



Student & Staff Welcome Letter

Coaldale Christian School has provided you with an Office 365 account. This account includes access to the most recent versions of Microsoft Office tools, such as Word, PowerPoint, and Excel, and many more. Additionally, your Office 365 account includes online file storage space (OneDrive) so you can access your work on any device. These tools will help you to complete your schoolwork and collaborate on assignments and projects with your peers/colleagues. You can access these tools online, or, you can install the desktop versions of these programs for use on your home computers. At this point in time we are not using the Outlook email that is provided.

Accessing Your O365 Account

Step 1: Go to portal.office.com

Step 2: Enter your O365 username and click “Next”

Username: firstname.lastname@cscoaldale.com
(not coaldalecs.com)



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

Step 3: Enter your password (*same as your password to use computers at school*) and click “Sign in”

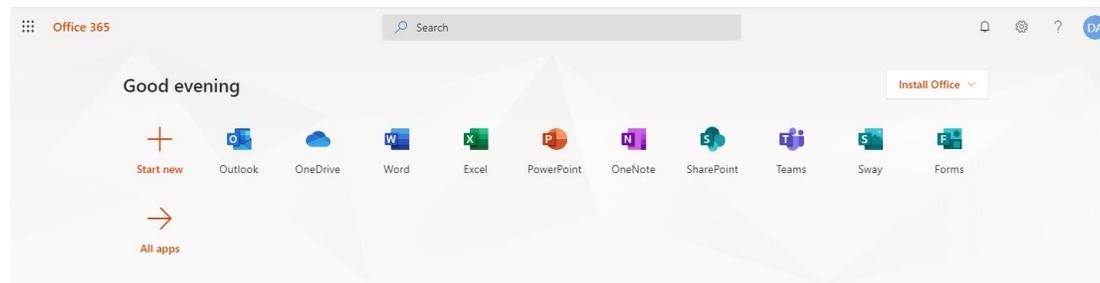
Enter password

[Forgot my password](#)

Sign in

That's it! You're in!

You will now be logged into your portal which should look like this:





Office 365

Installing Office (Desktop Edition)

While Office 365 tools are handy for quick edits and word processing, you may want access to the full features of the desktop version of Office while working from home. Your Office 365 account allows you to download and install the full Office 2019 suite on up to five computers. You can now use the newest version of Office at home, free of charge! To install Office 2019, follow these steps:

Step 1: Login to Office 365 / <https://portal.office.com>

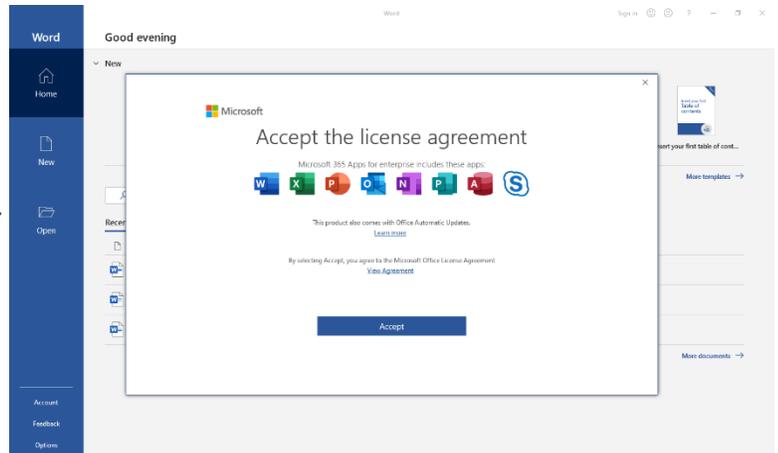
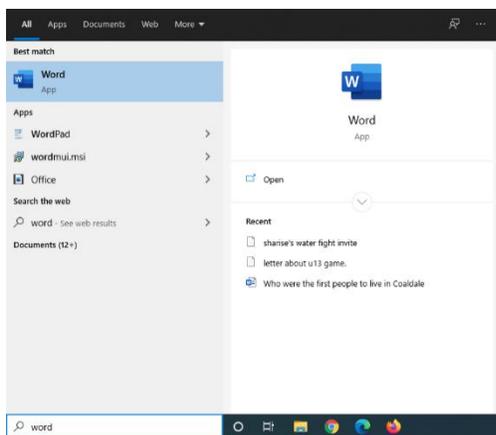
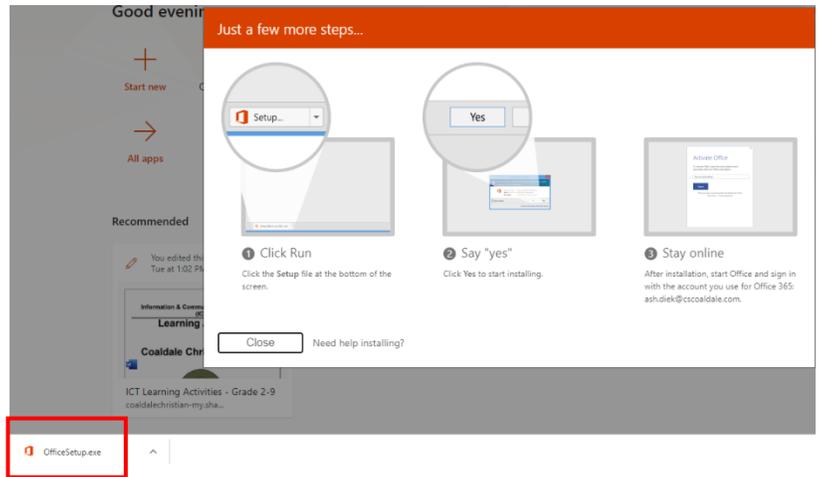
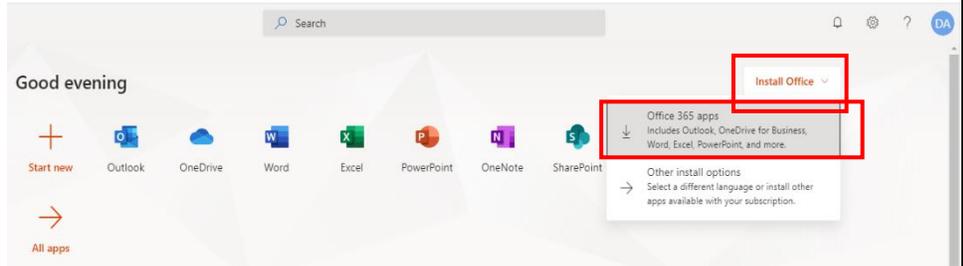
Step 2: Click on the **“Install Office”** button at the top right of the homepage

Step 3: Select the first option.

Step 4: The program will start to download immediately - you should see a pop-up window (shown on the right). Once the download is complete, click “Run” when prompted and then click “Yes” to install the program.

Step 5: Connect to your Office 365 Account – after the program is installed, you will need to sign in with your Office 365 username and password. This is necessary to authorize your subscription.

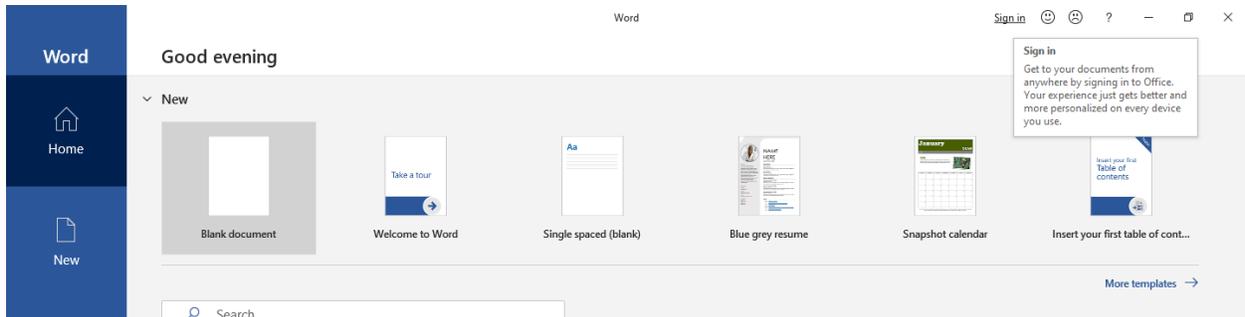
Step 6: To do this open Word and accept the license agreement





Office 365

Step 7: Click sign in, at the top right-hand corner of your screen.



Step 8: Enter your O365 username and password.

Once that is complete, you should be successfully signed into your account.



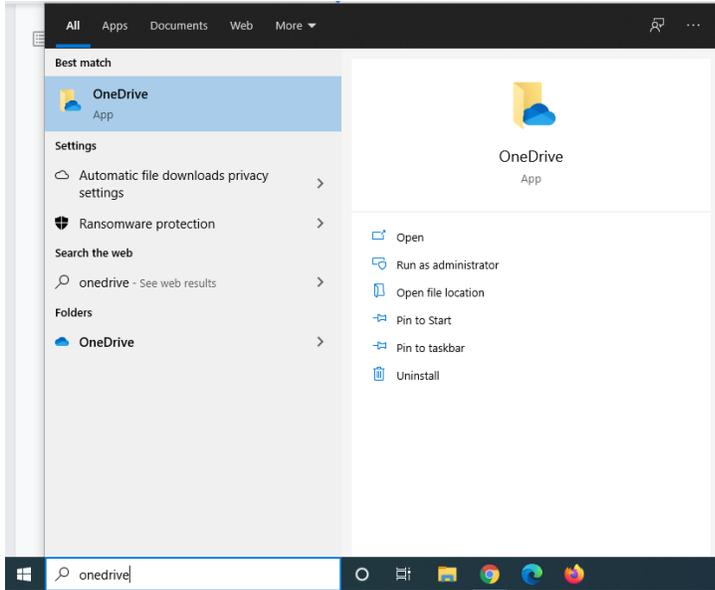
Office 365

Connecting to OneDrive (on your Desktop)

OneDrive comes preinstalled with Windows 10.



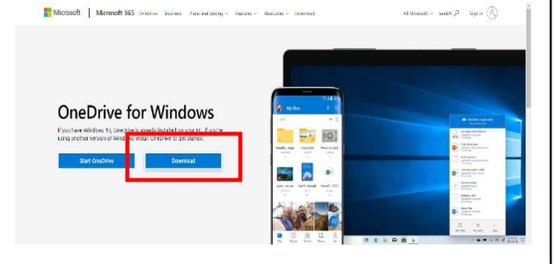
Step 1. Type **OneDrive** in the search box.



Note:

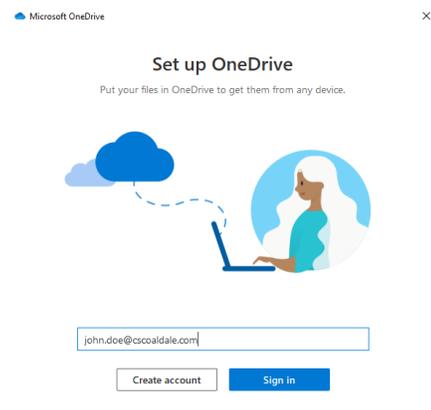
If OneDrive is not installed navigate to <https://onedrive.live.com/about/en-au/download/>

Click the download button



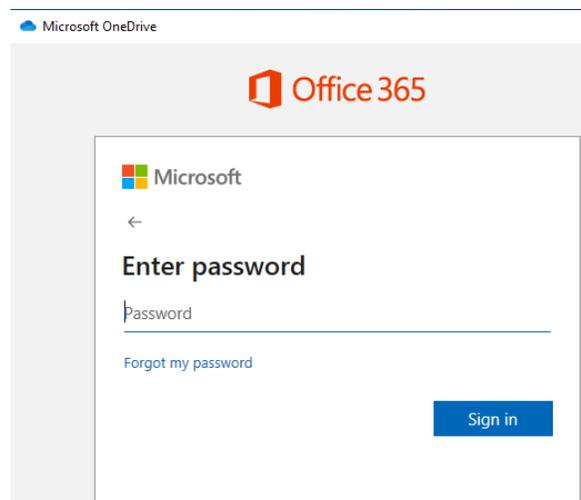
Step 2. Click on the OneDrive icon

Step 3. Enter your **O365 username** and click Sign In.



Step 4. Enter your **O365 password**.

Step 5. Click **Sign In** to configure OneDrive



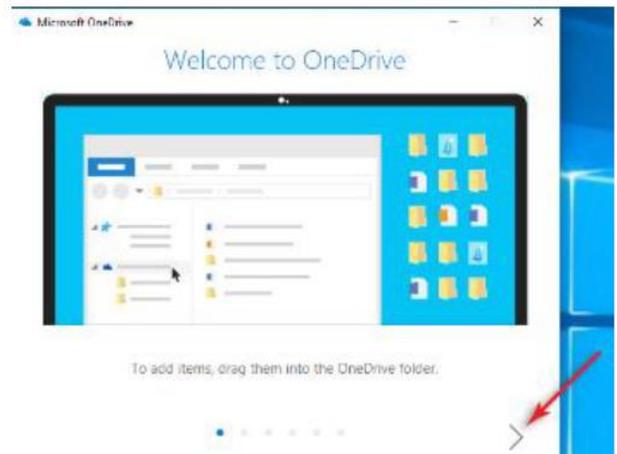


Office 365

Step 6. Click on the **right arrow** and follow the instructions

Step 7. Click the blue **Open my OneDrive Folder** button

Step 8. Once the configuration is completed files will begin to sync with your PC.



Access OneDrive from your Browser

Step 1. Navigate to <https://portal.office.com> or <https://www.office.com>

Step 2. Click **sign-in** and enter your **O365 username** and **password**

- Note the **'keep me signed in'** tick box means you don't need to enter your email address each time you visit the page
- If you are accessing OneDrive from a public computer **DO NOT** tick this box