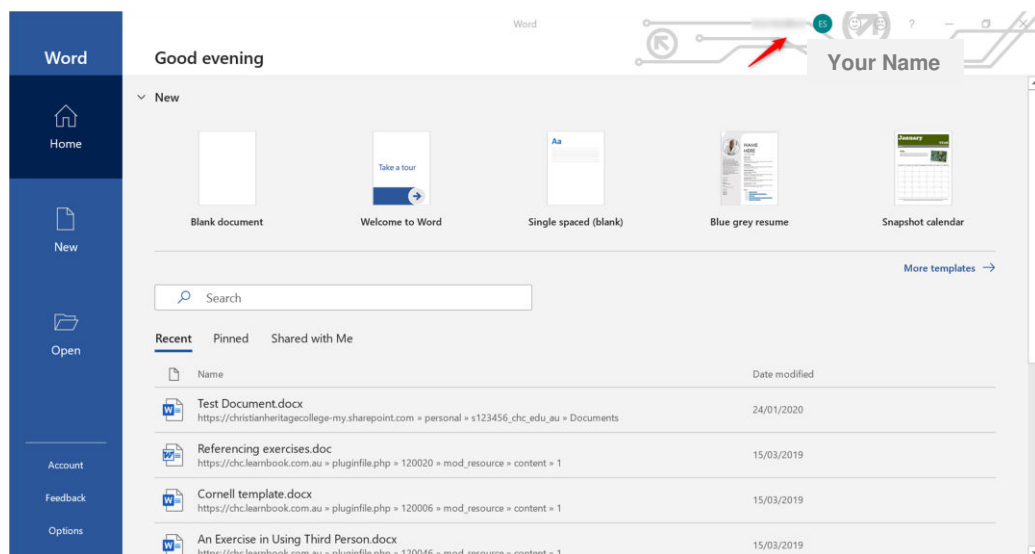
16. You can now use all the Office 365 apps.
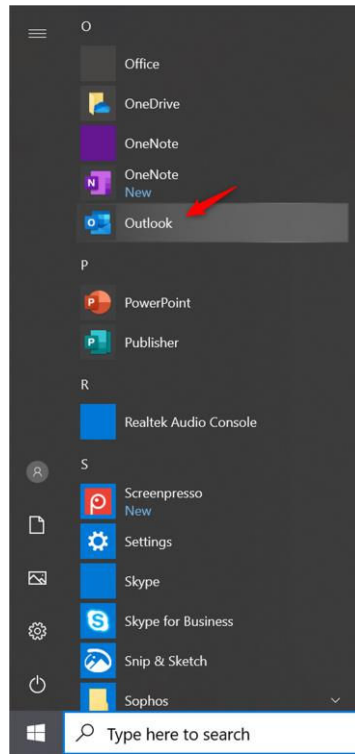   (You only need to activate one application as the other applications will be activated automatically).

    If you wish to install **Outlook app** on your computer, please go to the next instruction.
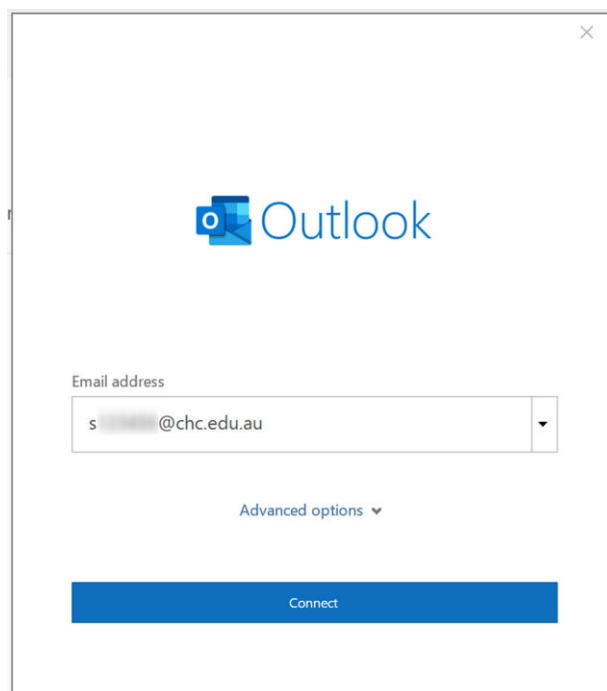
Updated 13 Jan 2021

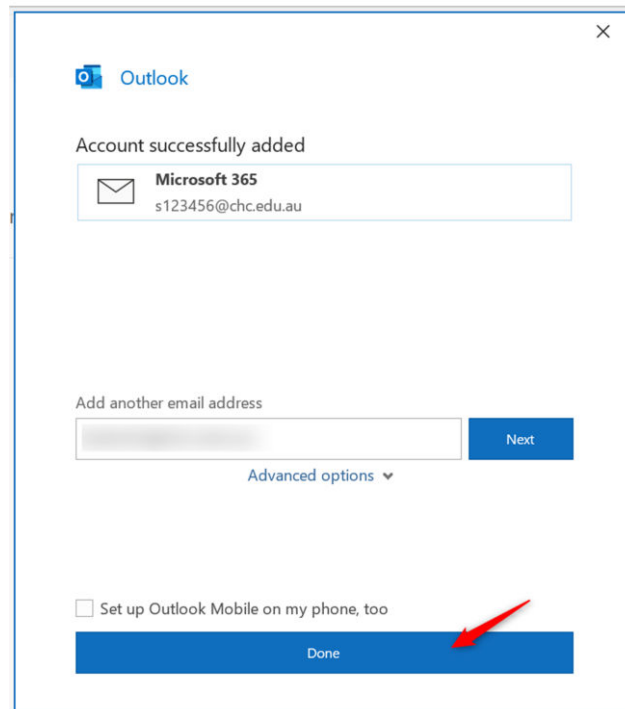# 3. Setting up Outlook Desktop App

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**.

4. Outlook will start loading.

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5. 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.

via Outlook 2016 Desktop App

via Office 365 Online

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