OFFICE 365

Getting Started in Office 365

All TAFE staff currently have access to Office 365 and many of the associated Applications (Apps). This QRG will cover four ways to get you logged in and ready to use Office 365:

- Accessing Office 365 through the portal in a web browser
- Logging into Office 365 through the TAFE NSW Staff Portal
- Accessing Office 365 Apps from your Outlook Web App
- Signing into Microsoft Office on your desktop to get the best Office 365 experience.

Accessing O365 through the portal in web browser

1. Open a web browser on your TAFE computer and enter the following address – http://portal.office365.com
2. Enter your TAFE NSW login details firstname.lastnameX@tafensw.edu.au and click NEXT.

NB. If you have previously signed into O365 you should see your account as shown below and be able to simply select your TAFE NSW account.
3. You will be redirected to a TAFE NSW sign in page as shown below. If not already auto-filled, re-enter your TAFE NSW log in details **firstname.lastnameX**, your **password** you use to sign in every morning and click **SIGN IN**.

4. You may be asked if you would like to **stay signed in**. If so, select Yes. You are now at the Office 365 homepage where you can see:
   a. the O365 waffle
   b. O365 Apps currently available to you
   c. where to download Office Desktop Apps to your computer if required.

5. Select an App (b) to get started using the Web version of the O365 App.
Logging into O365 through the TAFE NSW Portal

Many staff log into the TAFE NSW Staff Portal each morning to access their software, links and apps.

1. Go to https://my.tafensw.edu.au/ and log in with your TAFE NSW log in details firstname.lastnameX, your password you use to sign in every morning and click SIGN IN.

2. Find and click on the access email button.

3. You may be asked if you would like to stay signed in (click yes) and your Outlook webmail should open.

The following section will cover how to access your other Office 365 apps from your Outlook webmail.
Accessing O365 Apps from your Outlook Web App

Many staff have already been using the O365 Outlook Web App (webmail) to access their emails using the https://outlook.office.com/owa/ address (NB. This link works from both within and outside of the TAFE NSW Network). From your webmail, it is very easy to access the rest of the O365 Web Apps that you currently have available.

1. When in your Outlook Web App (webmail) select the Office 365 Waffle in the top left of the screen (the 9 dots).

![Office 365 Waffle](image1.png)

2. A fast access O365 panel will slide out where you can simply select another O365 App or select Office 365 -> to go to the Office 365 homepage.

![Office 365 Panel](image2.png)
Signing into O365 from your Desktop Apps

If you are using your Desktop Apps (Outlook, Word, etc), make sure you are signed into your Office 365 account to get the best experience (e.g. OneDrive, etc).

1. When opening up your Desktop App, check in the top right corner to see you are logged into your Microsoft account (the example below IS signed in).

2. If not, click on Sign in to get the most out of Office.

3. Sign in using your firstname.lastnameX@tafensw.edu.au username and password you use to sign in every day. When your App opens you should see your name in the top right of the document showing you are signed in.

For further information and support, check out the TAFE NSW Intranet O365 Rollout section of Capability Central and the Collaboration section of the IT Self-Service Portal in Service Now.