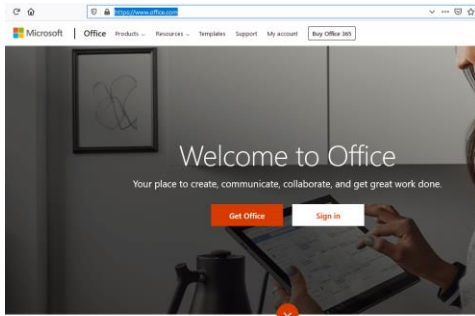


Office 365 Login Instructions - Student

How to log into Office 365

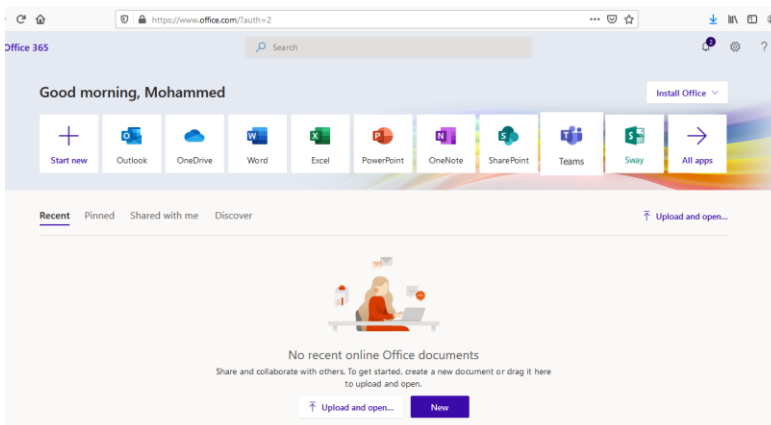
- 1) Open Microsoft Edge or Google Chrome, go to <https://www.office.com/>



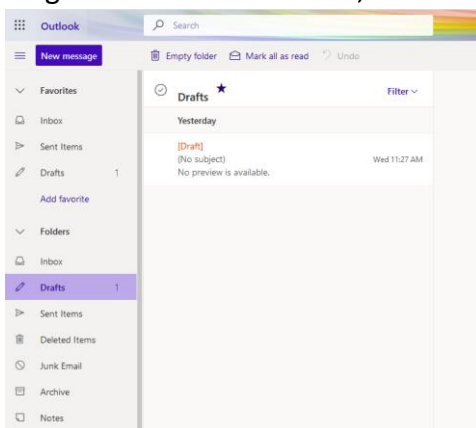
What is Office 365?

- 2) Click **“Sign In”**
- 3) Enter your school email address and click **“Next”**. Example below.

- 4) Enter password and click **“Sign in”**
- 5) A message will ask ‘Do this to reduce of times you are asked to sign in’.
 - a. If your device is solely used by you, Click **“Yes”**
 - b. If this is a public or share device, Click **“No”**
- 6) To access Email, click on **“Outlook”**.

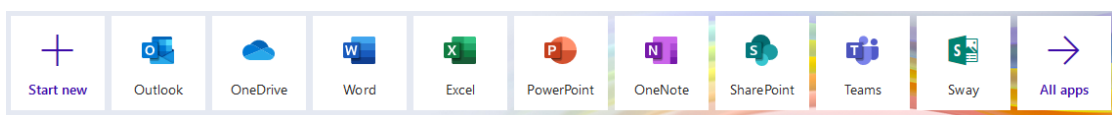


7) To go back to Home screen, click  on top left

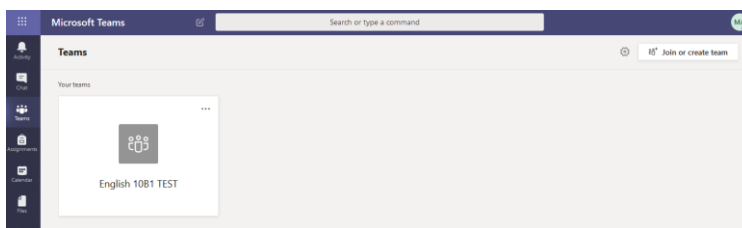


How to access Microsoft Teams (Year 11 and 12)

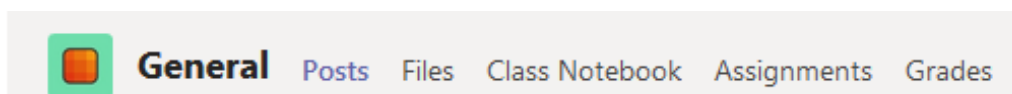
1) From Home screen, click “Teams”. See screen below



2) A list of classes will be displayed. Click on a class you want to enter.



3) Menu



- a. General – Overview of classroom
- b. Posts – Chat with your teacher or classmates
- c. Files – Download materials from your teacher to read or review
- d. Assignments – Assignment created by your teacher.

If you need assistance, email itsupport@mfis.nsw.edu.au

NOTE: YOU MUST LOG OFF AT THE END OF YOUR SESSION