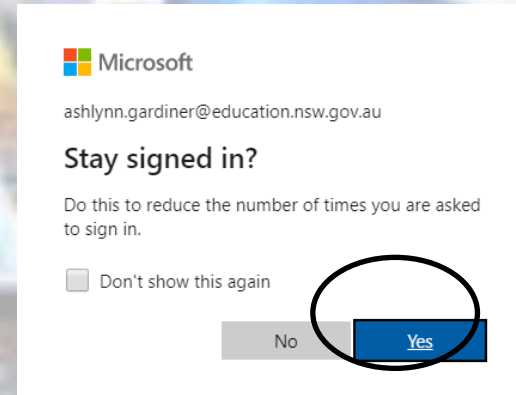


Accessing Office 365 (O365, Word online, MS Teams, OneNote etc) from the student portal

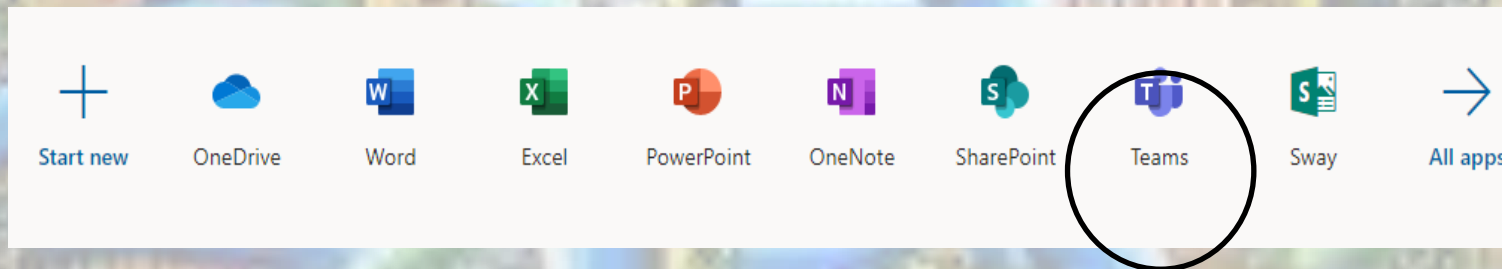
1. Log into student portal and find the learning tab
2. Click on Microsoft Office 365



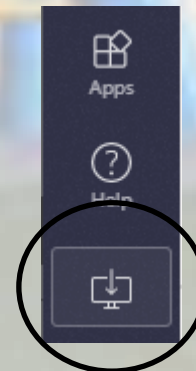
3. When you receive this text box, click 'Yes'



4. From here you have access to all your O365 apps. Click on 'Teams' to access.



5. As teams loads, you can use the web interface, but it is recommended that you download the app to your personal computer for easy access. Click on the download icon on the bottom left of the screen and follow the prompts



6. If you don't have access to a particular class, please email your teacher. If you don't have your teachers email, please email the school address and it will be passed on—
Nepean-h.school@det.nsw.edu.au

NOTE: Work will be updated in accordance with the scheduled timetable for each class.