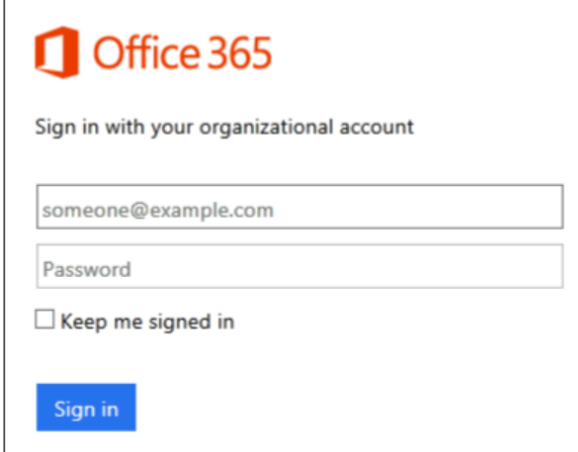


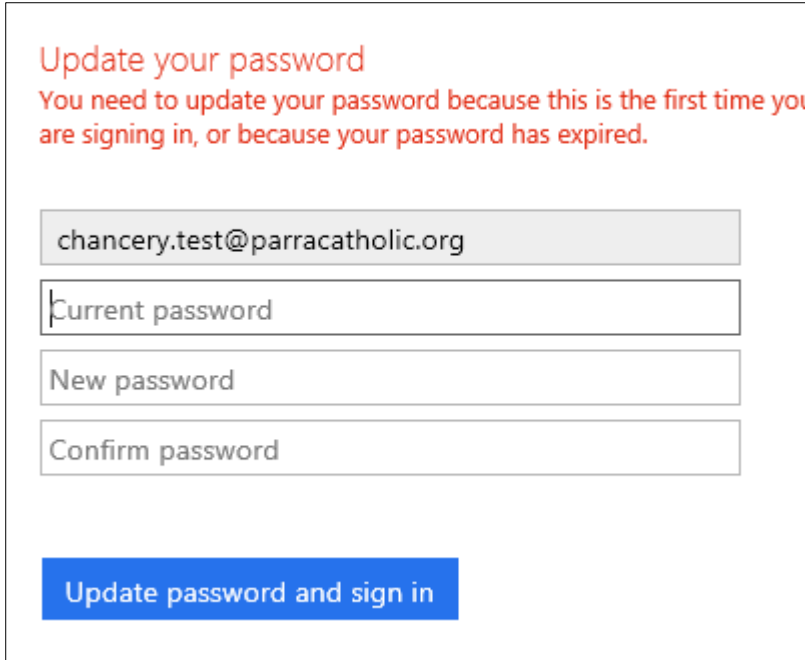
1. HOW TO SIGN IN TO OFFICE 365 FOR BUSINESS

1. Go to <http://portal.office.com> to sign in.



The image shows the Office 365 sign-in page. At the top left is the Office 365 logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom left is a blue button labeled "Sign in".

2. Type your user name and password, and then select **Sign in**.
3. When you first sign in, you will be prompted to change your password.



The image shows the "Update your password" page. The heading is "Update your password" in red. Below it, a message in red text says: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are four input fields: the first contains the email address "chancery.test@parracatholic.org", the second is labeled "Current password", the third is labeled "New password", and the fourth is labeled "Confirm password". At the bottom is a blue button labeled "Update password and sign in".

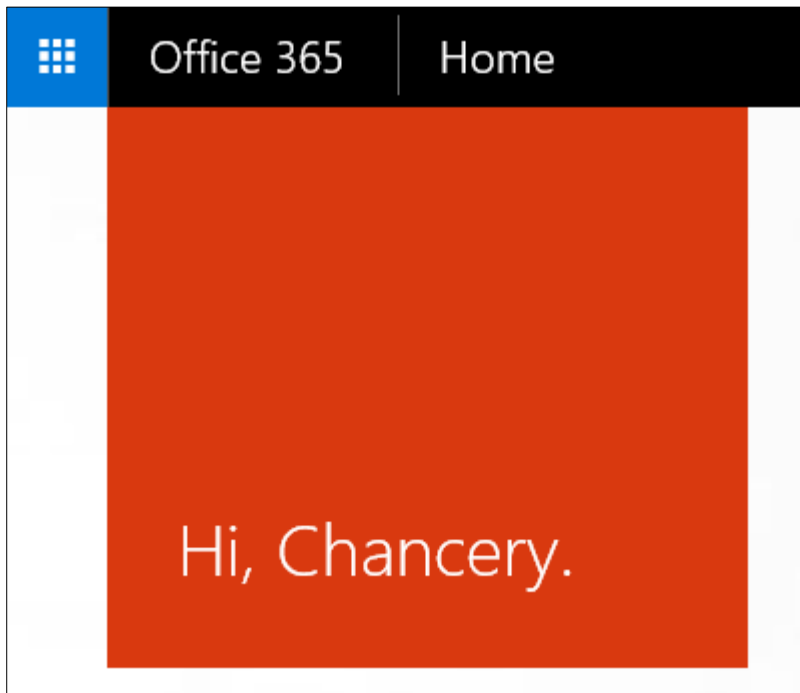
2. First enter your current password. Then enter your new password in the **New password** box. Confirm your new password in the **Confirm password** box.
3. Click **Update password and sign in**.

To sign out of Office 365, click the person icon in the upper right corner and select **Sign out**.

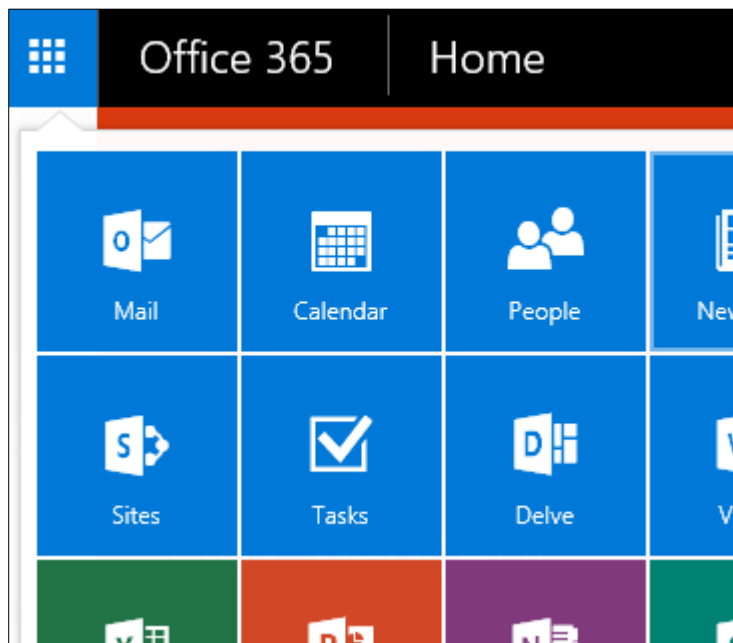
Tip After you sign in for the first time, you can go to <http://portal.office.com> and sign in anytime using your new Diocese Email account and new password. For quick access, you might want to add the sign-in page to your favourites.

2. ACCESS YOUR EMAIL

1. To access your email, click the blue tile icon in the top left of your home screen.



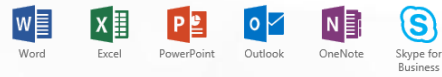
2. on the tiles that appear, click the **Mail** icon



Tip Alternatively, click the Mail icon that appears in the middle of your home page (see below)



Install Office 2013 on your PC



Language: English [Change](#)
 Make Bing your search engine
 Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

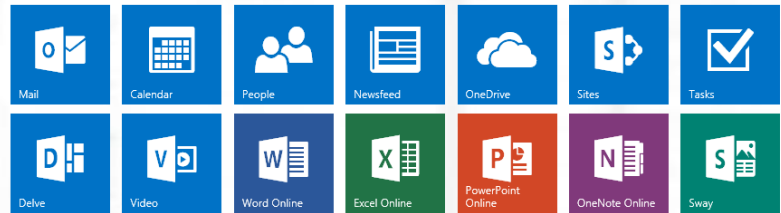
[Install now](#)

[Troubleshoot installation](#)

Got a Mac? Sign in to Office 365 on your Mac to install.

[How do I get the new 2016 apps?](#)
[Smartphone or tablet? Get Office on your devices](#)
[Learn how to set up email and Office 365 apps on your device](#)

Collaborate with Office Online



Tip The first time you access your email, you will need to set the language and time zone. Select language to **English Australia** or your preferred language preference.

For Time zone, select **(UTC +10:00) Canberra, Melbourne, Sydney** then click **Save**.

Outlook

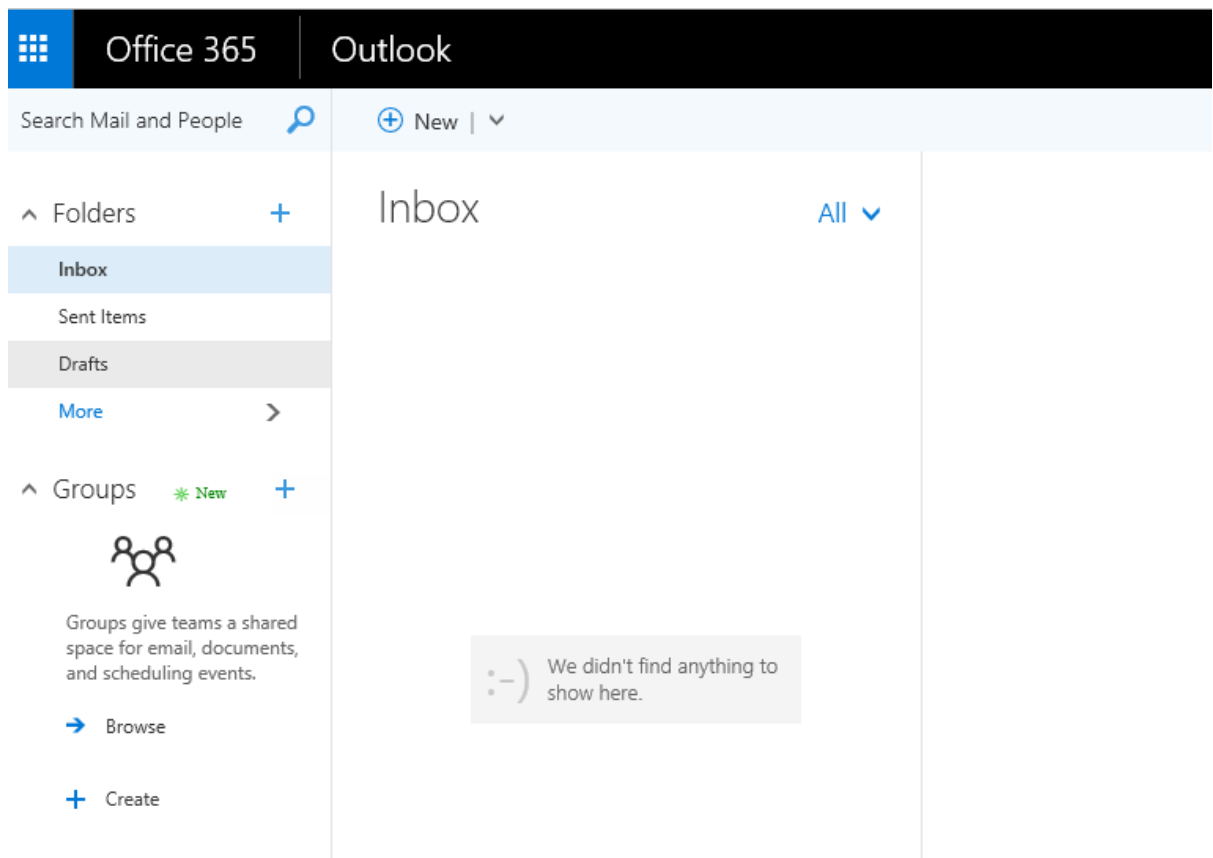
Choose your preferred display language and home time zone below.

Language:
English (Australia) ▼

Time zone:
(UTC+10:00) Canberra, Melbourne, Sydney ▼

[Save](#)

Your new Diocese Email service is now ready to send and receive email.



If you have any problems or queries, please feel free to contact our help desk on 02 8838 3416 (Monday to Friday 8.30am to 5.00pm) or via email to ict-support@parra.catholic.org.au.