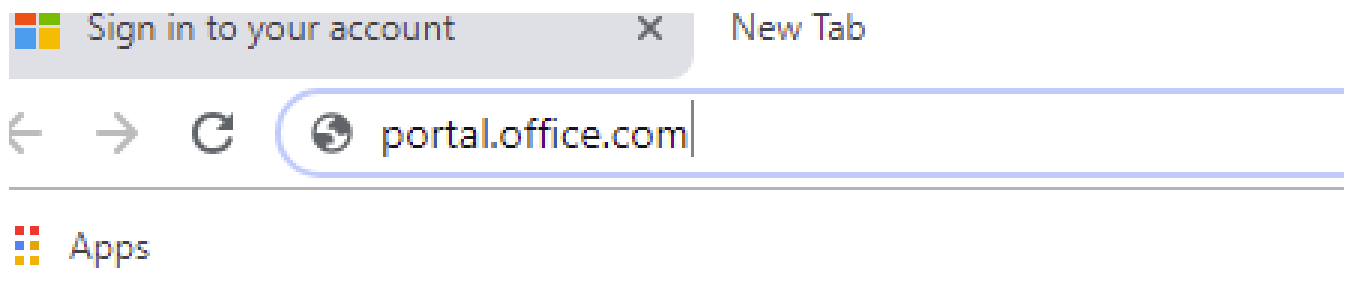
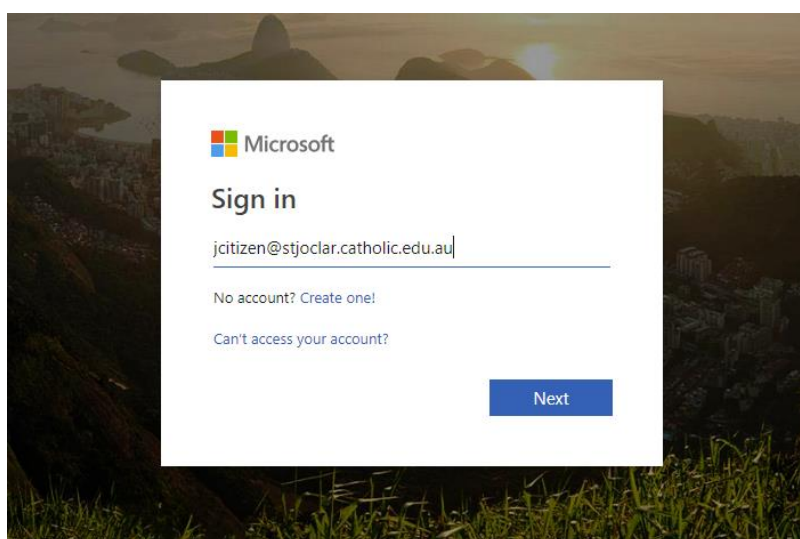


How to log on to Office 365 to access your child's 'Class Intranet' page, 'One-Note', or 'Microsoft Teams'

1. In the URL bar of your search engine, type in portal.office.com



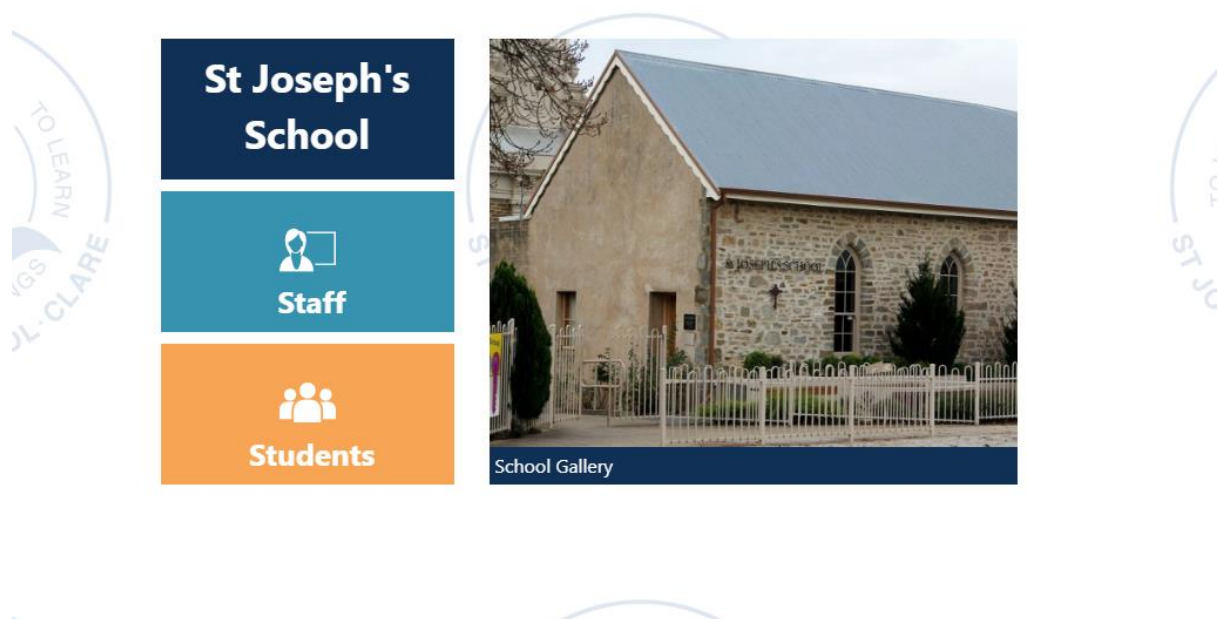
2. Type in your child's email address. This is usually first initial, last name (if not, they will usually know), followed by @stjoclar.catholic.edu.au. **Your child's email address will usually be their username followed by @stjoclar.catholic.edu.au
If there is more than one child with the same name or if a past student had the same first initial and surname as your child, their username might be adjusted accordingly. Please contact Brendan Ackland if your child's log in does not work.



3. Type in your child's password – this will be their date of birth i.e. 26041971



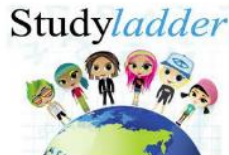
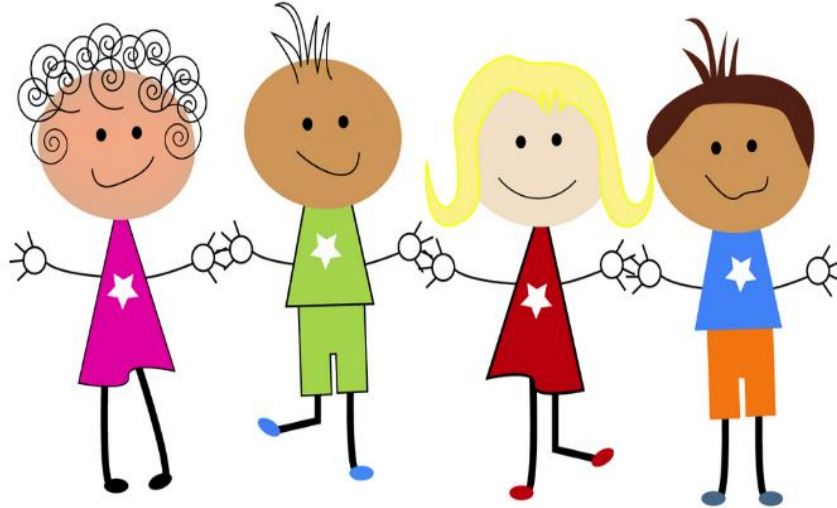
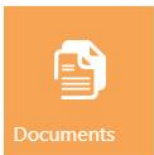
4. After you have logged in with your password, you will see this screen. Double click on the yellow 'Students' icon. This will take you to the 'Student Class Intranet Landing Page'.



5. Scroll down the page until you see your child's class. Double click on the circular 'tab' to get to your child's class intranet page.

Student Intranet

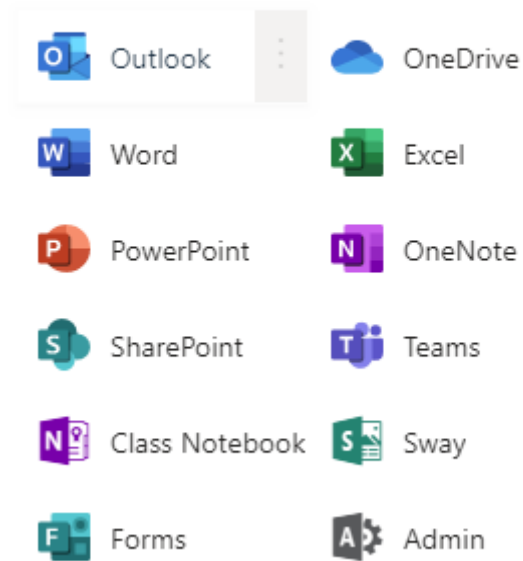
Google Search



6. If your child is using One-Note, or Microsoft Teams, they can access these from the app launcher (the 9 white dots in the top left hand corner of the screen next to the St Joseph Banner. A drop down list of 'apps' will appear. Click on the one your child needs to use.



Apps



7. Students can also access their email (Outlook) from this app launcher.

If you have any issues logging in to Office 365 from home, please email our ICT coordinator Brendan Ackland at brackland@stjoclar.catholic.edu.au