



# How to access Office.com

- Make sure you are using Google Chrome Or Firefox. (Not Internet Explorer)
- Type **office.com** into the address bar at the top.
- Sign in using your school email. You email starts with the year you started in St. Kilians, then your last name and then your first name.
  - Eg: [19einsteinalbert@stkilianscs.com](mailto:19einsteinalbert@stkilianscs.com) for a 1<sup>st</sup> year.
  - Eg: [14austinjane@stkilianscs.com](mailto:14austinjane@stkilianscs.com) for a 6<sup>th</sup> year.
- The default password is Pass1234.
- When you sign in for the **first time** you will have to **change your password**.
  - Your new password must:
    - Be at least **8 characters** long.
    - Have at least **1 capital, 1 lower and 1 number**.
    - Not be similar to your name or email address.
- When you sign in you are asked if you want to stay signed in.
  - Click yes if it is your own device.
  - Click no if you are using a borrowed device.
- The apps you see on the homepage are:
  - Outlook (This is your email)
  - OneDrive (This is your personal storage 1TB)
  - Word
  - Excel
  - PowerPoint
  - OneNote (Teachers may use this as a class notebook)
  - SharePoint (No need to use this as this works in the background for you)
  - Teams (Teachers may set up a class Team here)
- You will find it easier to navigate if you use a PC or laptop.
- If you are using a phone you might find it difficult to access everything.
- If you are having trouble accessing Office or any of the apps please email [e.forde@stkilianscs.com](mailto:e.forde@stkilianscs.com)