OFFICE 365 – ONLINE WEB APPS

OFFICE 365 ONLINE WEB APPS ARE AVAILABLE TO STAFF AND STUDENTS where the risk assessment for use of O365 additional services option has been accepted and the option enabled for the user by the local site ICT administrators.

Office 365 Online Web Apps allow you to create, share and collaborate on any device using a web browser. The Online Web Apps use OneDrive for Business to store documents, spreadsheets, presentations and similar. This means that these documents are available for your use anywhere anytime as long as you have an internet connection.

OneDrive for Business is Microsoft’s cloud storage solution, providing users with 1Terabyte of storage and the ability to sync files between multiple devices, including PC, Mac, tablet and smartphone.

OneDrive should only be used to store data classified as ‘Public’ and should therefore not contain any confidential or sensitive information.

1. Open a web browser and visit http://www.office.com
2. Click Sign In (top right corner) and enter your full email address (e.g. John.Smith123@schools.sa.edu.au) to login to the Office 365 portal.

3. If you have not already been authenticated, you will be redirected to the LearnLink Login Page.

4. Enter your LearnLink user account credentials and click Log On
5. Once authenticated, you will be logged into the Office 365 Portal

![Office 365 Portal](image)

Note: Available online apps icons will vary depending on the licence available for the user

6. Click the Word, Excel or PowerPoint tile

![Office 365 Apps](image)

7. Select a blank document, spreadsheet, etc. or select a template from the list.

![Office 365 Templates](image)

8. Edit the document - all changes are automatically saved.

![Office 365 Editing](image)
OFFICE HELP AND TRAINING

Further information, help and training visit http://support.office.com