



1. HOW DO I SET UP MY MICROSOFT OFFICE 365 ACCOUNT?

1. Go to the Microsoft Office 365 for Business portal <http://portal.office.com> to sign in

A screenshot of the Office 365 sign-in page. It features the Office 365 logo at the top left, followed by the text 'Sign in with your organizational account'. Below this are two input fields: one for an email address containing 'someone@example.com' and one for a password. A checkbox labeled 'Keep me signed in' is positioned below the password field. At the bottom left, a blue 'Sign in' button is circled in red.

2. Type your user name and password as provided on the letter from the Chancery, and then select **Sign in**.
3. When you first sign in, you will be prompted to change your password

A screenshot of the password update page. It starts with the heading 'Update your password' and a red message: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' Below the message are four input fields: the first contains '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, there is a blue button labeled 'Update password and sign in'.

4. Enter the password provided to you. Then enter your new password in the **New password** box. Re-type your new password in the **Confirm password** box.
5. 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**.

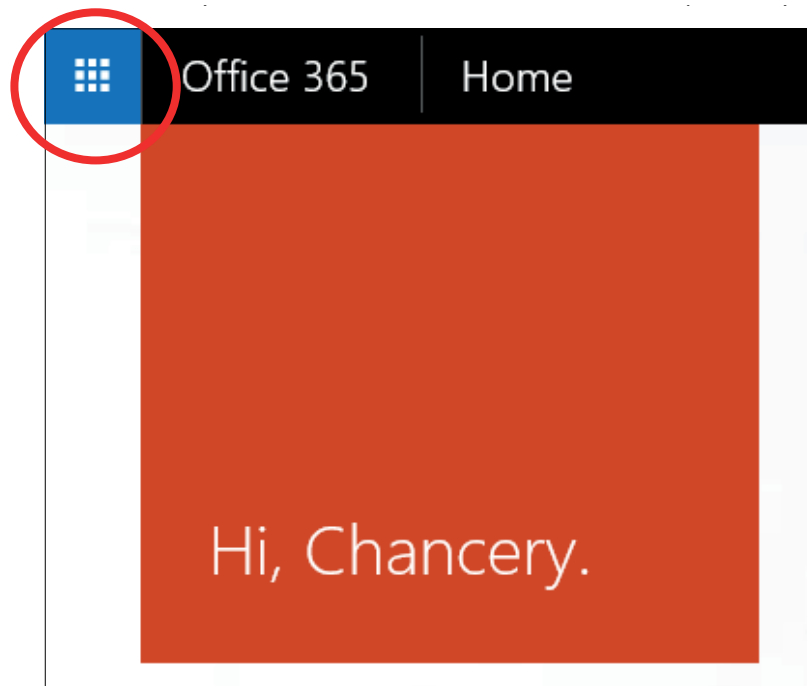


After you sign in for the first time, you can go to <http://portal.office.com> and sign in anytime using your new Diocesan email account and new password.

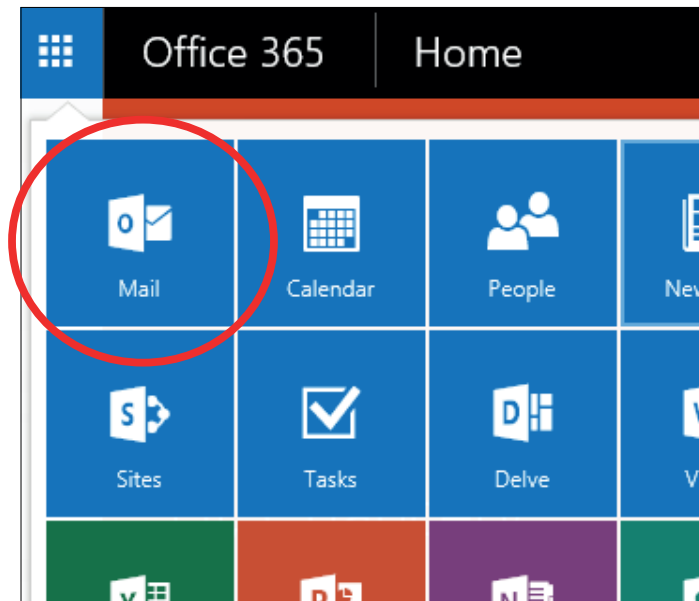
For quick access, you might want to add the sign-in page to your favourites.

2. ACCESS YOUR EMAIL

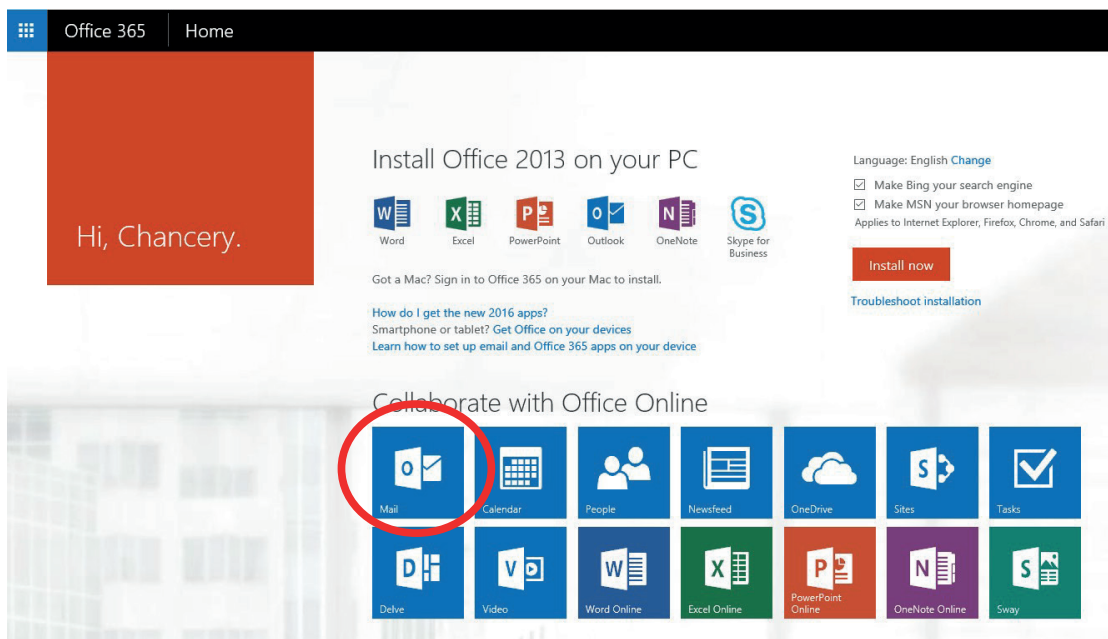
1. To access your email, click the blue tile icon in the top left of your home screen.



2. On the tiles that appear, click the Mail icon.



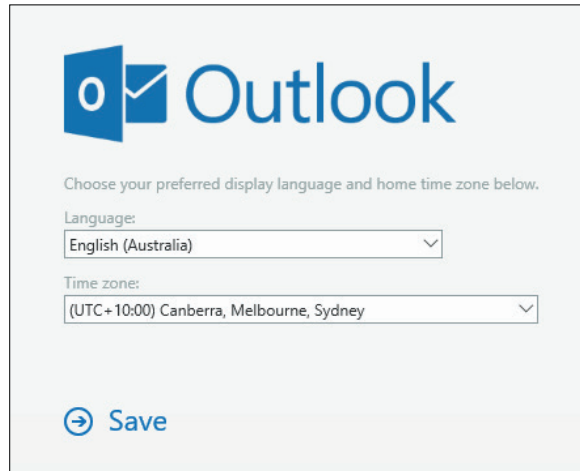
Alternatively, click the Mail icon that appears in the middle of your home page (see below).



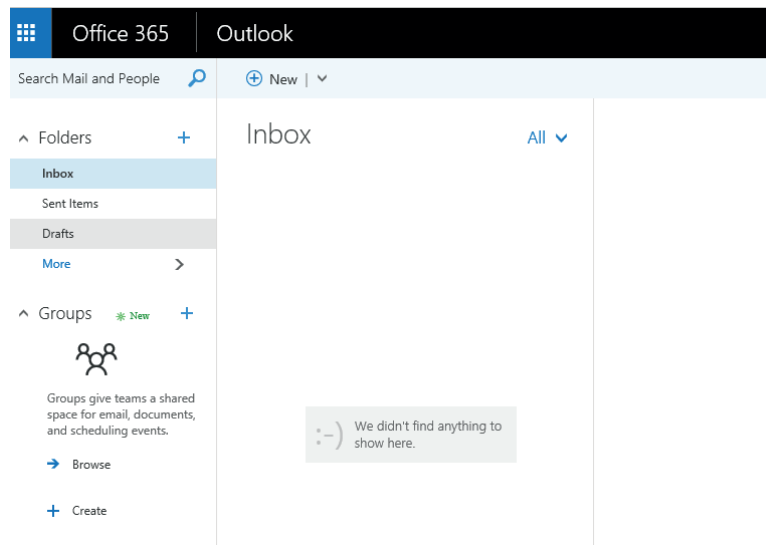


The first time you access your email, you will need to set the language and time zone. Select language to English Australia or your preferred language preference.

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



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



NEED MORE INFORMATION?

If you require more information about Microsoft Office 365, please do not hesitate to contact our Help Desk on ☎ (02) 8838 3416 (Monday to Friday 8:30.am – 5:00pm) or via email

helpdesk@parra.catholic.org.au

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