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## Sign in to Office 365

Jesse Slade - 2025-12-03 - Office 365

Every Riverside staff member and student has access to Microsoft Office 365 free of charge. This means you can access your emails, OneDrive and SharePoint files, download a copy of office onto your home computer and more through <a href="https://www.office.com">www.office.com</a>. Follow the instructions below to sign into office and you will also automagically be signed into Schoology, ClickView, Student Cafe and many other sites that use a Microsoft ID.

- 1. Open a web browser (Chrome, Firefox, Safari)
- 2. Type URL

## www.office.com

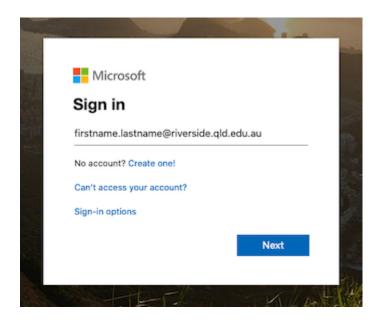
3. Select 'Sign in'



What is Office 365?

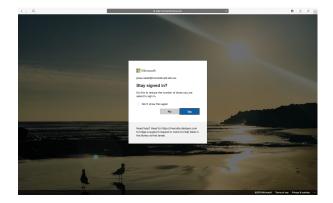
 ${\bf 4. \ Sign\ in\ with\ your\ Riverside\ Christian\ College\ email.}$ 

 $first name.last name@riverside.qld.edu.au \ (eg.\ john.smtih@riverside.qld.edu.au)$ 



5. You will be prompted with an option to stay signed in. This will keep you logged into Office 365 unless you log out.

(This is personal choice)



 $6.\ \mbox{You}$  will then be able to access all of your Office 365 Applications.

