



# Office 365

## Media and IT Committee

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06/12/2018

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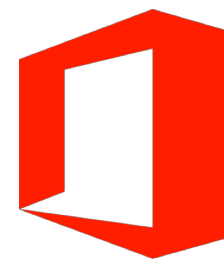
# What is Office 365?

- Using ONE log in you can do many things:
  - Email
  - Files
  - Chat
  - Meetings
  - Planning
  - Notes
  - Tasks
- This is a software to help you manage your office and admin
- Very secure and private
- Work better together as ONE archdiocese

# Logging In

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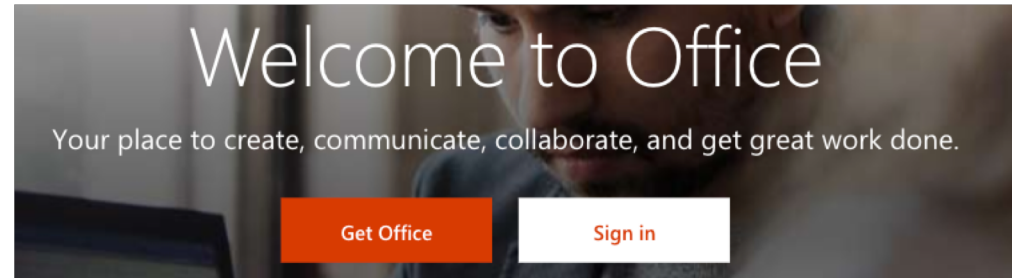
To Office 365 to see all your apps



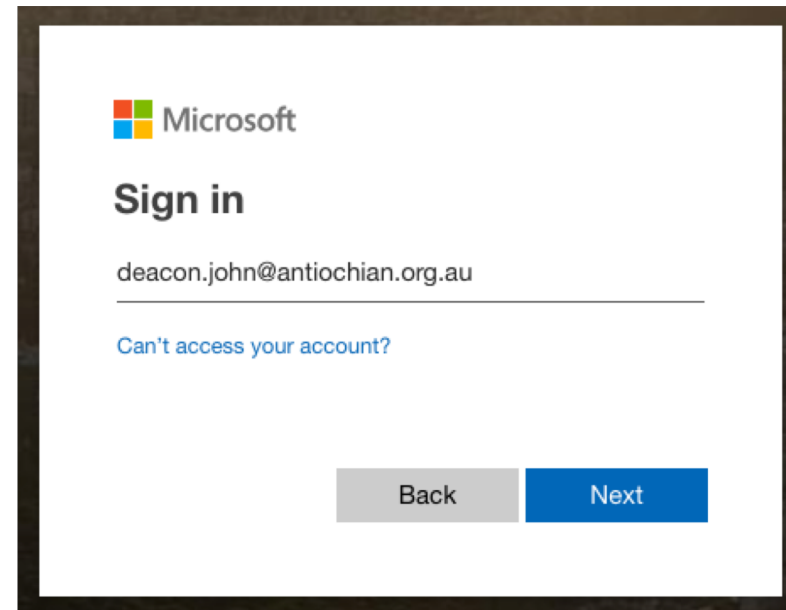
# Office 365

# Step 1

- Visit [www.office.com](http://www.office.com) and click “Sign In”



- Login
  - *E.g. fr.yourname@antiochian.org.au*
  - *You need your temporary password*



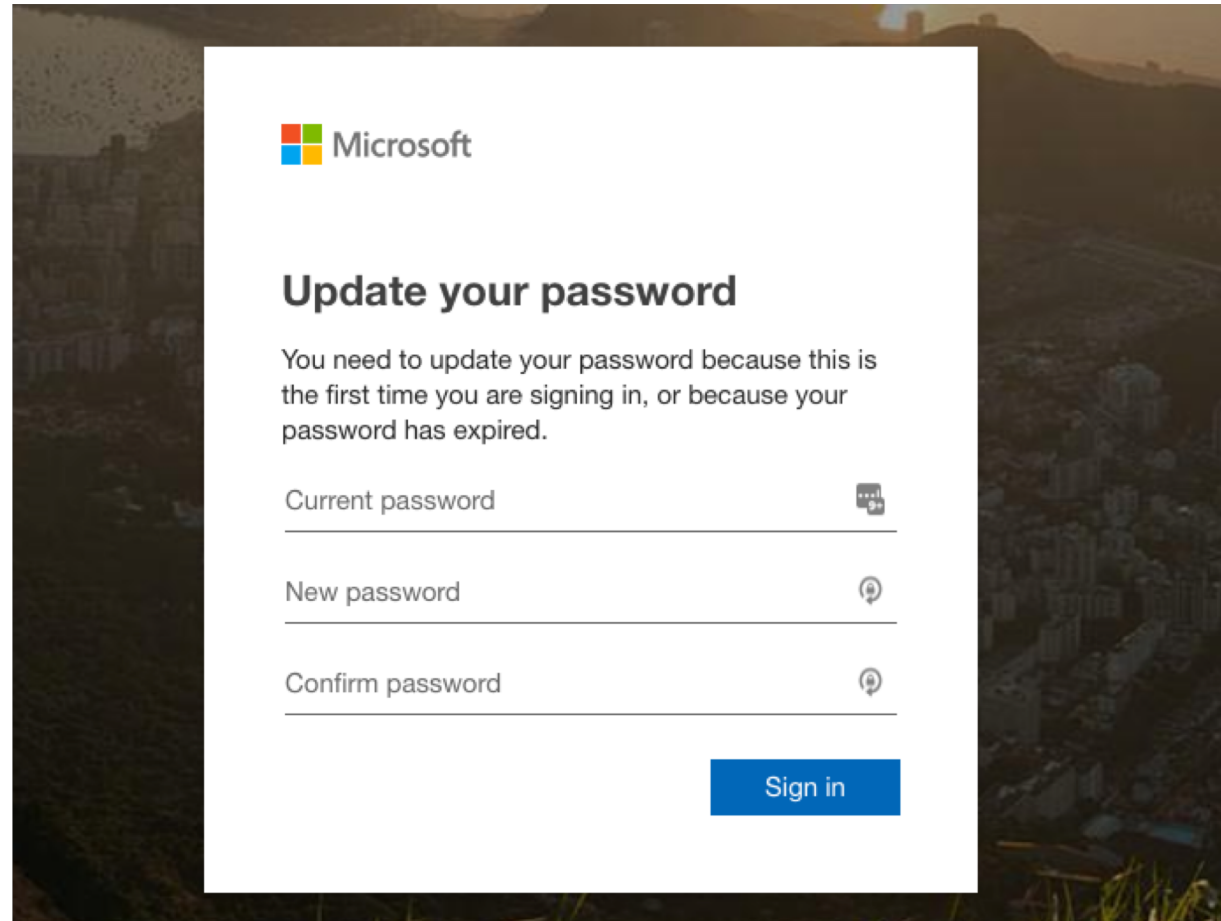
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# Step 2

## Reset password

*(If it's your first time)*


- **Make sure it's strong**
- A mix of:
  - Capital (ABC)
  - Lower (abc)
  - Numbers (123)
  - Special characters (!@#...)
- Minimum of 8 characters


A screenshot of the Microsoft 'Update your password' interface. The background is a dark, atmospheric image of a city at night. The interface is a white card with the Microsoft logo at the top left. The title 'Update your password' is in bold. Below it, a message explains why the password needs to be updated. There are three input fields: 'Current password', 'New password', and 'Confirm password'. Each field has a password strength indicator icon on the right. At the bottom right of the card is a blue 'Sign in' button.


Microsoft

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password 




New password 

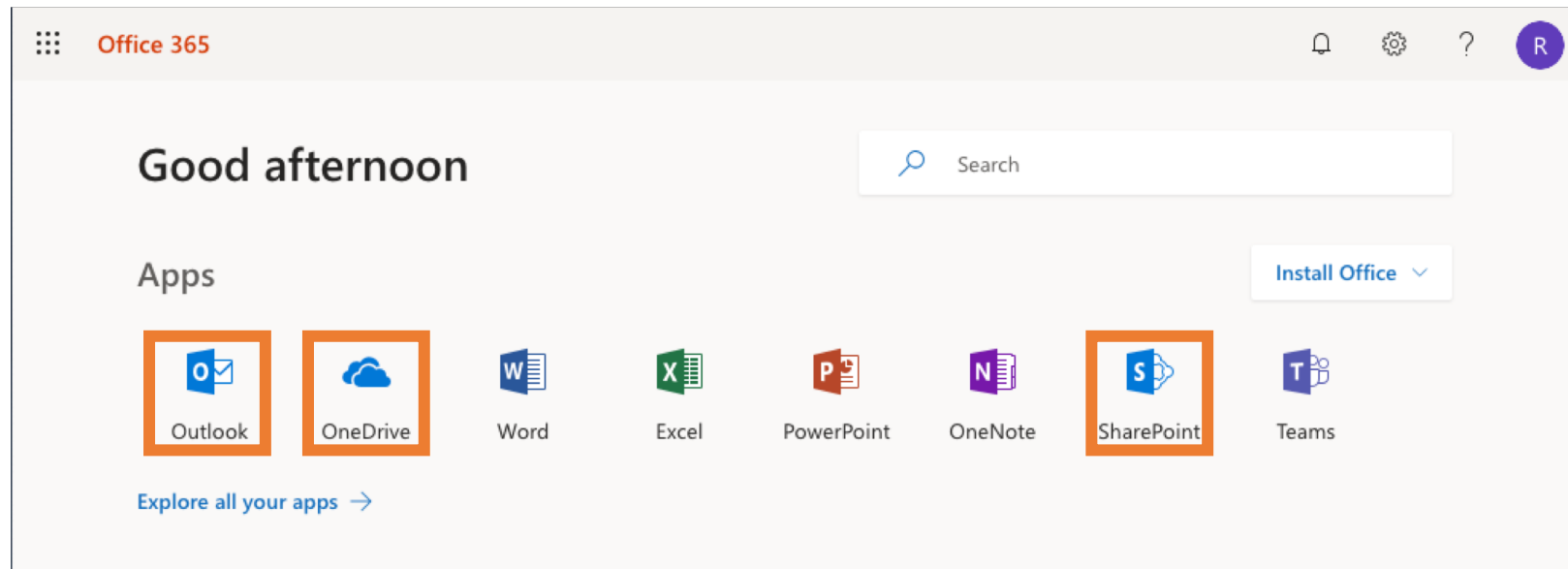
Confirm password 

Sign in

# Step 3

Once you login, you can access many tools. The main ones are:

	<b>Outlook</b>	E-mail and Calendar
	<b>OneDrive</b>	Files
	<b>SharePoint</b>	Sharing and team-work




PRO TIP- Save [www.office.com](http://www.office.com) as a shortcut



# 4 ways to Access E-mail

Office 365

# 1. Web

- Visit [outlook.office.com](https://outlook.office.com) or click  on [www.office.com](https://www.office.com)
- Login using your Office 365 details
  - Set your language the first time you log in



Choose your preferred display language and home time zone below.

Language:

English (Australia)

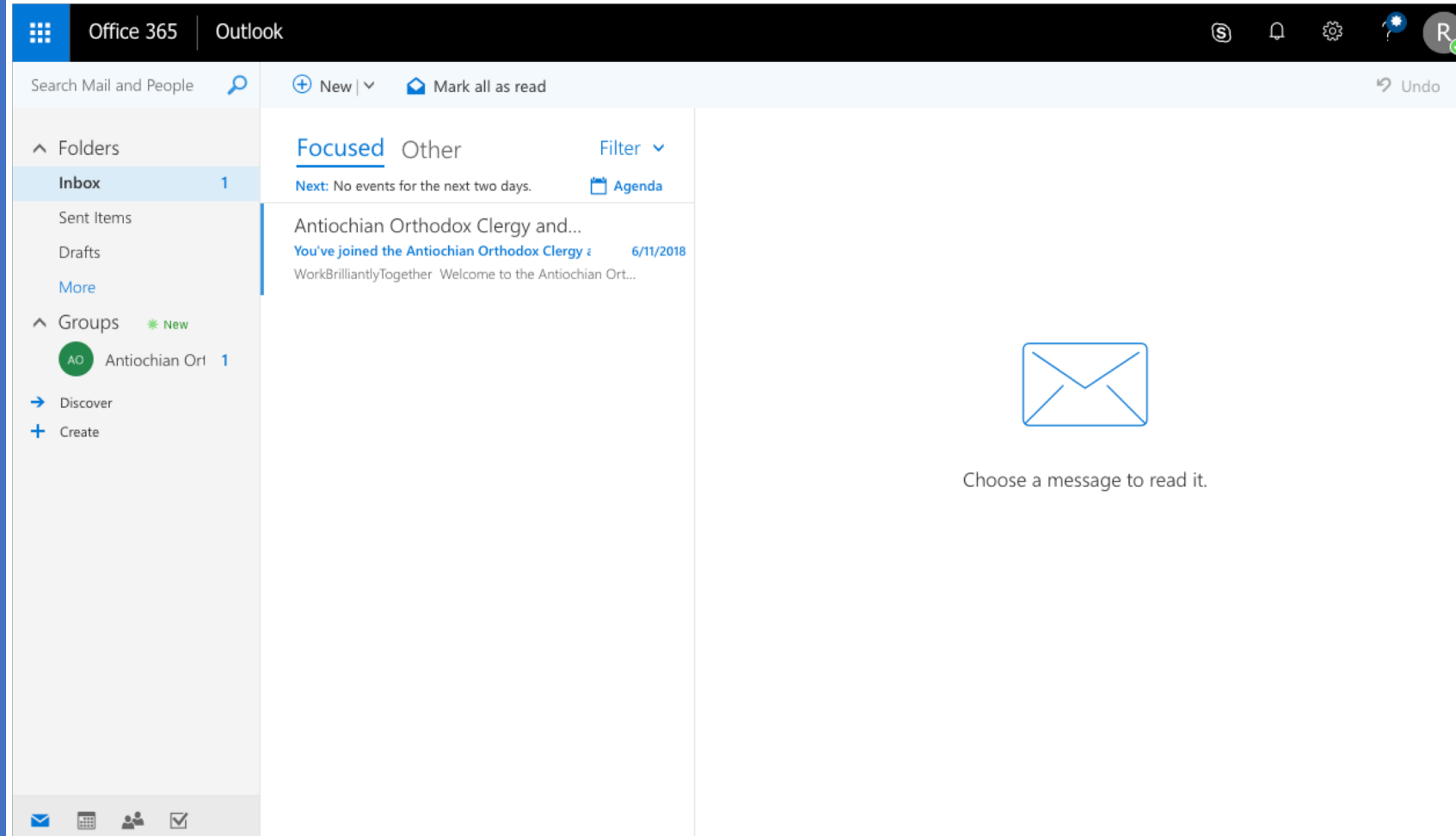
Time zone:

(UTC+10:00) Canberra, Melbourne, Sydney

 Save



This is a very easy interface which you should be familiar with



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## 2. Phone

Here is how you can access your emails on your phone:

### 1. Choose email app

If you already have a preferred app, skip to the next step, or click on your phone type for the recommended app->



[Download for Apple](#)



[For Android/Samsung](#)

### 2. Set-up

Choose your app for set-up instructions

#### Instructions

Official App  
(Recommended)

Your phone's App

#### Apple



[Outlook for iOS](#)



[iOS Mail](#)

#### Android



[Outlook for Android](#)



[Samsung](#) [Gmail](#)

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## 3. Computer

Microsoft Outlook on your computer is a great way to manage many inboxes in one place:

[Setup Instructions](#)

# Important

- You can use the free version of Office (online only)
  - If you want the software on your computer, there is a cost
  - If you don't have Office software and have Windows 10, you can use the built in mail app- [CLICK HERE](#)
- There is A LOT you can do in Office 365, but if you are new to it, try to focus on Outlook (email) and OneDrive (file sharing)