

Access the Office 365 online web apps

Overview

You can access the office 365 web apps at <http://www.office.com> ([Opens in new window](#)).

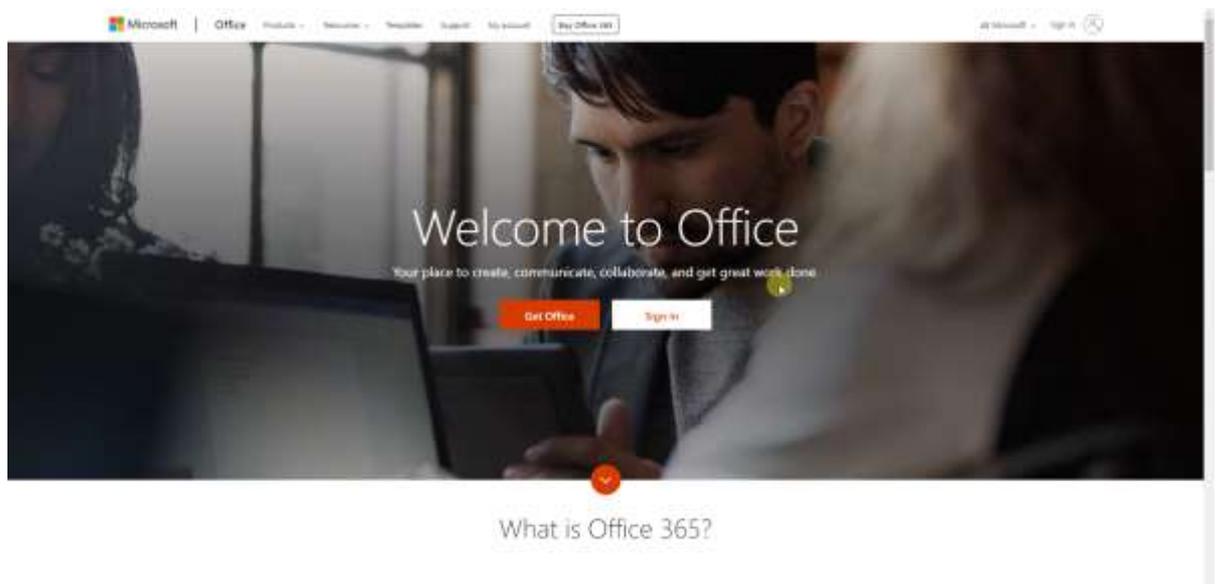
Office 365 online web apps are available to staff and students. Office 365 Online Web Apps allow you to create, share and collaborate on any device using a web browser. The Online Web Apps use OneDrive for Business to store documents, spreadsheets, presentations and similar. This means that these documents are available for your use anywhere anytime as long as you have an internet connection and a web browser.

OneDrive for Business is Microsoft's cloud storage solution, providing users with 1 Terabyte of storage and the ability to sync files between multiple devices, including PC, Mac, tablet and smartphone.

OneDrive should only be used to store data classified as 'Public' and should therefore not contain any confidential or sensitive information.

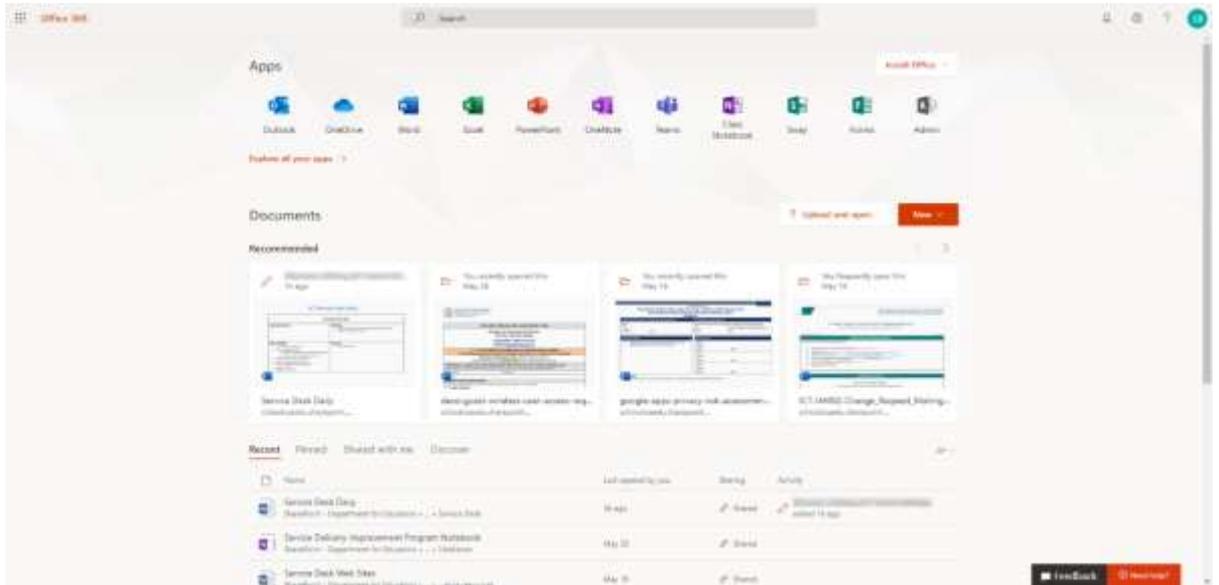
Details

1. Open your web browser and navigate to <http://www.office.com> ([Opens in new window](#))
2. Click **Sign In** and enter your full email address (e.g. john.smith123@schools.sa.edu.au) to login to the Office 365 portal.
3. If you have not already been authenticated you will be redirected to the LearnLink login page.
4. Enter your LearnLink user account credentials and click Log On.



5. Once authenticated, you will be logged into the Office 365 Portal.

Note: Available online apps icons will vary depending on the license that has been assigned to your account



6. Click the **Word**, **Excel** or **PowerPoint** icon to load the app you want to use.



7. Once the page with the Office app has loaded you can then choose to open any document saved to your OneDrive or a OneDrive you have access to, create a new document/spreadsheet/presentation or upload a document you have saved on your computer to OneDrive and edit it in your browser.