

OFFICE 365 – ONLINE WEB APPS

FS70-506

Version: 1.0

Last Modified: September 2016

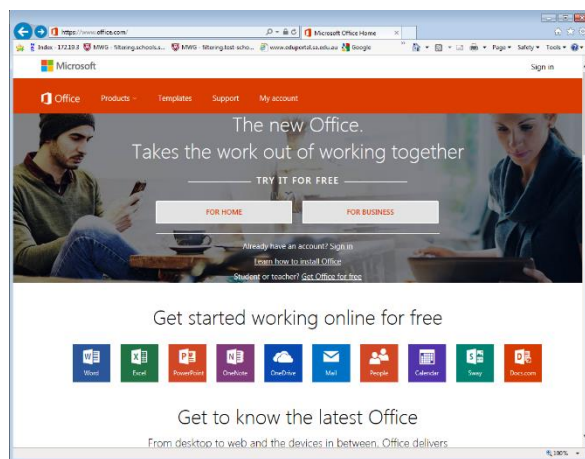
OFFICE 365 ONLINE WEB APPS ARE AVAILABLE TO STAFF AND STUDENTS where the risk assessment for use of O365 additional services option has been accepted and the option enabled for the user by the local site ICT administrators.

Office 365 Online Web Apps allow you to create, share and collaborate on any device using a web browser. The Online Web Apps use OneDrive for Business to store documents, spreadsheets, presentations and similar. This means that these documents are available for your use anywhere anytime as long as you have an internet connection.

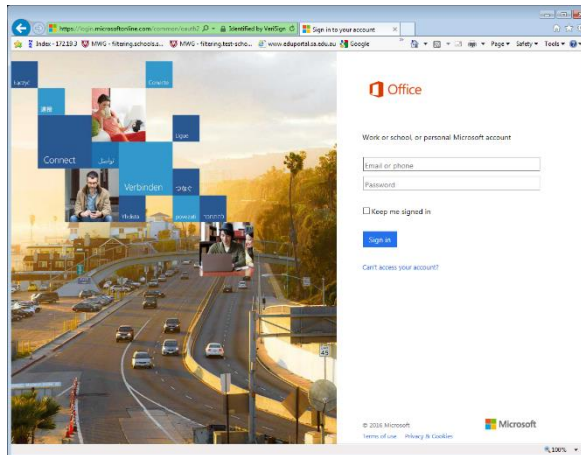
OneDrive for Business is Microsoft's cloud storage solution, providing users with 1Terabyte of storage and the ability to sync files between multiple devices, including PC, Mac, tablet and smartphone.

OneDrive should only be used to store data classified as 'Public' and should therefore not contain any confidential or sensitive information.

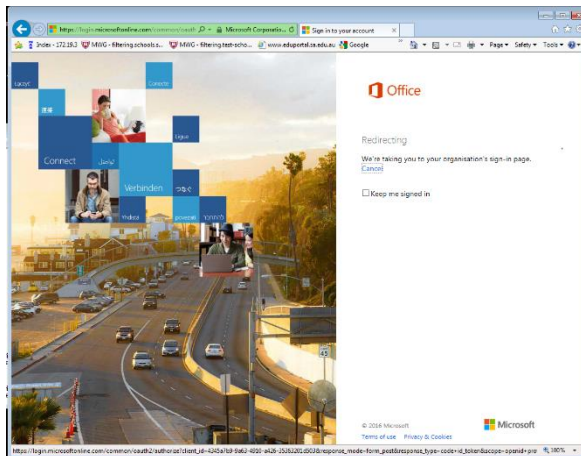
1. Open a web browser and visit <http://www.office.com>




- Click Sign In (top right corner) and enter your full email address (e.g. John.Smith123@schools.sa.edu.au) to login to the Office 365 portal.




- If you have not already been authenticated, you will be redirected to the LearnLink Login Page.



- Enter your LearnLink user account credentials and click Log On



Intranet and Portal Services



Authorised Users Only

Security (show explanation)

This is a public or shared computer
 This is a private computer

Username:

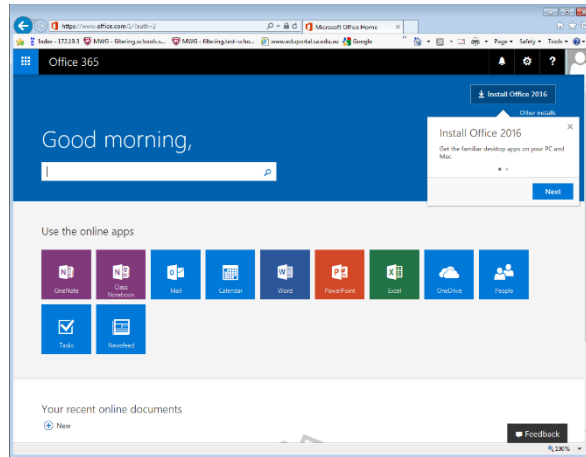
Password:

I will comply with the LearnLink User Agreement and Code of Conduct.

[Log On](#)

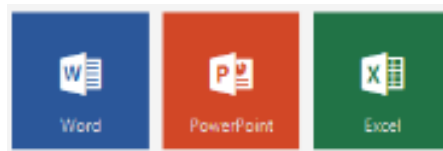
Forgotten your password? Please click [staff](#) or [student](#) to reset your password.

- Once authenticated, you will be logged into the Office 365 Portal

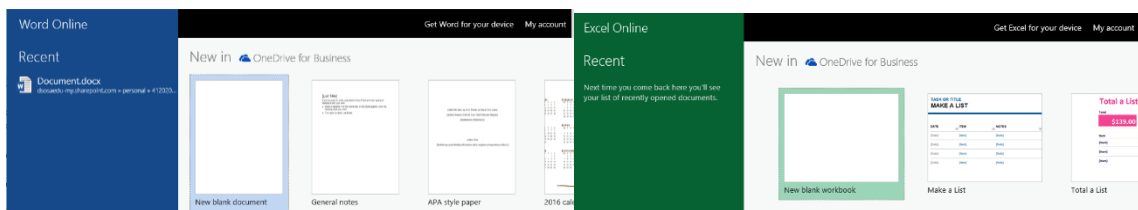


Note: Available online apps icons will vary depending on the licence available for the user

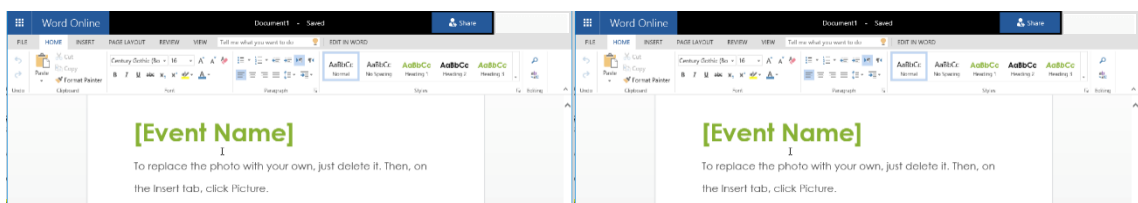
- Click the Word, Excel or PowerPoint tile



- Select a blank document, spreadsheet, etc. or select a template from the list.



- Edit the document - all changes are automatically saved.



OFFICE HELP AND TRAINING

Further information, help and training visit <http://support.office.com>

