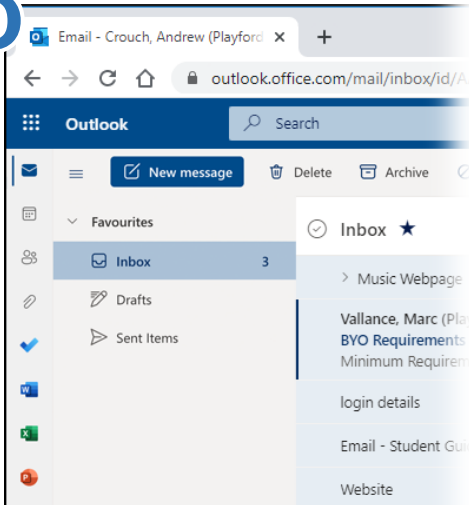




How to access Microsoft Office 365 after you've logged in to your EdPass email for the first time. *This is only for staff and students.*

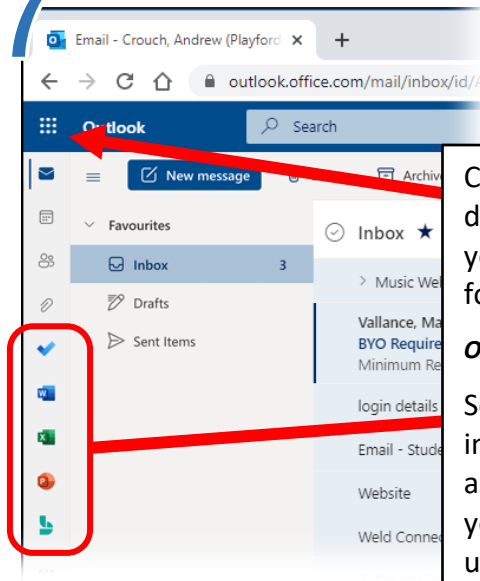
This "How to" leads on from "How to Log in to your EdPass email."

6



This is the kind of thing you'll see once you've logged in to your EdPass email

7

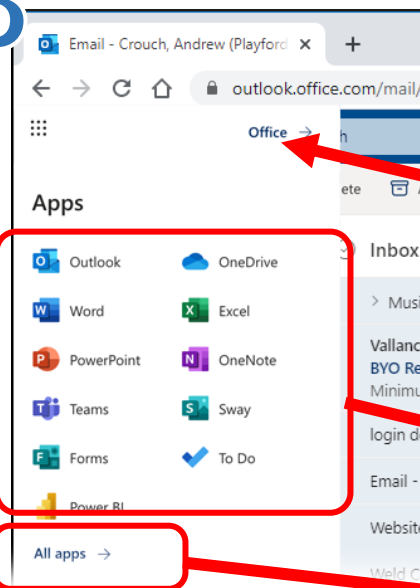


Click on the 9 dots to see your options for Office 365

OR

Select an individual app from your most used ones

8



If you click on the 9 dots you'll see this

Click "Office" to go to a page which shows your files stored in OneDrive

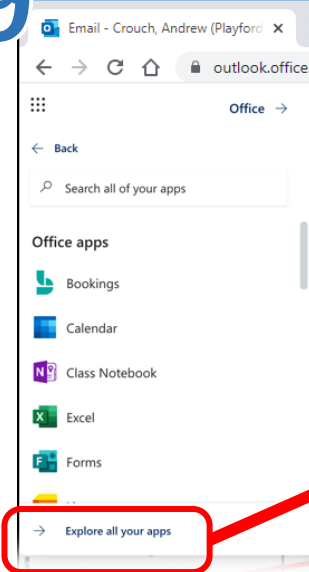
OR

Select an individual app

OR

Explore *all* available apps

9



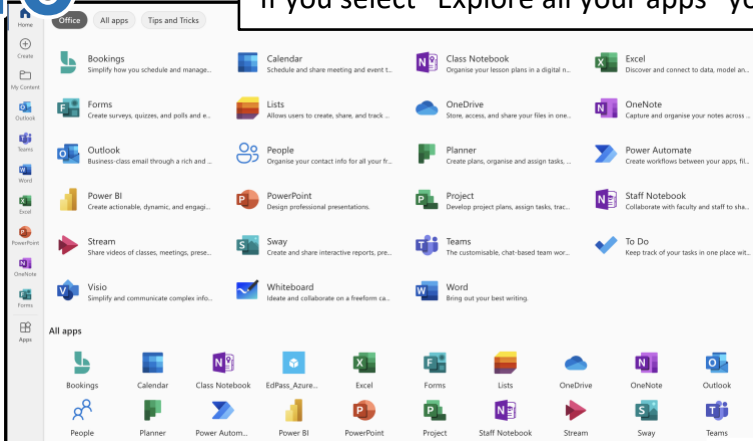
If you select "All apps" you can scroll down to see every app you have access to

OR

Click on "Explore all your apps"

10

If you select "Explore all your apps" you'll see this



11

You can always reach the Office 365 page by clicking on this button on the portal.

