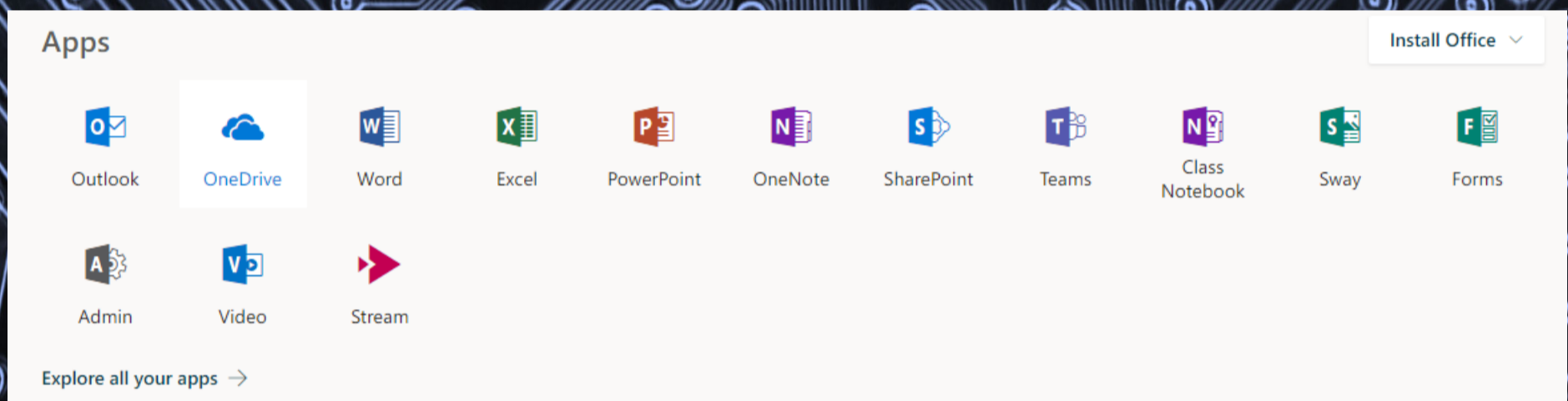





Office 365 Set Up

Office 365 for Mac:

1. In a web browser search “office portal” or click here [OFFICE 365](#).
2. Log in with `firstname.lastname@beth.school.nz` and your school password.
3. When you have logged in you will see your tiles.



4. If you are on your own device you can:
 - Click the Install Office button to download the Office 365 apps onto your device.
 - To sync your OneDrive open the app (Click the Launch Pad icon in the task bar ) and click on OneDrive.
 - Follow the instructions to set up OneDrive.
5. Open Word and sign in. This will also sign you in to all the other Office Apps.