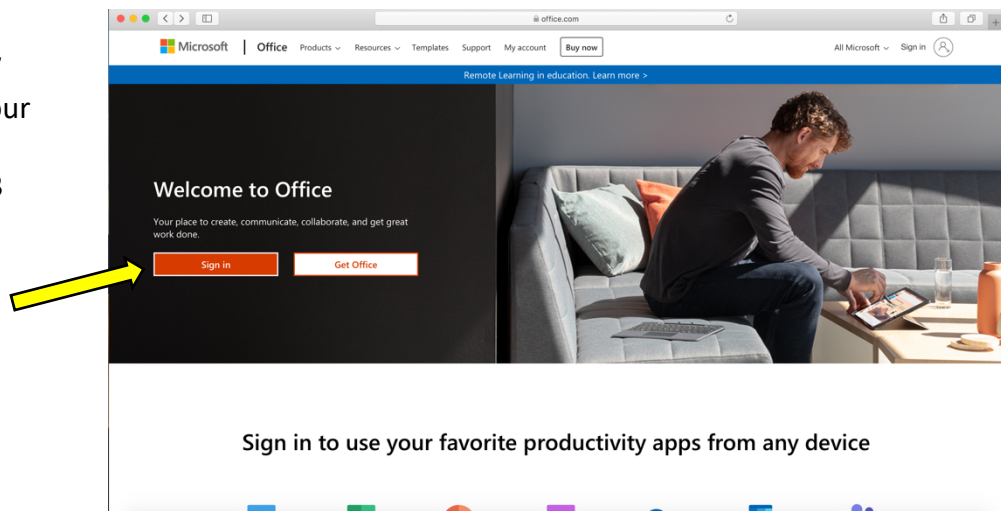


Open your browser and go to www.office.com to log in to your Office365 account

Click 'Sign In'
And enter your
Username
e.g. NEMAC3



You may then be prompted to sign in with your email account. If someone else who uses this device has an account, be sure to enter YOUR account details (it may try an automatically use a previously entered log in).

Your email account is your username with the @schools.vic.edu.au ending.

e.g. nemac3@schools.vic.edu.au

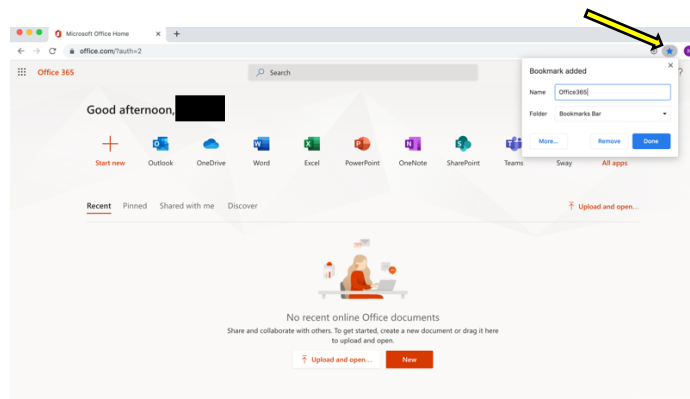
A screenshot of the Microsoft 'Sign in' page. The page is white with a light gray border. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'nemac3@schools.vic.edu.au'. To the right of the input field is a small key icon. Below the input field, there are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom, there are two buttons: 'Back' (gray) and 'Next' (blue).

Next you will be prompted to enter your username again and the student password.

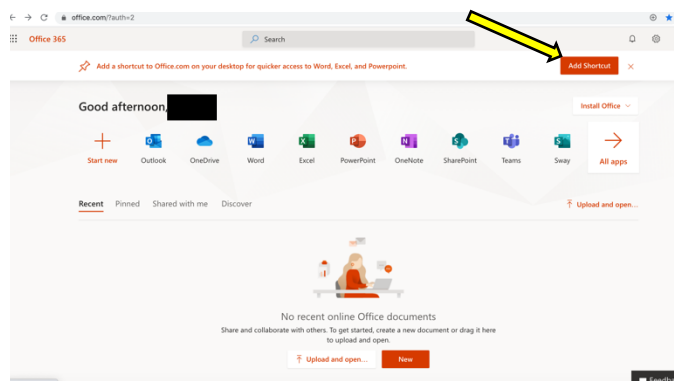
If your browser asks if you would like it to save this username and password, select yes to make it easier to login in the future.

A screenshot of the Victoria Education and Training 'eduPass' login page. The page has a blue header with the Victoria Education and Training logo and the 'eduPass' text. Below the header, there is a 'Security (show explanation)' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below this, there are two input fields: 'User ID:' and 'Password:'. The 'Password:' field is masked with asterisks. To the right of the 'Password:' field, there are two links: 'Reset Forgotten Password' and 'Log in'. At the bottom, there is a footer with the text 'Copyright | Disclaimer | Privacy'.

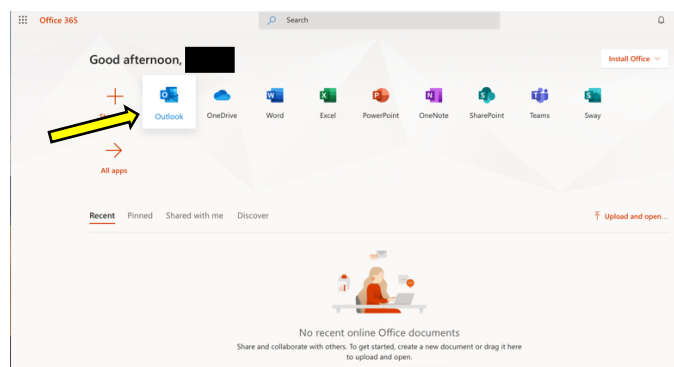
Once you are logged in, it is a good idea to add a bookmark for this page.



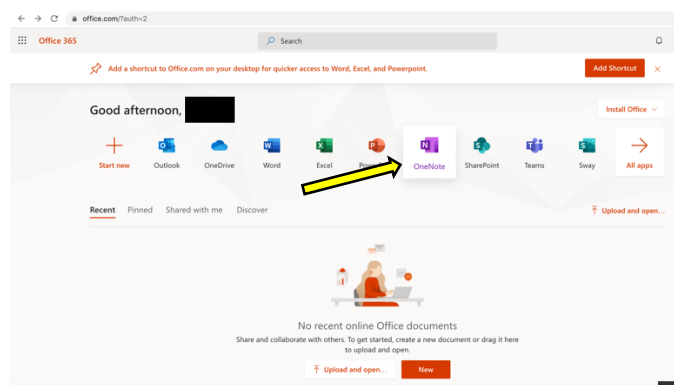
You may also have the option of adding a shortcut to your desktop for quick access.



To access your email account, select the 'Outlook' app



To access your class notebook, select the 'OneNote' app



We will be using this app later on and your teacher will show you how to use it.

