**How to logon to your Office365 account**

1. Logon to your computer & open internet browser (eg Chrome)
2. Enter in URL or Ctrl+click on this link: [www.office.com](http://www.office.com)
3. Click on ‘SIGN IN” & enter your full email address:

*your username***@schools.vic.edu.au**

1. Click on ‘NEXT’
2. You will be redirected to your school’s organization page
3. Logon to eduPass with your current school username & password
4. Office 365 will open up with access to several software you can use as long as

you have internet access.

 

**Must read – Username formats!**

Your eduPass (student) username has two formats:

* Simple student username to login on eduPass webpage: abcd1 (*your computer logon user name)*
* **Full student username** to login on Office365 webpage: abcd1@schools.vic.edu.au

**This means, your full Office365 email address is:** **abcd1@schools.vic.edu.au**