



Accessing and Using the Office365 Portal



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Introduction

Being a student at the College gives you access to the Office365 suite. You get to install Office on up to 5 different devices. This means you can have it on your laptop/computer, tablet and phone at the same time!

Office365 can be used on any device. You don't actually need to have it installed anywhere, all of the programs (Word, Excel etc.) can be accessed using your web browser.

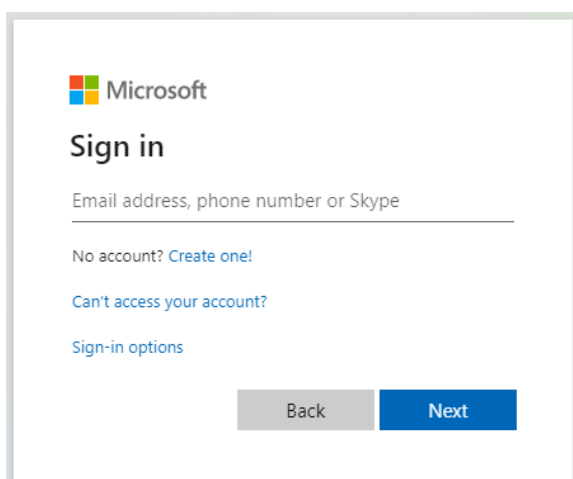
However you decide to use Office365 is up to you. The main thing is it allows you to access your work and create new files anywhere.

Accessing Portal using your credentials

When you try to access the Office365 Portal, you will be asked to enter your credentials (username & password). Your username may appear confusing at first, but after you have logged in a few times, it becomes second nature.

You will need to visit <http://portal.office.com>

When you click on the link above, it will ask you to enter your credentials. You will see a screen similar to the one below:



Your email address is made up by combining your network login (which is on your badge and is used to login to the computers), followed by @students.sthelens.ac.uk.

For example:

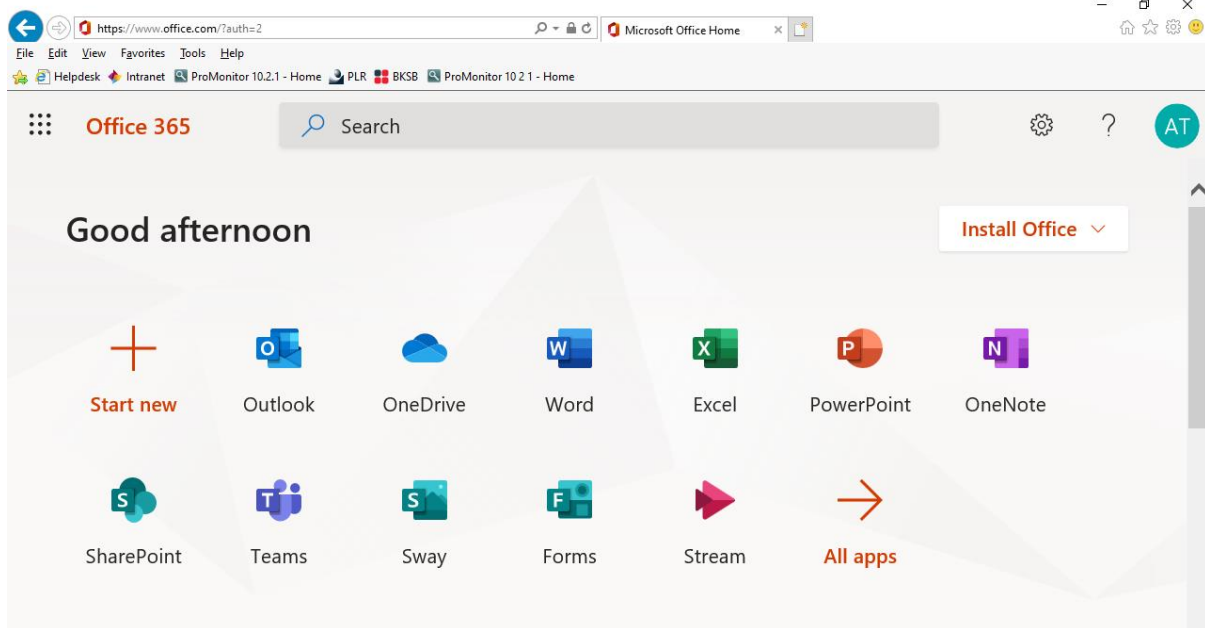
NETWORKLOGIN@students.sthelens.ac.uk

AJT365@students.sthelens.ac.uk

Your password is usually your DOB to 8 digits e.g. 25071991.

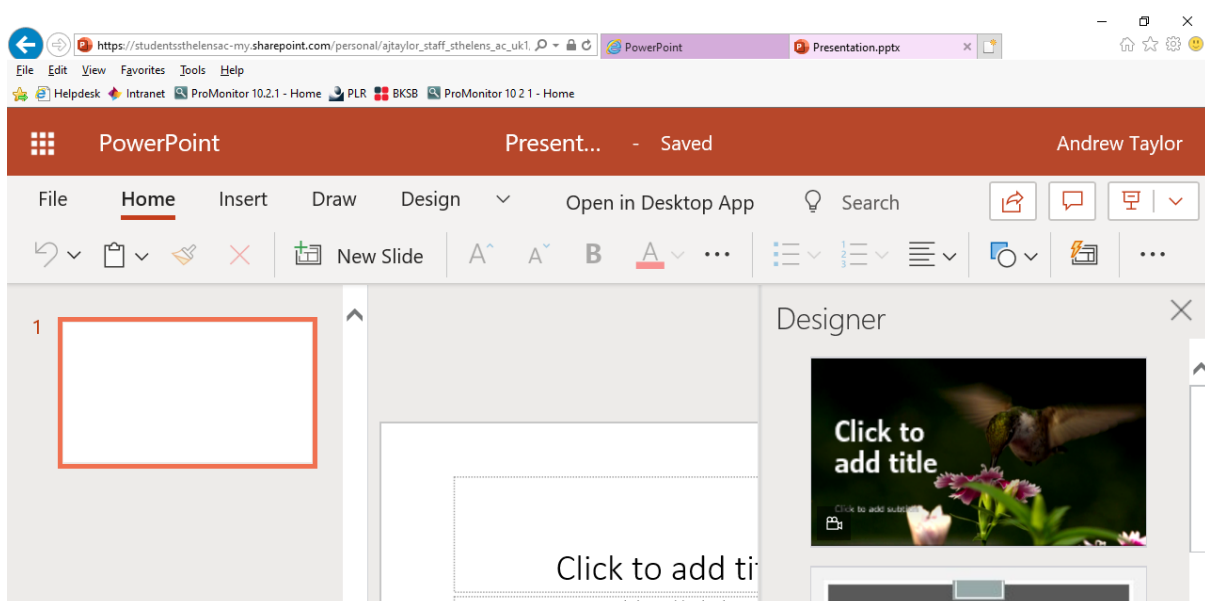
Accessing Apps using the Office365 Portal

Once you have logged in using the Office365 Portal, you will see a screen



To access any of the applications, simply click on the appropriate icon. For example if you want to access PowerPoint, simply click the PowerPoint icon.

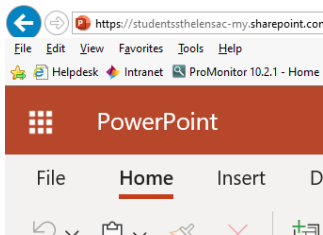
Once you have accessed the application you want, you will instantly notice a sense of familiarity. You will have most of the features that the ordinary version of Microsoft Office contains.



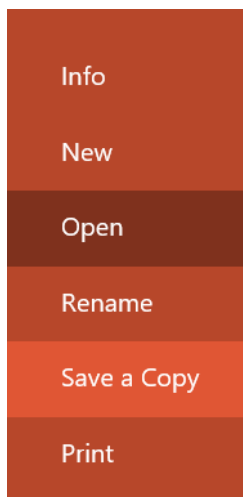
Saving your files using the Office365 Portal

Once you have finished where you are up to with your file. You can save a copy of it in your OneDrive account. Simply follow the steps below:

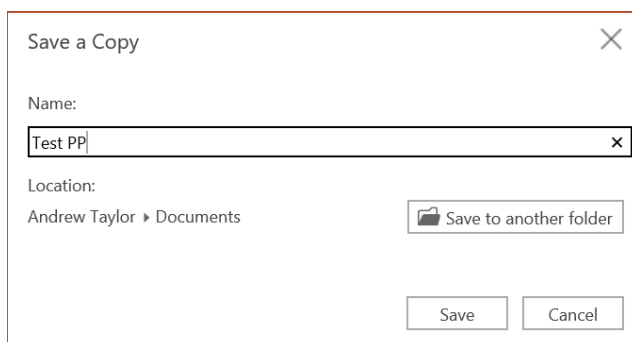
Click “File”



Click “Save a Copy”



Type a name for your file and click “Save”



That's all there is to it. You should now be able to access the Office365 portal, access the applications and save your work. It's also worth mentioning that if you use OneDrive, your work will also be accessible via OneDrive on your device (automatically).

