Victoria University Secondary College
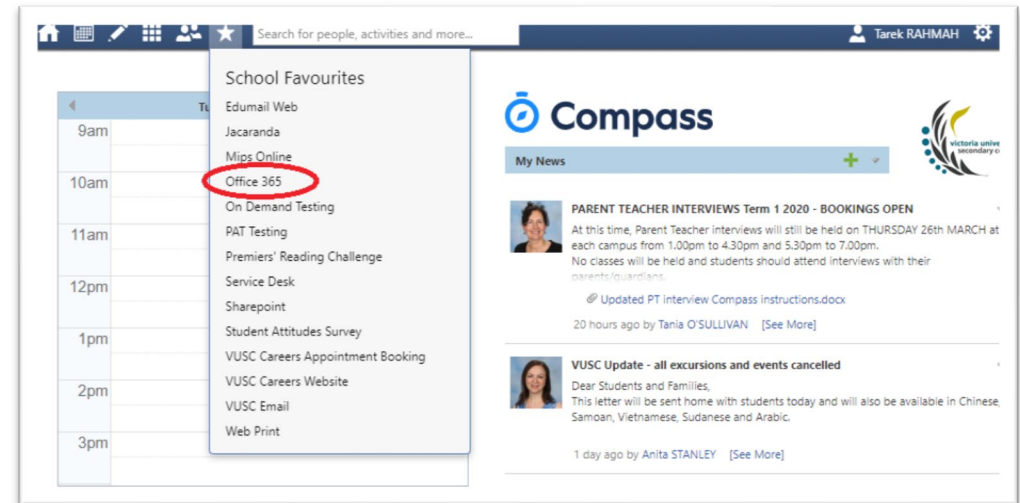
Knowledge Base

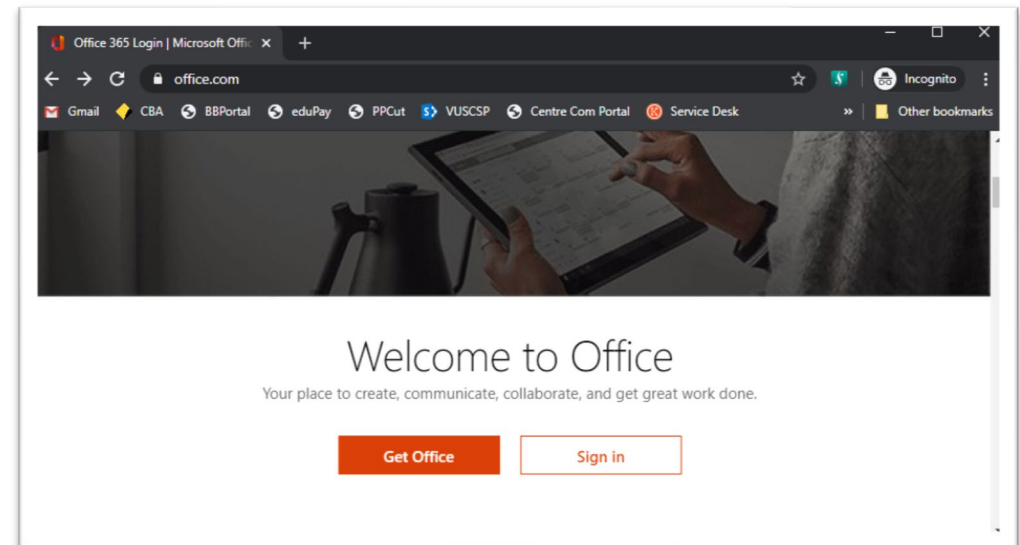## Accessing Office 365 Teams

Introduction

The Department of Education and Training in conjunction with Microsoft provide access to the complete Microsoft Office 365 package. Microsoft Office 365 is a cloud-based offering that enables school staff and Students to access software and to store and access documents anytime, anywhere, using a variety of devices. This includes Office, OneNote, OneDrive, SharePoint, Teams and others. A link to Office 365 can be found under the Compass School Favorites, and here:
https://www.office.com

Students log in with their eduPaSS User ID and Password. This will be provided to the students by the VUSC IT Department via their VUSC Email.

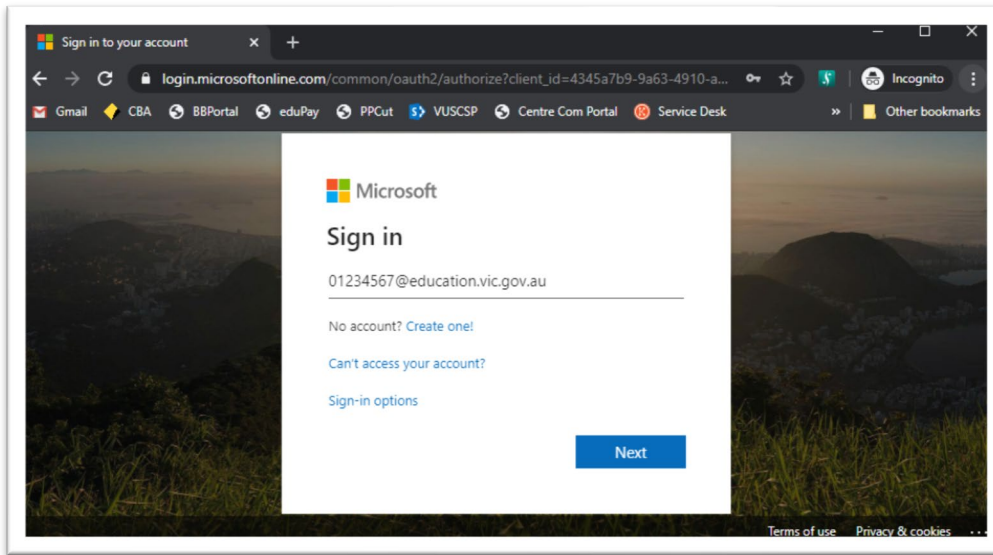**Step 1:** Go to https://www.office.com or follow the link in Compass School Favorites:
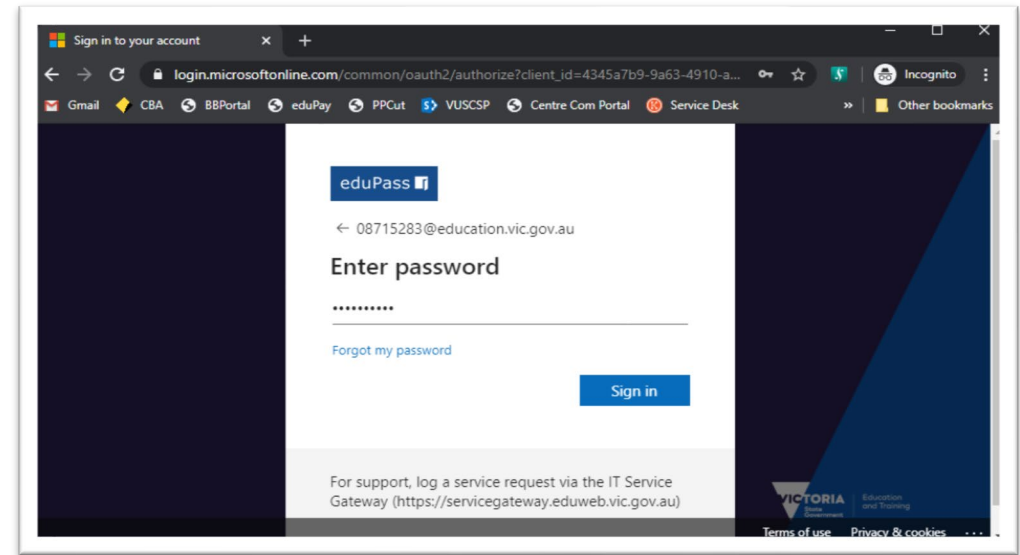

Step 2: Click on Sign In

Step 3: Enter your <u>full</u> eduPaSS username

For students: abcd1@schools.vic.edu.au
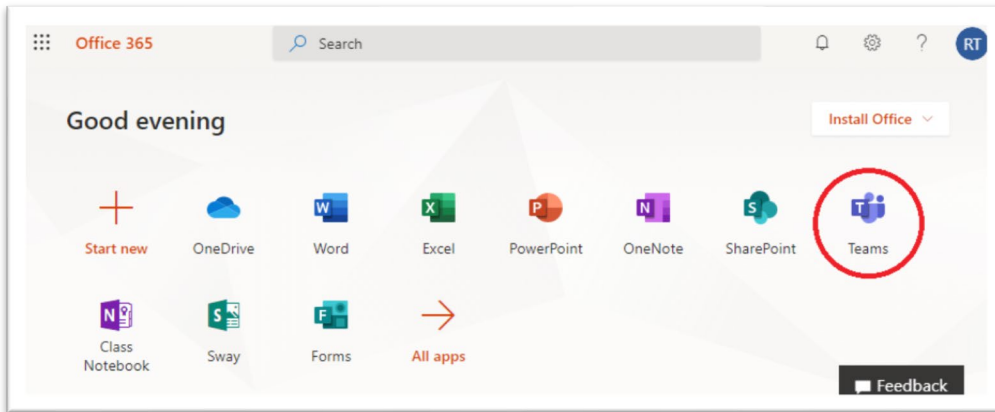where abcd1 is your eduPaSS username.

Please see the IT office of your campus if you did not receive your welcome letter in your VUSC Email, or send an email to servicedesk@vusc.vic.edu.au

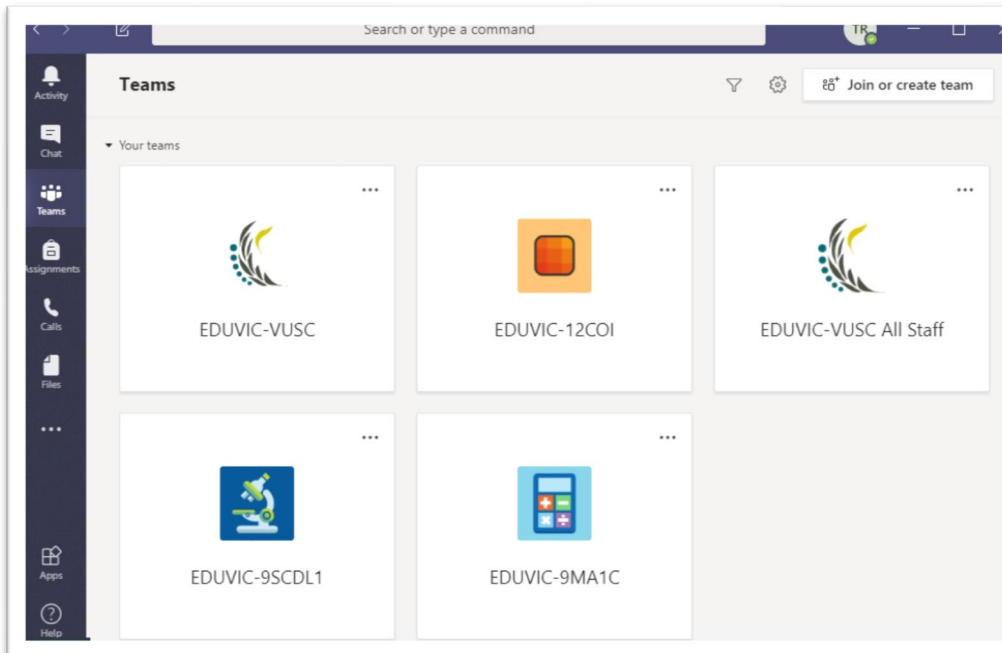**Step 4:** Enter your eduPass Password

For Students: This is your eduPaSS password. Please see the IT office of your campus if you do not have one or have forgotten it, or send an email to servicedesk@vusc.vic.edu.au

Step 5: Welcome to your Office 365 Homepage. Please click on Teams

Step 6: Welcome to your Teams Homepage. It should look something like this.

Step 11: You are ready to participate online using Microsoft Teams! Your teachers should have enrolled you into your online class Team, and you should be able to see them here.

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