

# How to use the DoE Office 365 Cloud Application Suite

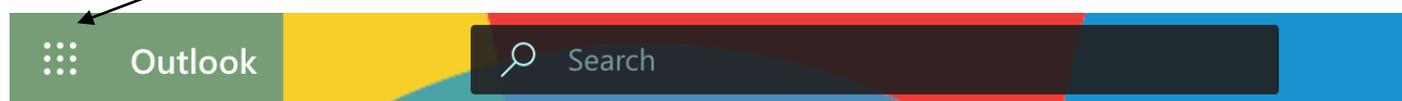
Office 365 is a suite of online applications that most students use every day. Instead of having the apps installed directly on your computer, they are available to use online from any device with an internet connection and a browser. Along with the usual office apps like Outlook, Word, Excel and PowerPoint, the suite includes OneDrive – an app similar to Dropbox or Google Drive – but it comes with 100GB of storage for any type of file as long as it is work related.

## How students access Office 365 online

Students can access Office 365 apps via their webmail. This will require them to log into Connect (connect.det.wa.edu.au) using their normal DoE credentials. Then on the Connect home page they just click on their email icon to view Outlook. This can be found at the top right of the screen:



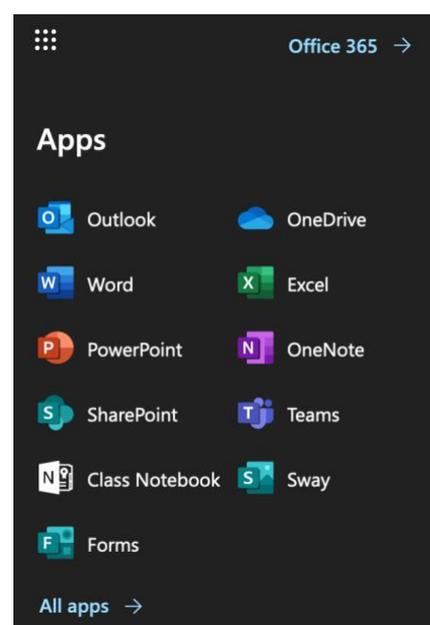
Once in Outlook students will see the  icon in the top left of the screen to access their apps.



A pop-out box will appear like the one opposite.

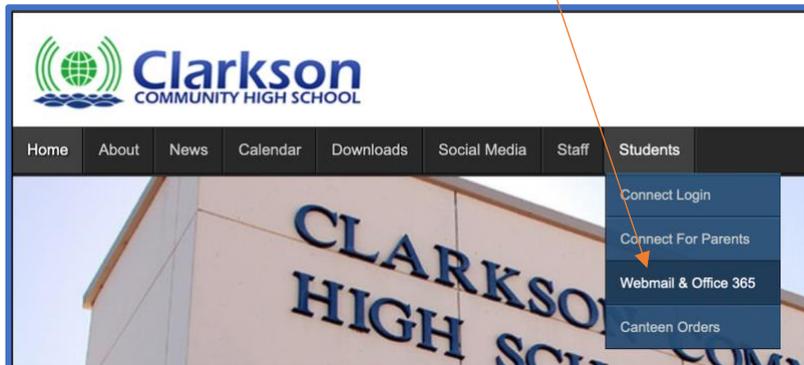
Students may either click on the app icons or click on “All apps” for even more options.

(Please note your pop-out box will probably be white – this is the dark theme, and students may have less apps)



## Other ways to access Office 365

Students can also access their Office 365 directly by using the **Webmail & Office 365** link from the **Students** menu on our school public website at [www.clarksonchs.wa.edu.au](http://www.clarksonchs.wa.edu.au)



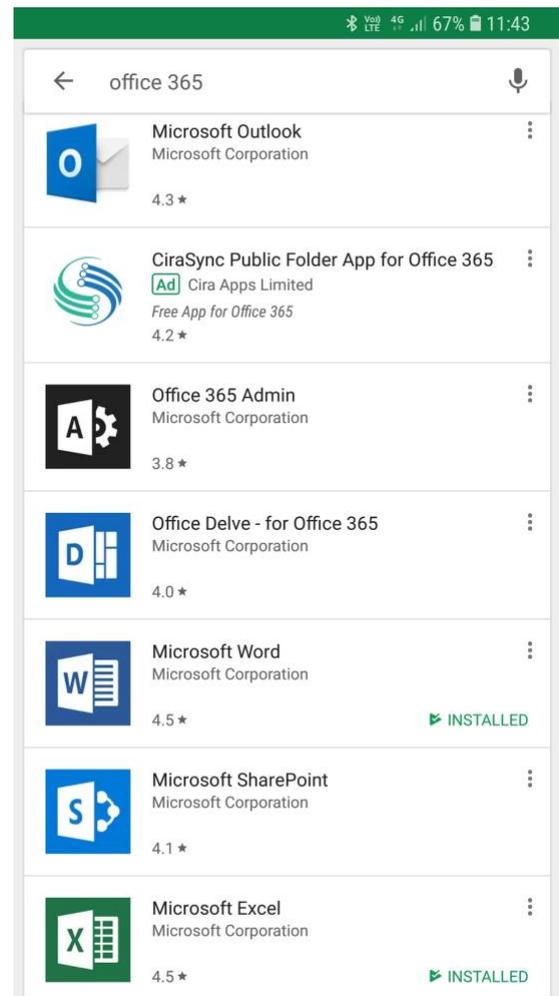
## How to access Office 365 on a mobile device

For Android and Apple users please visit your relevant app store and search for **Office 365**.

Download and install the apps you require. You will find Word, Excel, PowerPoint, OneDrive, Outlook and many more.

When students open their apps for the first time, they simply sign in with their normal DoE credentials (username and password) just like they would when logging onto a computer at school. Students will then be signed in to their school account and all of their files, emails and storage will be available to use.

Within each app there is a "Take a Tour" button listed under the new document button. We strongly suggest you click on this link in order to learn the features of the app before use.

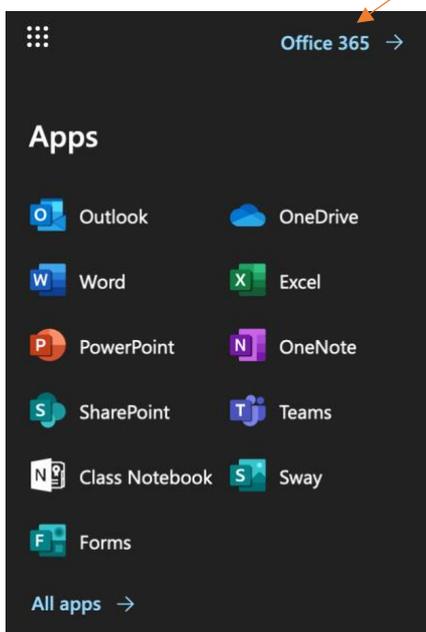


# Need the Office desktop apps for your local computer? This is how you can download them for FREE

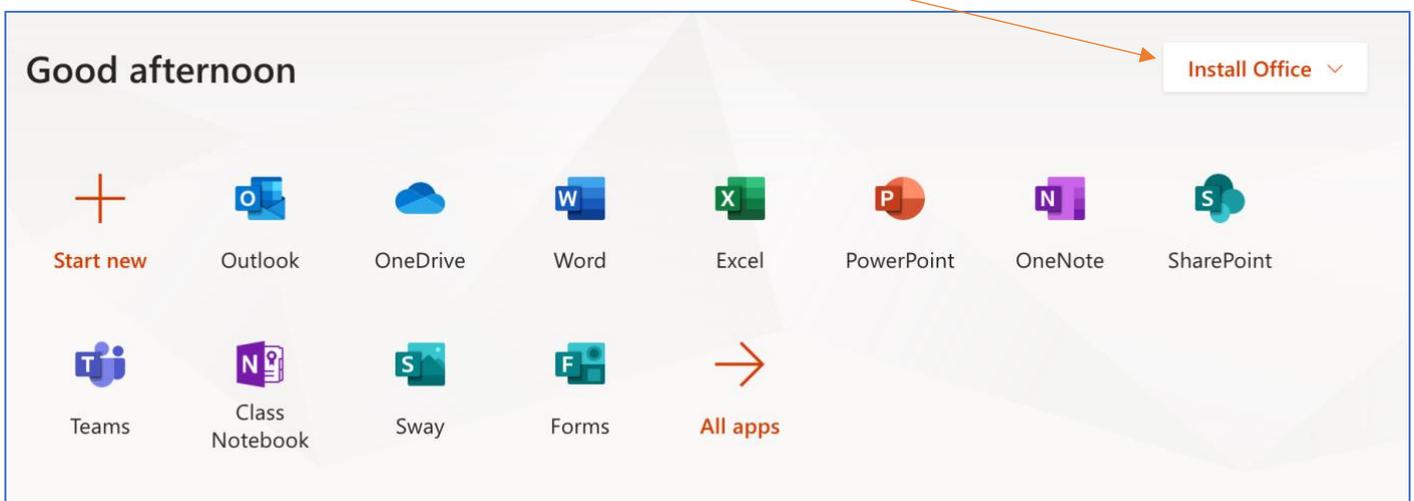
Log into your Webmail as described above and click on the  icon top left.



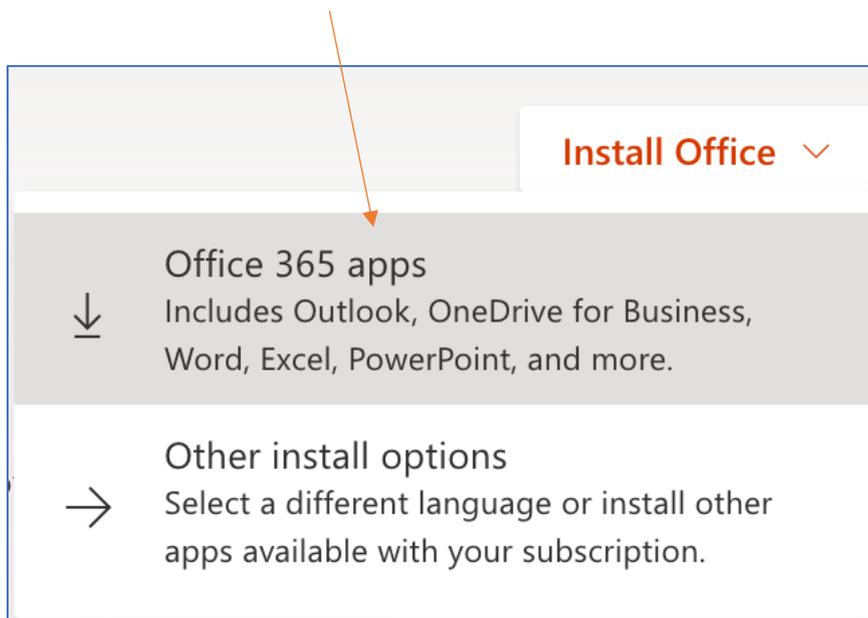
When this pane opens, click on **Office 365**



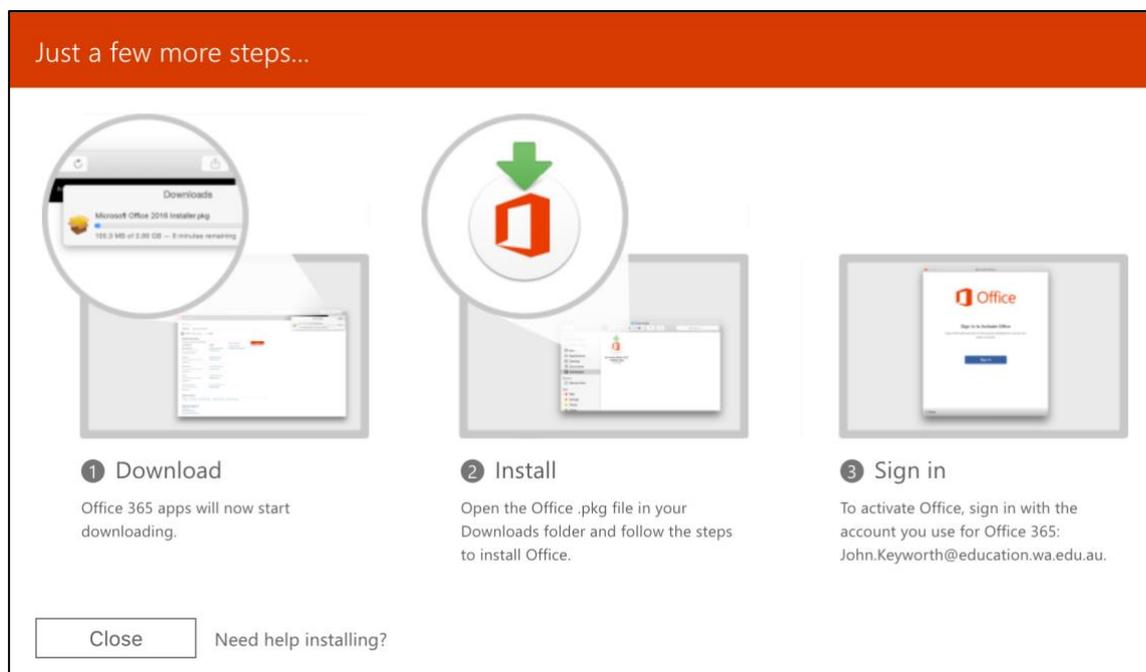
On the next page click on **Install Office**



Choose this option from the drop-down list



The following window will open and your download will commence.



Simply follow the prompts to install once the download is complete. **Please be advised that download file size is approximately 1.5Gb.**

Once installed, you will have desktop versions of Outlook, Word, Excel and PowerPoint available to use.