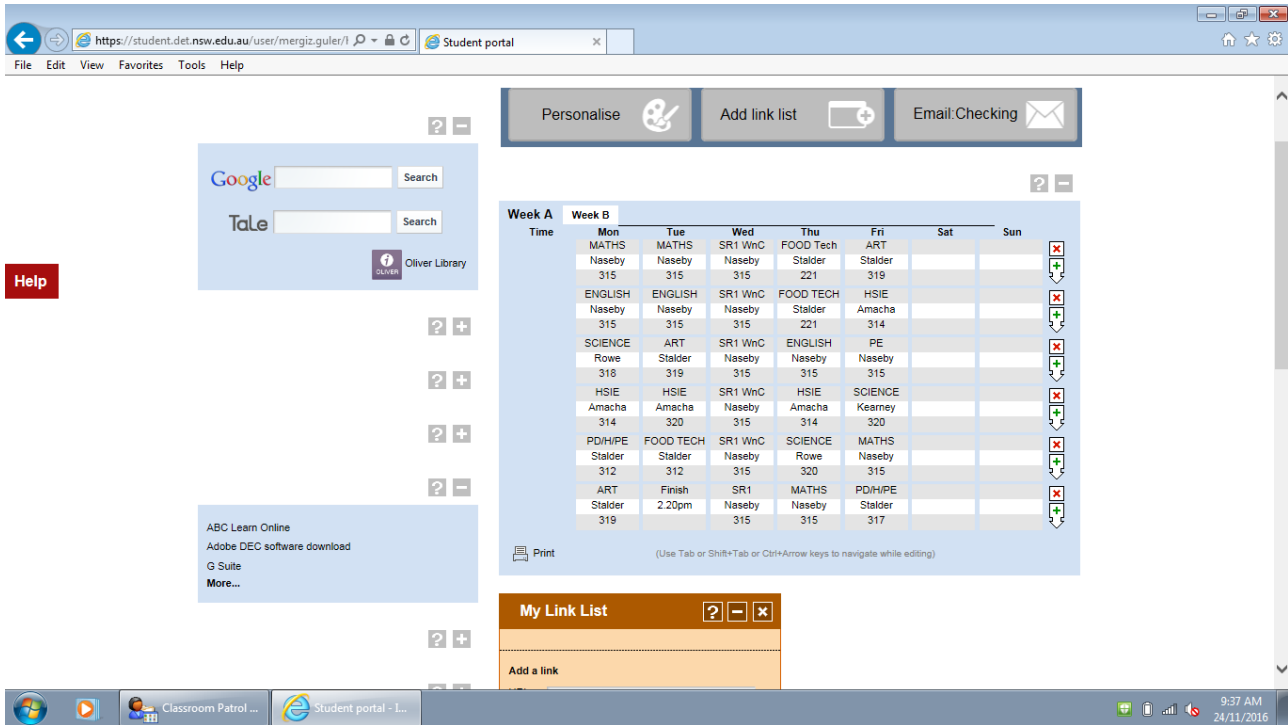


How to use Microsoft Office 365

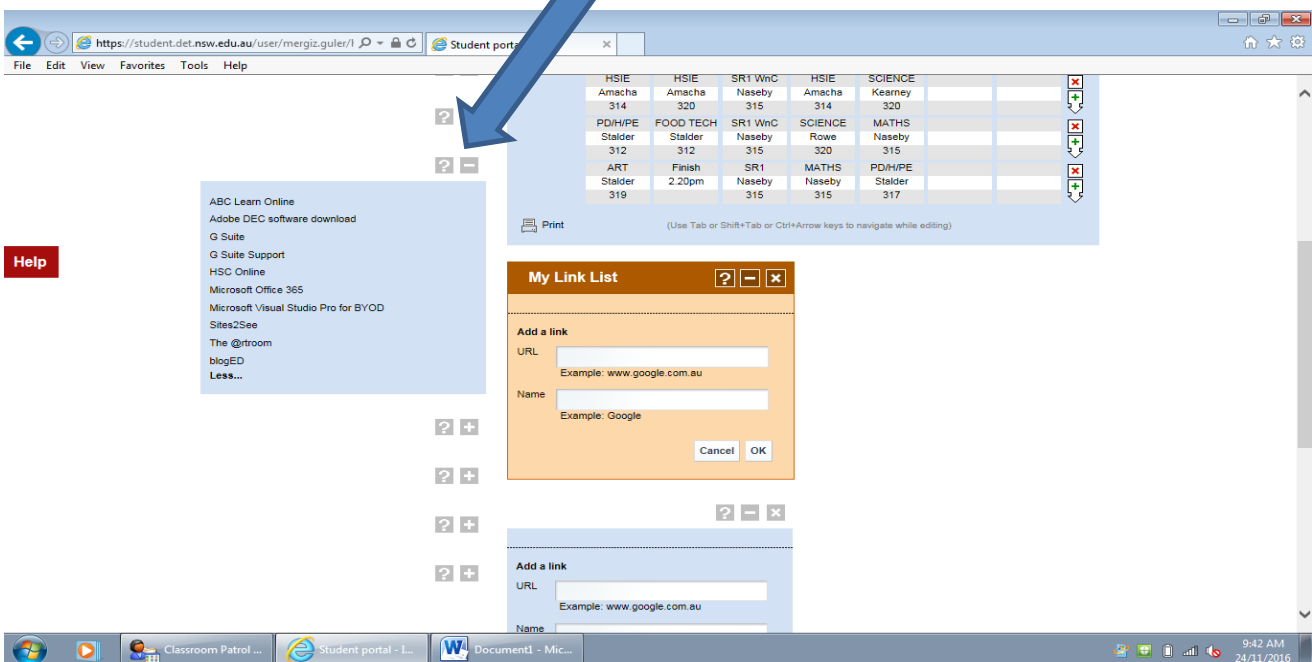
1. Go to student portal



The screenshot shows the Student portal homepage. The browser address bar displays <https://student.det.nsw.edu.au/user/mergiz.guler/1>. The page features a navigation bar with 'Personalise', 'Add link list', and 'Email: Checking'. On the left, there is a Google search bar, a Tale search bar, and a list of links including 'ABC Learn Online', 'Adobe DEC software download', and 'G Suite'. The main content area displays a weekly timetable for 'Week A' and 'Week B'. The timetable is organized by days of the week (Mon to Sun) and time slots. Below the timetable, there is a 'My Link List' section with an 'Add a link' button. The Windows taskbar at the bottom shows the 'Classroom Patrol' and 'Student portal' applications, along with the system clock indicating 9:37 AM on 24/11/2016.

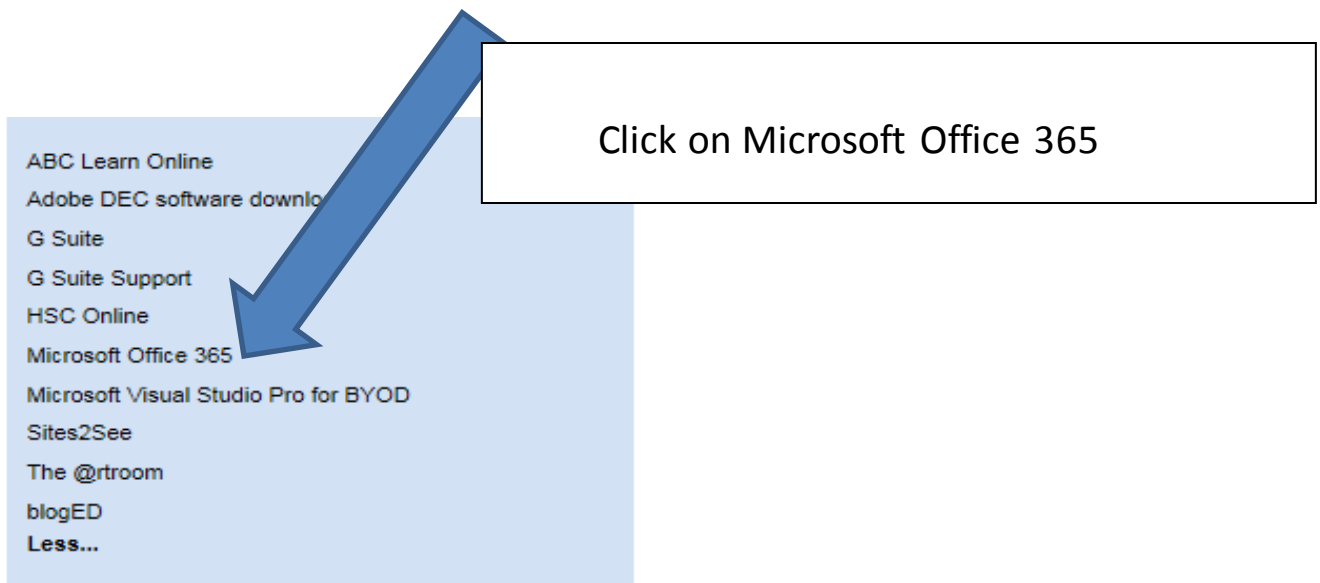
Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
MATHS	Naseby 315	MATHS Naseby 315	SR1 WnC Naseby 315	FOOD Tech Stalder 221	ART Stalder 319		
ENGLISH	Naseby 315	ENGLISH Naseby 315	SR1 WnC Naseby 315	FOOD TECH Stalder 221	HSIE Amacha 314		
SCIENCE	Rowe 318	ART Stalder 319	SR1 WnC Naseby 315	ENGLISH 315	PE Naseby 315		
HSIE	Amacha 314	HSIE Amacha 320	SR1 WnC Naseby 315	HSIE Amacha 314	SCIENCE Kearney 320		
PD/H/PE	Stalder 312	FOOD TECH Stalder 312	SR1 WnC Naseby 315	SCIENCE Rowe 320	MATHS Naseby 315		
ART	Stalder 319	Finish 2.20pm	SR1 Naseby 315	MATHS Naseby 315	PD/H/PE Stalder 317		

2. Go to Learning, and then go to Microsoft 365

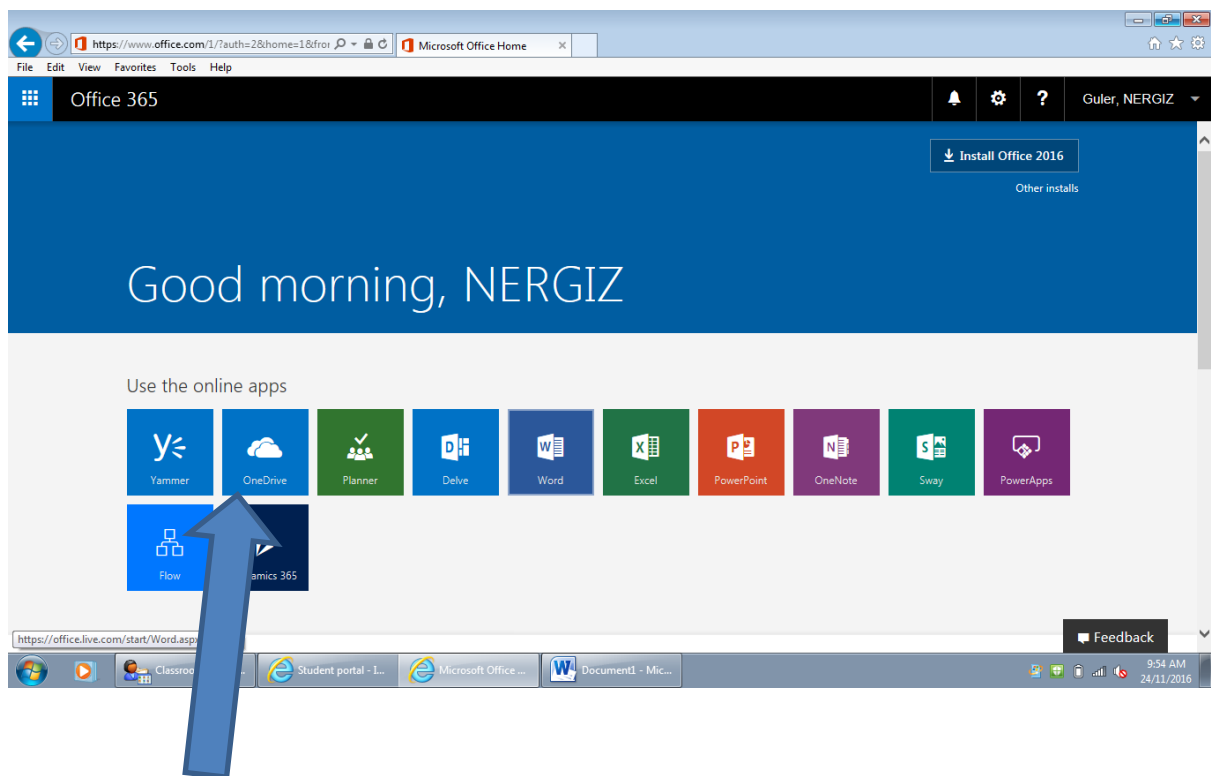


The screenshot shows the Student portal 'Learning' section. A large blue arrow points from the '2. Go to Learning, and then go to Microsoft 365' instruction to the 'Microsoft Office 365' link in the left-hand menu. The main content area displays a weekly timetable for 'Week A' and 'Week B'. Below the timetable, there is a 'My Link List' section with an 'Add a link' button. The Windows taskbar at the bottom shows the 'Classroom Patrol', 'Student portal', and 'Document1 - Mic...' applications, along with the system clock indicating 9:42 AM on 24/11/2016.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
HSIE	Amacha 314	HSIE Amacha 320	SR1 WnC Naseby 315	HSIE Amacha 314	SCIENCE Kearney 320		
PD/H/PE	Stalder 312	FOOD TECH Stalder 312	SR1 WnC Naseby 315	SCIENCE Rowe 320	MATHS Naseby 315		
ART	Stalder 319	Finish 2.20pm	SR1 Naseby 315	MATHS Naseby 315	PD/H/PE Stalder 317		



3. Now chose what type of documents you want to use For example: Microsoft Word, PowerPoint, One note etc.



4. Your Onedrive is your online storage drive, where all your documents are kept. This is where you can access your documents from previous lessons. Documents are automatically saved here.