

How to access Office 365

Office 365 is available to all students currently enrolled. Office 365 includes Outlook for your emails to and from your teachers. Word, Excel, PowerPoint and other Microsoft tools are also available.

This article will help you log in and use not only Office 365 but other Department of Education learning tools.

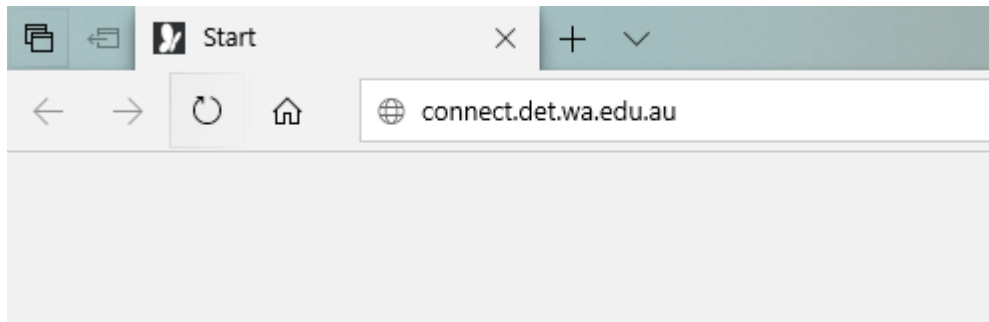
The easiest way to access Office 365 is through Connect.

Open an internet browser like Microsoft Edge, Google Chrome or Mozilla Firefox.

In the address bar type:

connect.det.wa.edu.au

Don't search for Connect. Just type that line into the address bar as shown below and then press Enter on your keyboard.



You see a page where you have to log into connect.

A screenshot of the Department of Education login page. The page has a dark blue header with the Department of Education logo and name. Below the header, the main content area is white. On the left, there is a 'Sign In' section with the text 'Enter your Single Sign-On user name and password to sign in'. Below this text are two input fields: 'User Name' and 'Password'. To the right of these fields is a blue question mark icon. Below the input fields are 'Login' and 'Cancel' buttons. At the bottom of the login section, there are links for 'Forgot Your User Name or Password?' and 'What is this?'. On the right side of the page, there is a 'Single Sign-On' section with a heading 'Appropriate Use of Online Services'. This section contains text about responsible use of online services and links to 'Students Online Policy', 'Telecommunications Use Policy', and 'Parents/responsible persons - Appropriate Use'. Below this is a 'Copyright Statement' section with a 'WARNING' about the material being copied.

In the User Name box type in your user name you use at school. That will be your first name, dot, last name and then maybe a number at the end.

Here is an example: michael.murphy

In the Password box type the password you use at school.

Tick the box that you understand the user agreement then click the Login button.

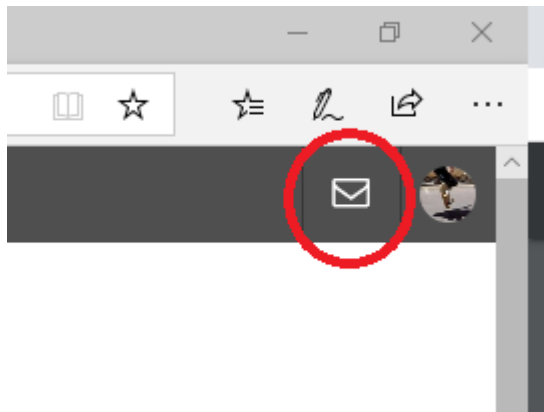
The screenshot shows a web browser window with the URL <https://login.det.wa.edu.au/oam/server/obrareq.cgi?encquery%3D%2Bqfvm80E4DLUGMZdZf2xfulDwP2toUAmYbnATCP2pG9V3VYV16EHCU5pGufg0AXtUdN7xG0GQp2gCNKGCEBUpHx7QlnUoa3VvCctJlqawK4AmF7f7n6ZBL4iqYnKCBRDWDXGhL30%2B>. The page is titled "Department of Education" and "Single Sign-On". The main heading is "Sign In". Below it, the instruction says "Enter your Single Sign-On user name and password to sign in". There are two input fields: "User Name" with the text "michael.murphy" and "Password" with masked characters. Below the password field is a checkbox labeled "I have read and understand the Appropriate Use of Online Services information." and two buttons: "Login" and "Cancel". To the right of the login fields, there is a section titled "Appropriate Use of Online Services" with text about responsible use of online services and links to "Students Online Policy", "Telecommunications Use Policy", and "Parents/responsible persons - Appropriate Use". Below this is a "Copyright Statement" with a "WARNING" about the material being subject to copyright protection.

When you have logged in you will be on the overview page of Connect.

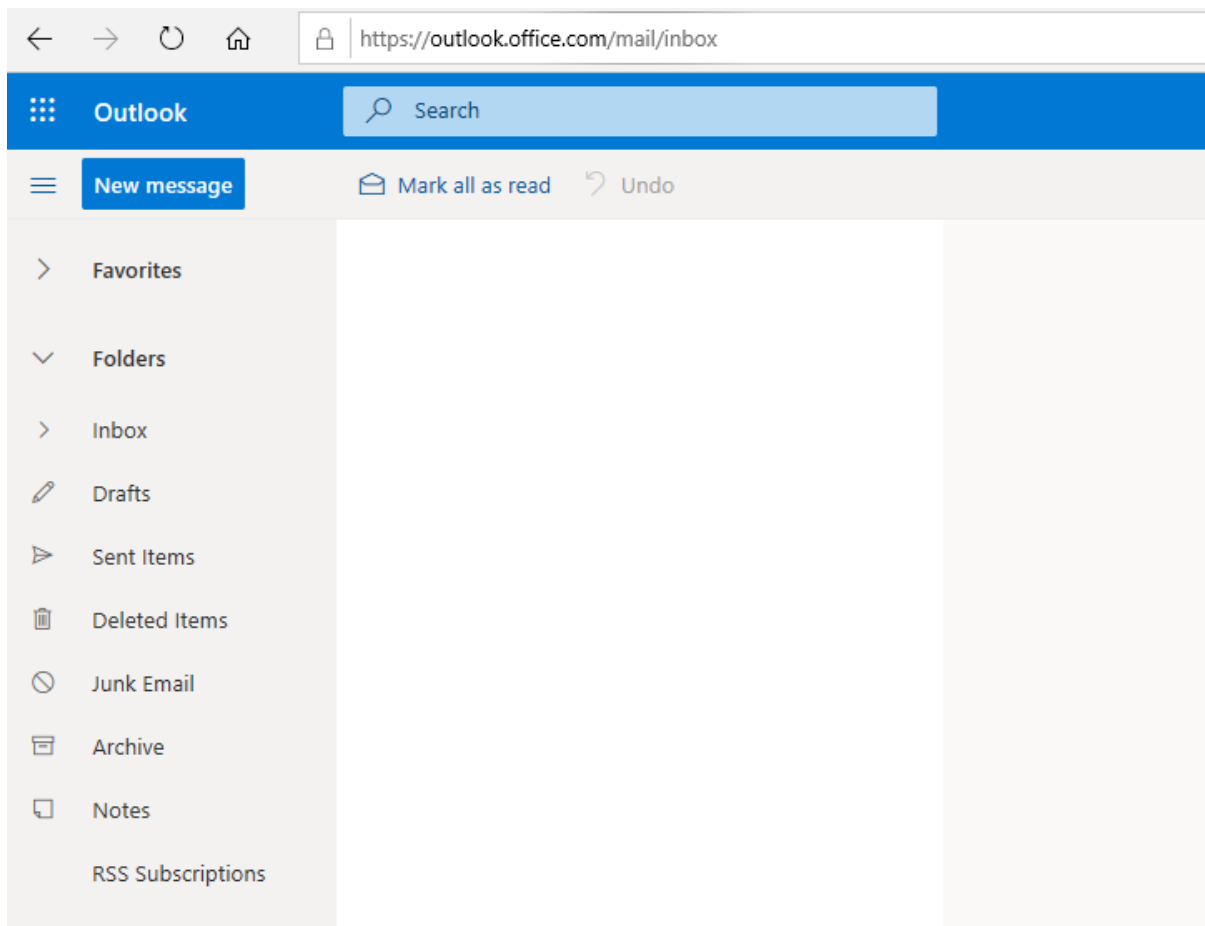
The screenshot shows a web browser window with the URL <https://connect.det.wa.edu.au/group/students/ul/overview>. The page has a dark header with "Classes" and "My Connect" tabs. The main content area is divided into several sections. On the left, there is a "Did you know you can access Connect on your phone?" section with a "Learn more" button. Below this is a "Classes" section showing "Year 10 2020" with a "View All" button. Further down is a "Latest Information" section with a "Read" button, containing a notice about support for Gilmore College families. On the right, there are several boxes: "Change Password", "Terms of Use", "Next Event" (stating "You currently don't have any events."), "Next Submission" (stating "You currently don't have any submissions due."), and "Connect Help" (listing "Student Flyer - Primary" and "Student Flyer - Secondary").

From here you can access all your classwork and assignments as well as contact your teacher for

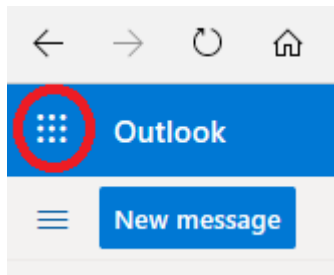
In the top right hand corner, you will see an email icon



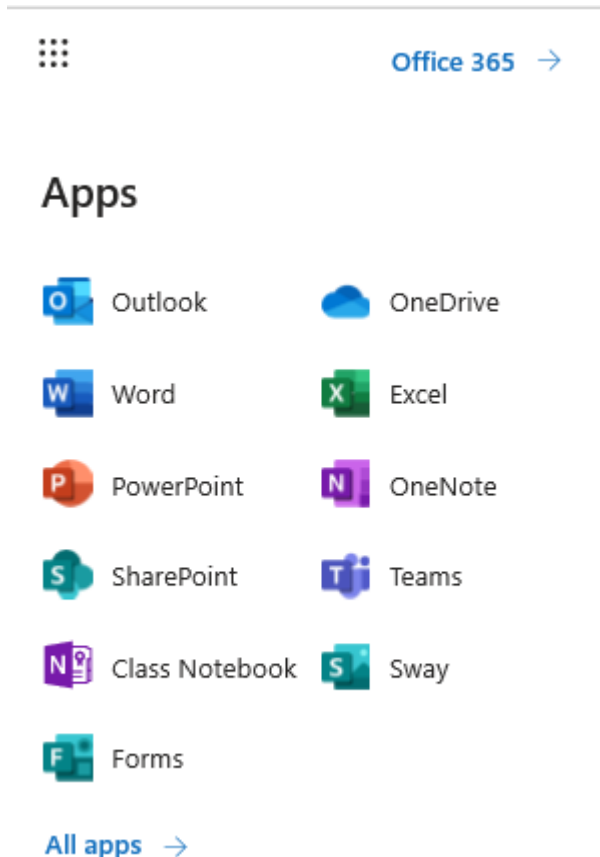
Click on this icon and another tab will be opened. This is the online version of Outlook and it where you can receive and send emails.



Click on the nine dot square in the top left hand corner next to the work Outlook



A menu will open up and you can now see other online tools from Microsoft Office.



When you click on any one of these you will be asked for your email.

Your email is your username that you used to log into connect with followed by @student.education.wa.edu.au

For example if your username was mike.murphy then your email would be:

mike.murphy@student.education.wa.edu.au

You may be asked to log in again with a username and password. Just use the username and password that you logged into connect with.