

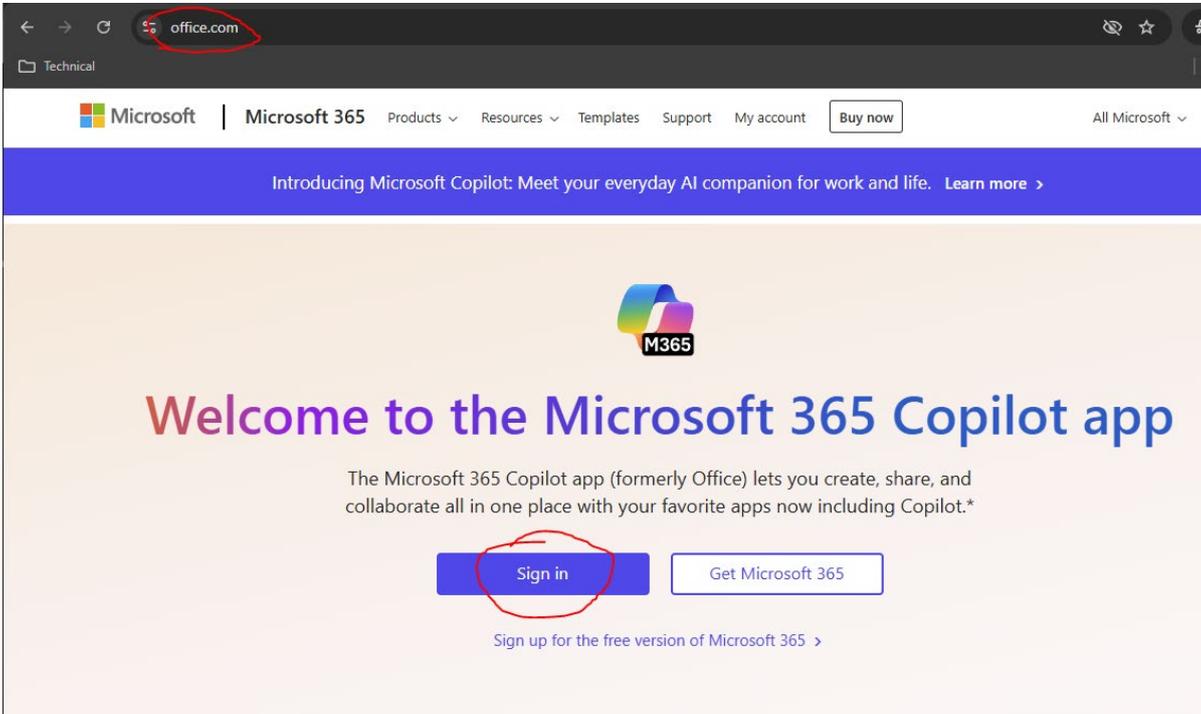
Microsoft 365 Access for Students

Dear Students,

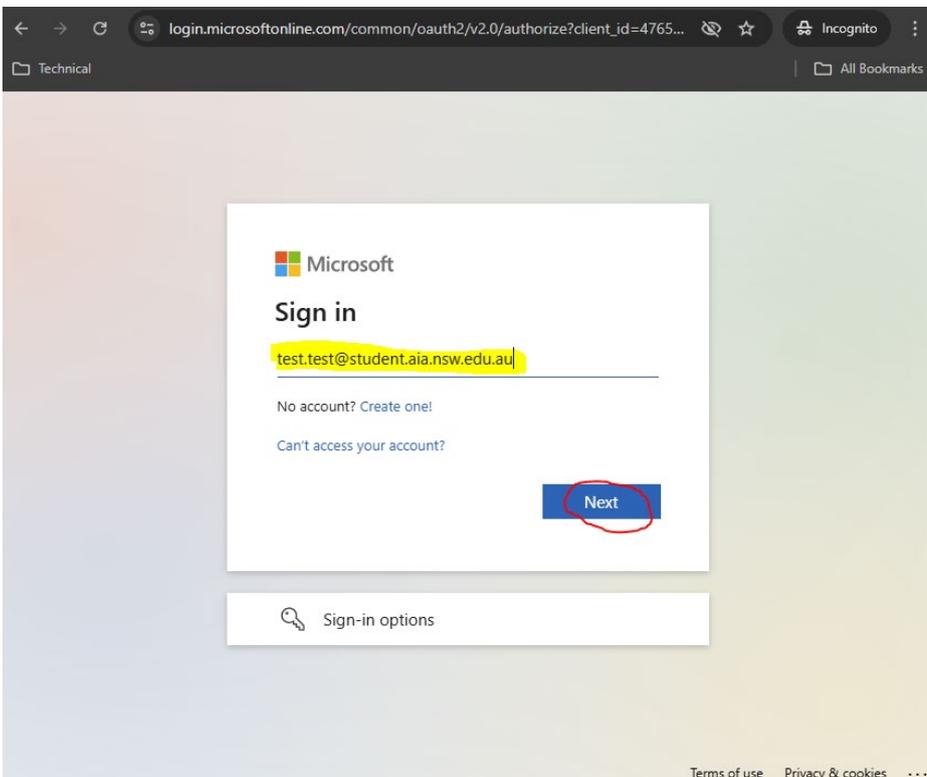
At AIA Kellyville you are entitled to use the full Microsoft Office 365 suite of products whilst you are a student at our school from Year 6 to 12,

Please see instructions below on setting up your account for the first time.

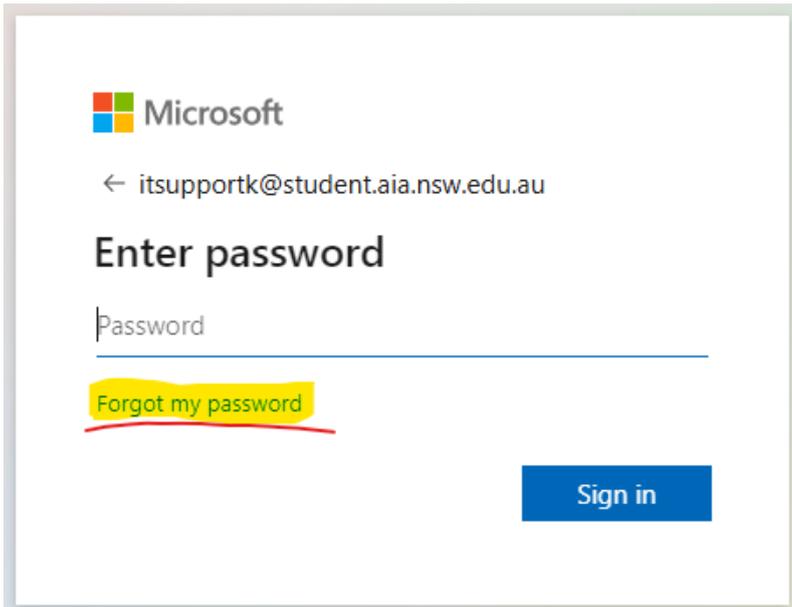
Step 1 – Open your browser, visit <https://office.com> , and click “Sign in”



Step 2 - Enter your school student email address, click **Next**:



Step 3 – Since you are new and do not have a password, click **“Forgot my password”**



Step 4 – Enter your email, and the characters like below and click **Next**



Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

test.test@student.aia.nsw.edu.au

Example: user@contoso.onmicrosoft.com or user@contoso.com



yvkk4r

Enter the characters in the picture or the words in the audio. *

Next Cancel

Step 5 – Click **Email** to receive an email with a verification code in your school student Gmail account

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

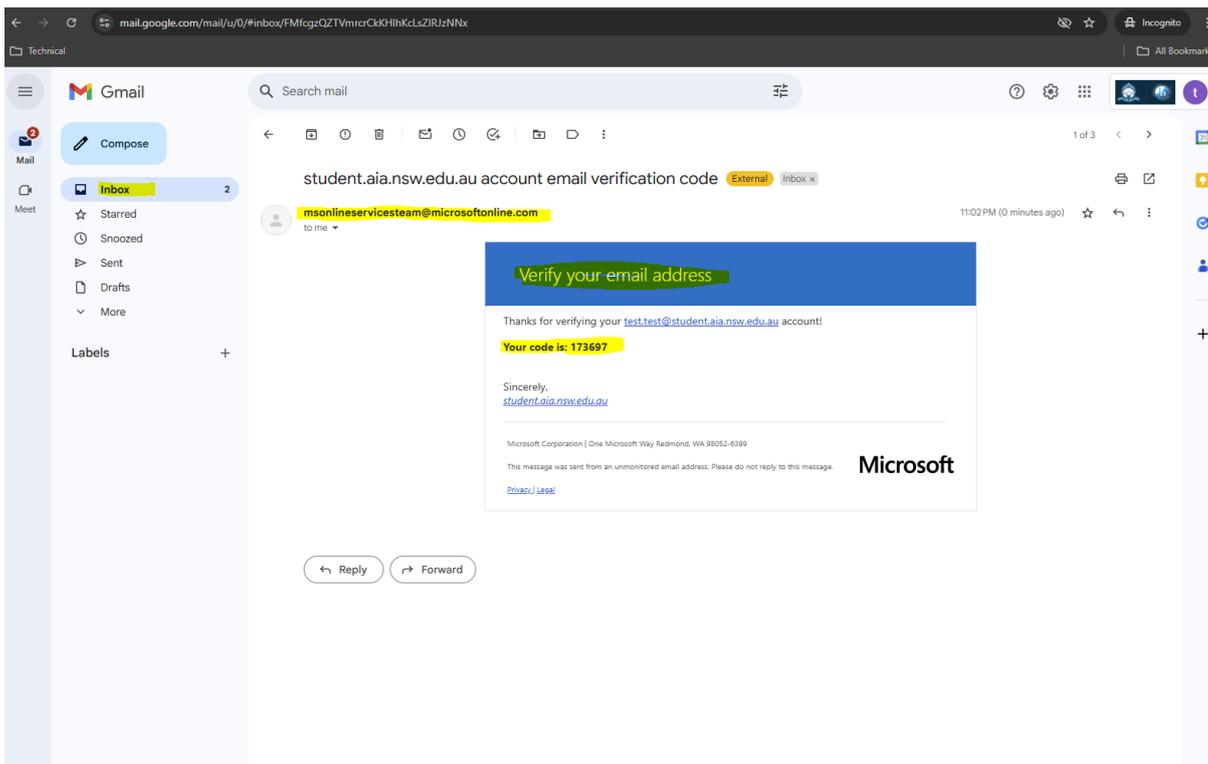
Email my alternate email

You will receive an email containing a verification code at your alternate email address (te*****@student.aia.nsw.edu.au).

Email

Cancel

Step 6 – Copy the code that you received



The screenshot shows a Gmail interface on a desktop browser. The browser address bar shows the URL: mail.google.com/mail/u/0/#inbox/FMfcgzQZTVmccrCkKHhKcl5ZiRjzNNx. The Gmail interface includes a left sidebar with navigation options like Compose, Mail, Meet, and Labels. The main content area displays an email from 'msonlineservicesteam@microsoftonline.com' with the subject 'student.aia.nsw.edu.au account email verification code'. The email body contains a blue header 'Verify your email address', a thank you message, and a highlighted verification code: 'Your code is: 173697'. The email is signed 'Sincerely, student.aia.nsw.edu.au' and includes the Microsoft logo and contact information. The bottom of the email shows 'Reply' and 'Forward' buttons.

Step 7 - Paste the code into the field like the example below, and click **Next**:

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Email my alternate email

We've sent an email message containing a verification code to your inbox.

173697

Next Are you having a problem?

Cancel

Step 8 – Now create a new strong password, and after it's been reset, follow the instructions to continue

Microsoft

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

strong

* Confirm new password:

Finish Cancel

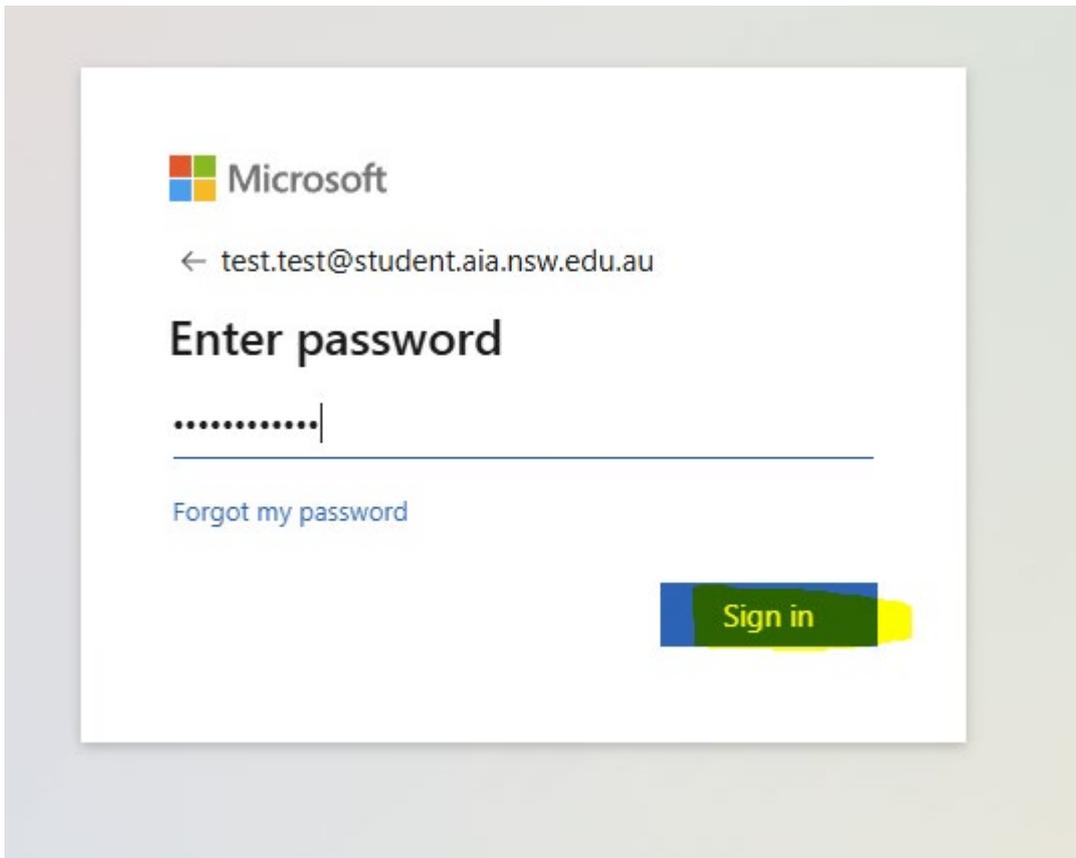
Microsoft

Get back into your account

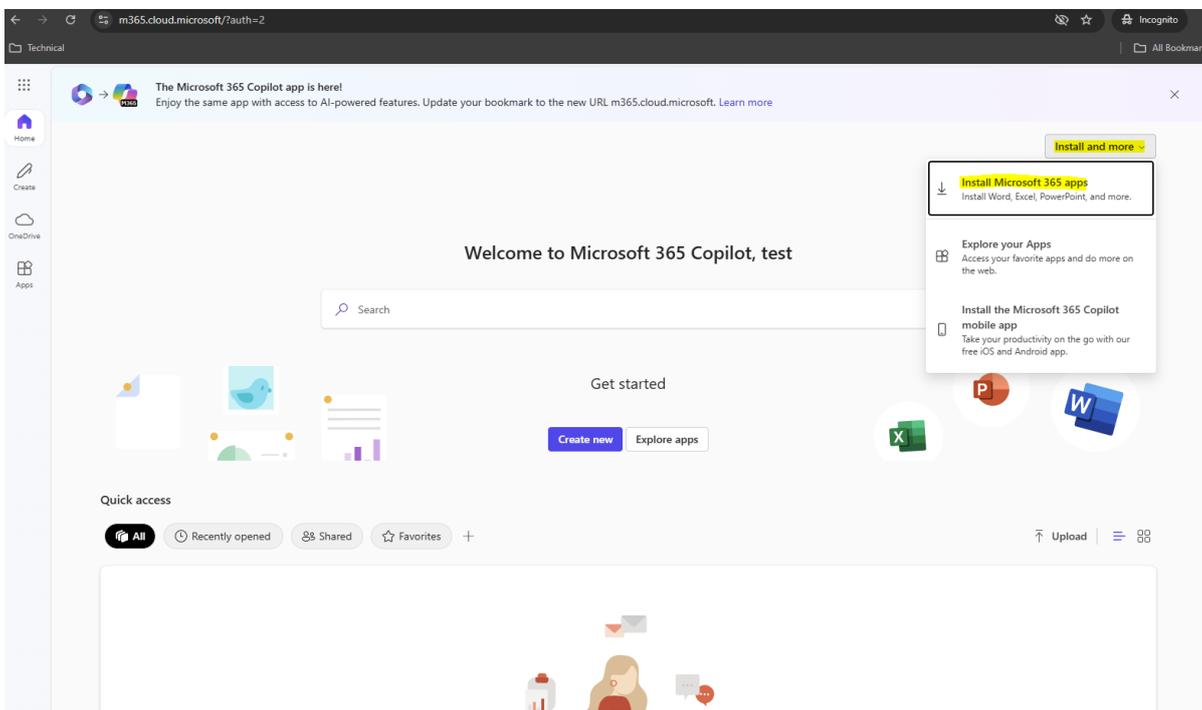
✓ Your password has been reset

To sign in with your new password, [click here](#).

Step 9 - Enter your new password, and click **Sign in**. Congratulations, you are now signed in!



Step 10 – Once signed in, you can click as shown to Install Microsoft Office or use Office online.



Thank you!

IT Department,

AIA Kellyville