



Our school has recently expanded the Learnlink Office 365 services offered to students by giving them access to additional apps. All staff, plus students in Years 7 to 12 can now access Office 365 Apps online, and can also download an offline version on up to 5 devices. Here's how:

1. On a web browser, type in [www.learnlink.sa.edu.au](http://www.learnlink.sa.edu.au) and enter your learnlink username and password:

2. Click on the **Email** link:



3. You will be required to enter your Learnlink details again

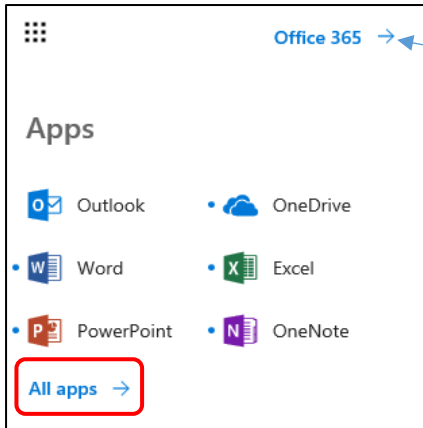
4. At the top left of your Email page are these links:



5. The first one - nine squares - is the App Launcher, which presents a list of apps that you have been given access to:

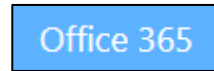


6. Click on **All Apps** to see the whole list – you can open an app from here.



N.B. Clicking on **Office 365** will take you to a more detailed page, which we will look at next.

7. The **Office 365** links – either at the top of your email page

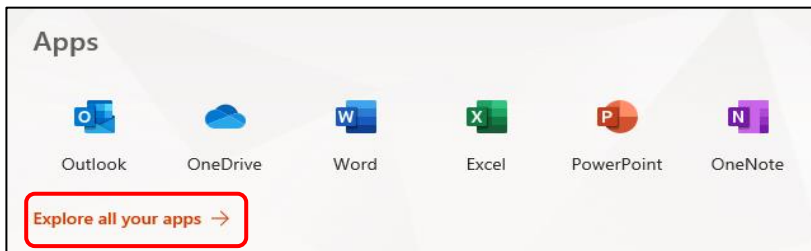


or at the top of your App launcher,



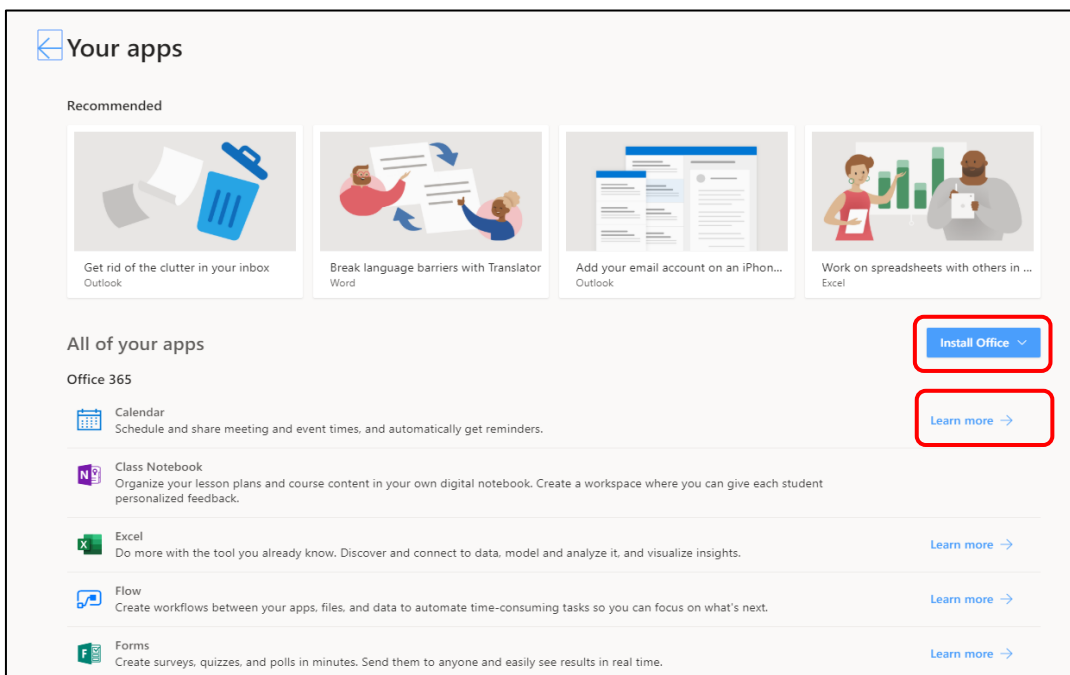
(as above pic)

takes you here:



N.B. If you use OneDrive to save in the cloud, you will also see your recommended and recent documents here.

8. Click on **Explore all your apps** as shown in above image - here you will be able to click on **Learn more** for more info about each app, and also **Install Office** to download and install Office 365 apps to use when offline.



9. There are lots of learning opportunities available online, here are two links to start with 😊  
<https://support.office.com/en-us/office-training-center> & <https://education.microsoft.com/>