



COLÁISTE NA TRÓCAIRE

Guide to access office 365

Step 1. Go to www.office.com or Click the office 365 link on mercycc.ie homepage

The screenshot shows the Microsoft Office website. The main heading is "Welcome to Office" with the subtext "Your place to create, communicate, collaborate, and get great work done." Below this are two buttons: "Sign in" and "Get Office". To the right, under a "LINKS" header, there are logos for "Limerick and Clare Education and Training Board", "vsware", "WayPay", and "Office 365". A blue arrow originates from the "Sign in" button on the website and points to the "Office 365" logo in the links section.

Step 2. Sign in using school email address (all emails addresses are available on cnt.vsware.ie at the bottom of the students personal tab)

The screenshot shows the Microsoft Sign in page. The Microsoft logo is at the top left. Below it is the heading "Sign in". The email address field contains "19. ...@learner.lcetb.ie". Below the field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue "Next" button.

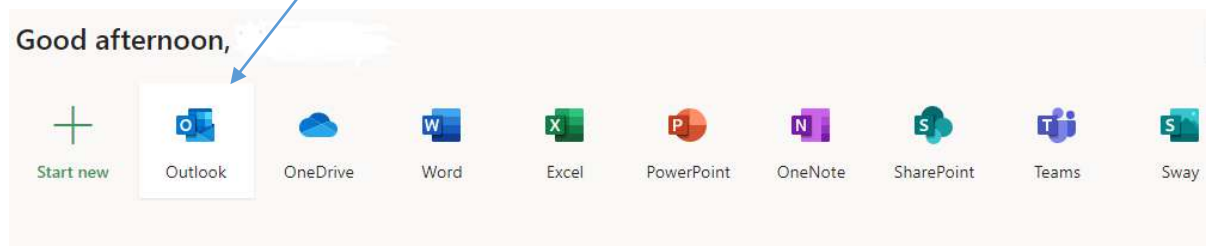


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Step 3. Enter student password (same as password used to login to school computers)

Step 4. Below are the apps on the office 365 home screen

To access emails click outlook



Step 5. Set time zone and language

& save.

(only required on 1st login)