Office 365

Media and IT Committee

Prepared by Dn. John Daher

06/12/2018

admin@antiochian.org.au

What is Office 365?

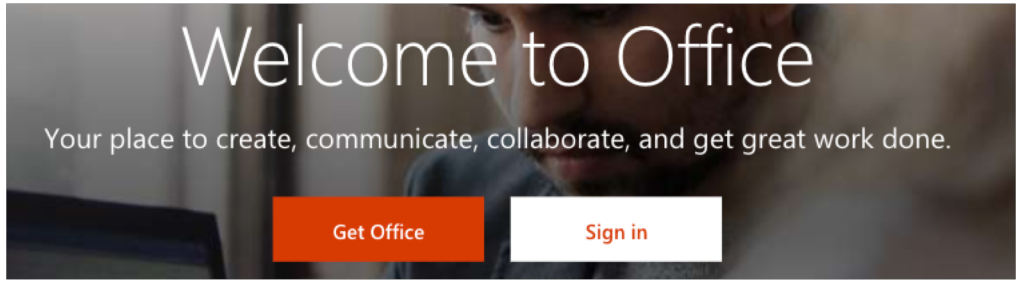
- Using ONE log in you can do many things:
  - Email
  - Files
  - Chat
  - Meetings
  - Planning
  - Notes
  - Tasks
- This is a software to help you manage your office and admin
- Very secure and private
- Work better together as ONE archdiocese

Logging In

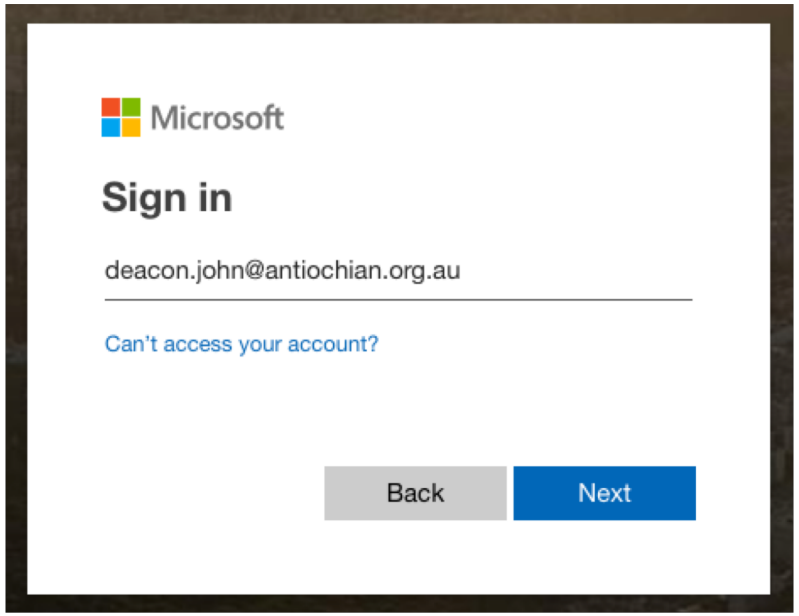
To Office 365 to see all your apps

Step 1

- Visit www.office.com and click “Sign In”



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



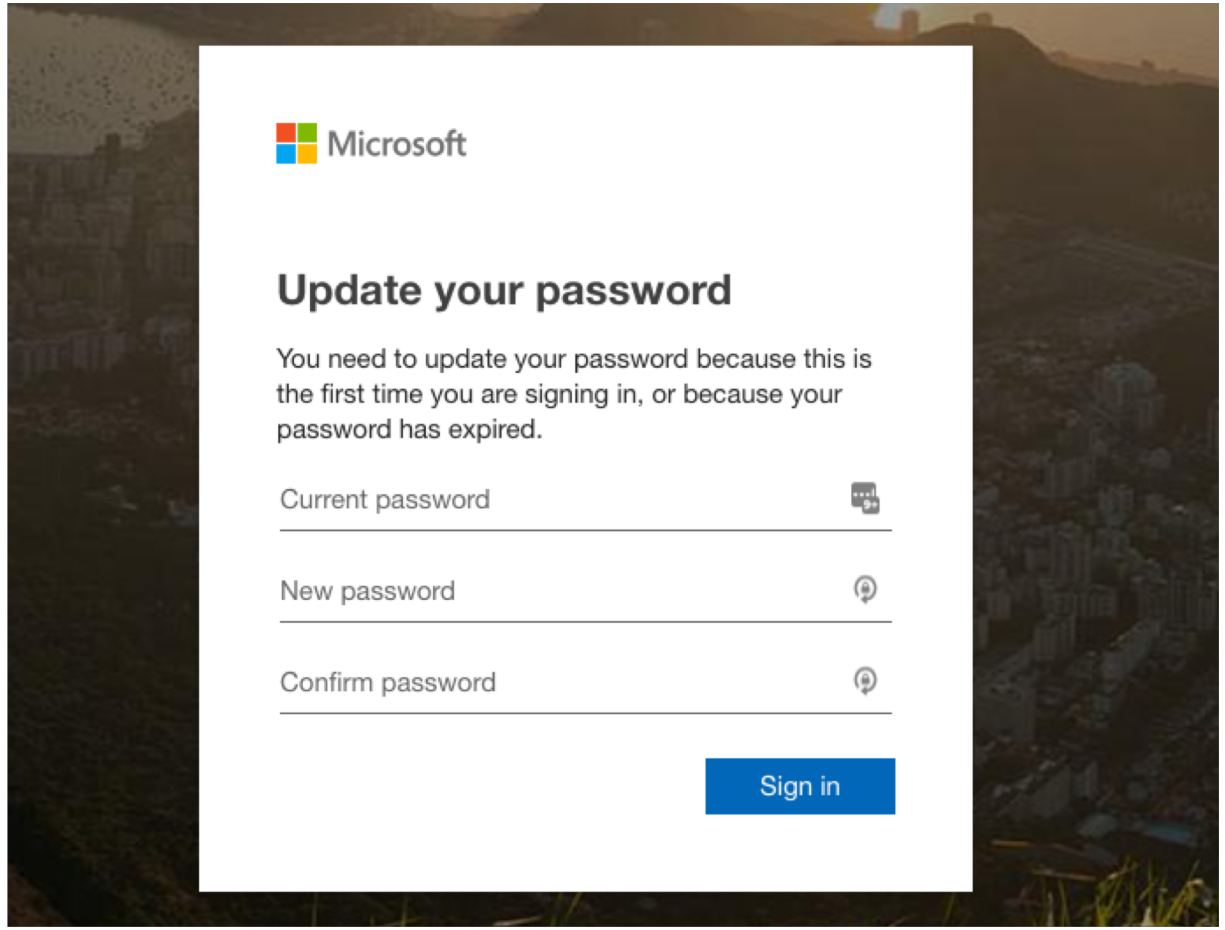
Need help? Visit: antiochian.org.au/it-media-department/

Step 2

Reset password

(If it's your first time)

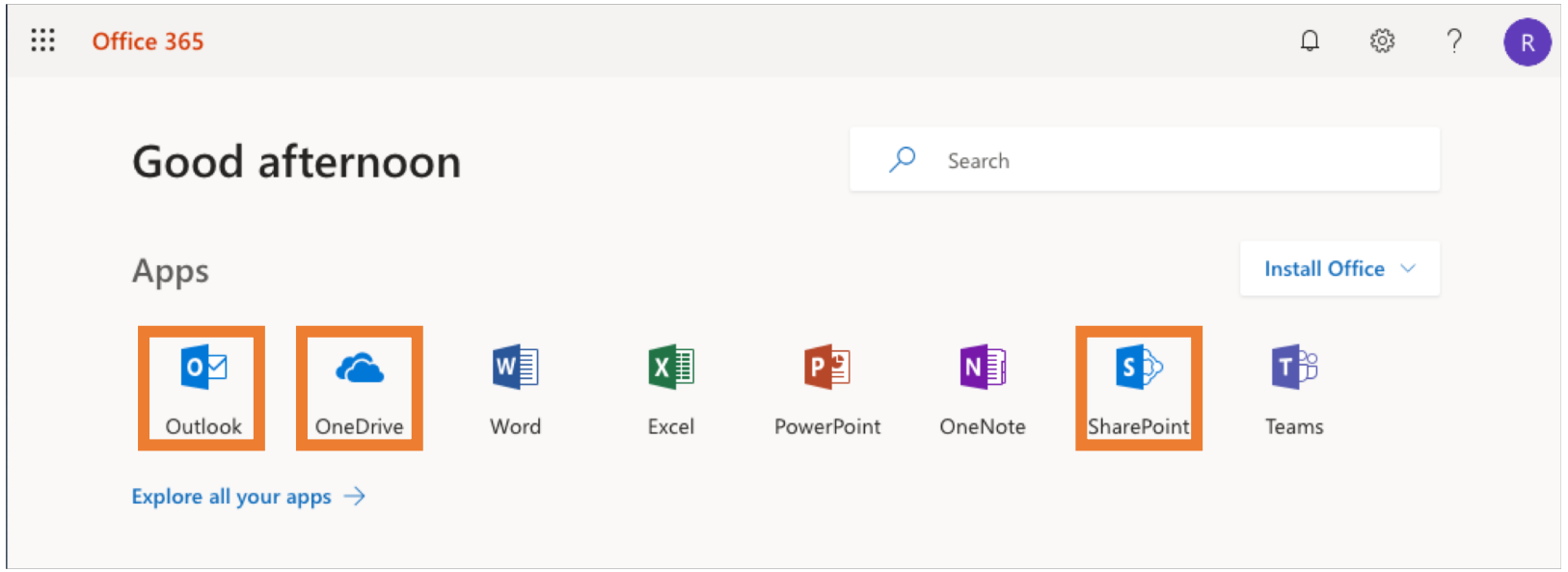
- **Make sure it's strong**
- A mix of:
  - Capital (ABC)
  - Lower (abc)
  - Numbers (123)
  - Special characters (!@#...)
- Minimum of 8 characters



Step 3

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

- **Outlook** E-mail and Calendar
- **OneDrive** Files
- **SharePoint** Sharing and team-work



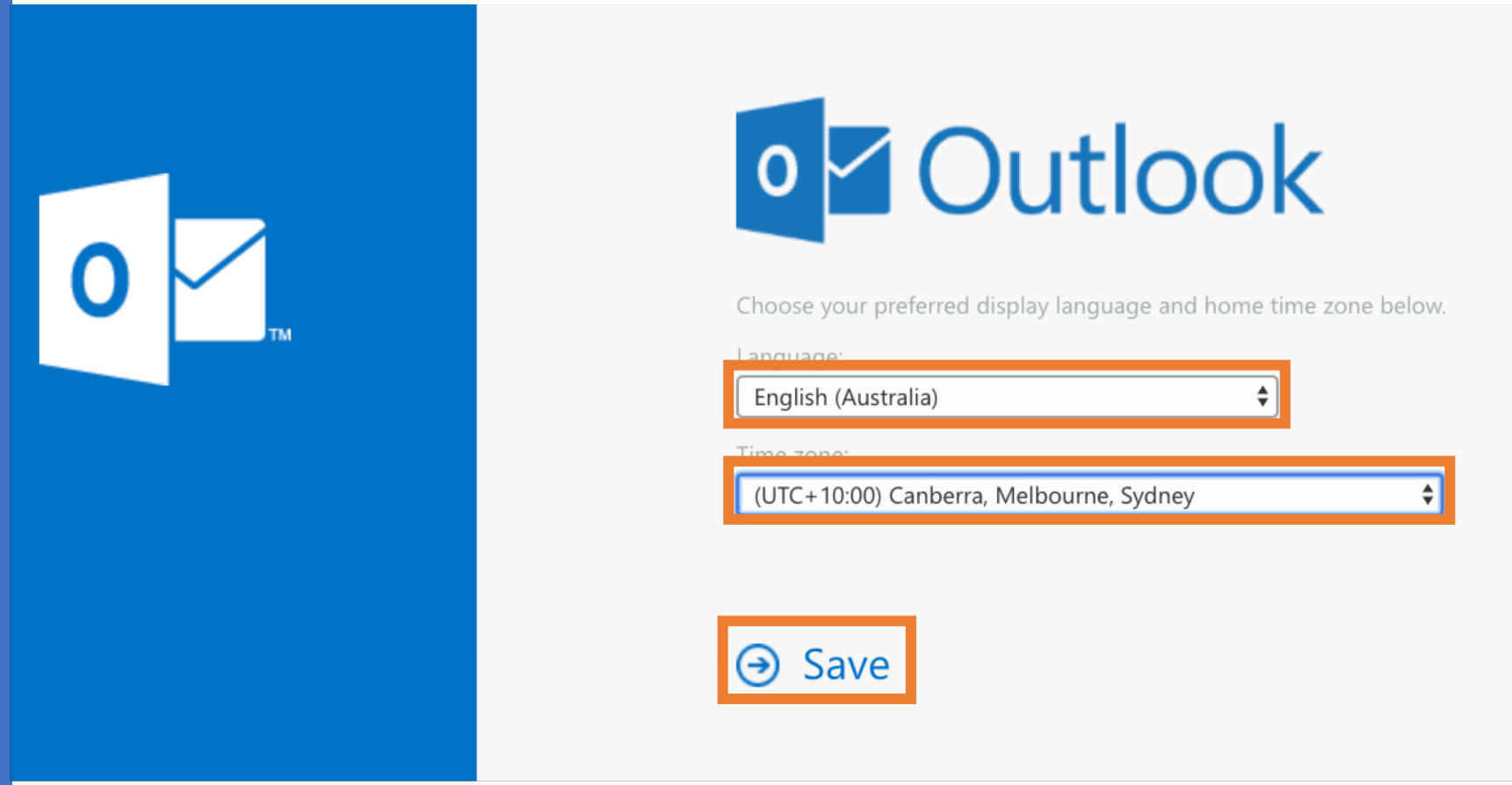
PRO TIP- Save www.office.com as a shortcut

4 ways to Access E-mail

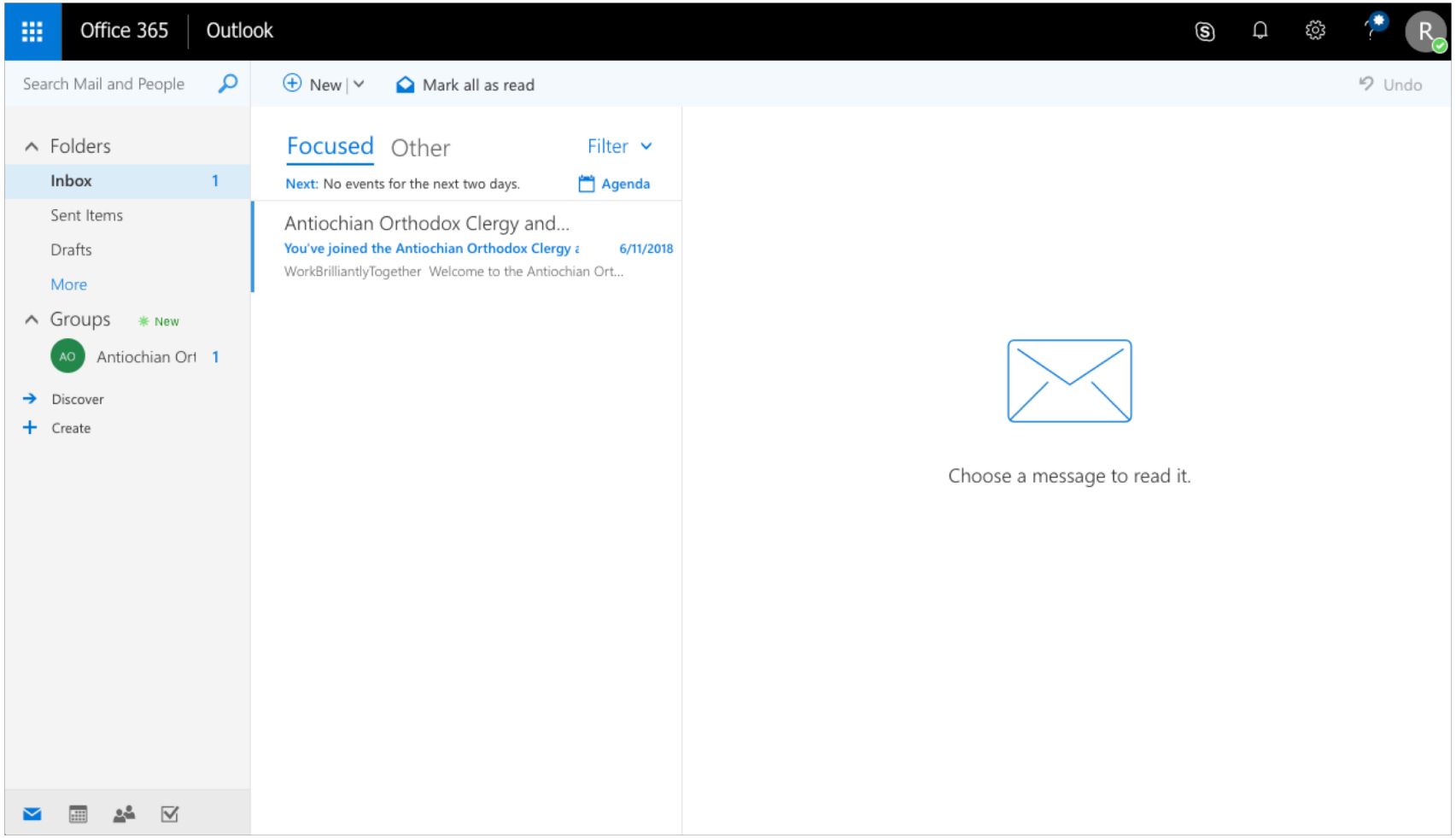
Office 365

1. Web

- Visit outlook.office.com or click on www.office.com
- Login using your Office 365 details
  - Set your language the first time you log in



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



Need help? Visit: antiochian.org.au/it-media-department/

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	Apple	Android
Official App (Recommended)	Outlook for iOS	Outlook for Android
Your phone's App	iOS Mail	Samsung Gmail

Need help? Visit: antiochian.org.au/it-media-department/

3. Computer

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

Setup Instructions

Need help? Visit: antiochian.org.au/it-media-department/

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)