Microsoft 365 for ALC students

What is Microsoft 365?

Your ALC student email address comes with a subscription to Microsoft 365. As well as providing you with an email account, you have access to Office programs (called applications or 'apps') that you can use online and on your computer during your study with ALC.

Your ALC education subscription includes many **online** programs, including:
- Outlook—access your ALC student email account
- OneDrive—save your files online for easy access across your devices, with 1 TB of free storage
- Word—create and edit documents on the go

On your computer or mobile device—install full desktop apps or unlock extra features in the app:
- Word—unlock more document editing tools
- Excel—create spreadsheets to organise your data including graphs and charts
- PowerPoint—create multimedia slide-based presentations
- OneNote—gather, organise and share information
- OneDrive—synchronise your online documents to your computer or device and work offline
- Outlook—access multiple mail accounts, calendar events and contacts through one program
- Teams—call, chat and arrange online video meetings

More information: [Microsoft 365 basics—video training](#)

Accessing email

Webmail—Outlook online
1. Go to https://outlook.office.com/
2. Log in using your ALC email address and password (as provided by the Office of Student Records)
3. You should see your ALC email inbox; if not select 'Outlook' from the list of apps on offer.
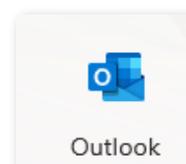
Note: If you have Microsoft 365 accounts with other organisations, you can be logged into two accounts at the same time. Either use a different browser for each account or open a 'private browsing' window in the same browser. For example, private browsing options for some common browsers are:
- Microsoft Edge—'New InPrivate window'
- Google Chrome—'New incognito window'
- Mozilla Firefox—'New Private Window'

From your computer or device—Outlook or other mail program
Add your ALC student email as another email address that your computer or device checks automatically under the account settings for your mail program. The details you will need are your name, your ALC email address (in the format studentID@student.alc.edu.au) and your password.

For more detailed instructions, see:
- [Add an email account to Outlook](#)
- [Set up Office apps and email on a mobile device](#)

If you are prompted to choose an account type, Microsoft 365 accounts are 'Exchange' accounts.

Forwarding email
Auto forwarding has been disabled for Microsoft 365. Please set up easy access to your ALC email via webmail or a mail program on your device.

Using Microsoft Office 365 Online

You can create documents and spreadsheets, organise your email and events and more through the Microsoft Office 365 online apps.

Using apps
Access your online apps at https://www.office.com/ or, if you are already signed into Outlook, click the app launcher icon in the top left corner.

The 'Office 365' home page normally displays your recent documents and files. The most common office apps are listed in the easy-access menu on the left. To see all the apps available to you, click on 'All Apps' in the bottom left corner.
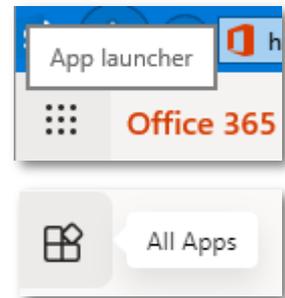
Simply click on an app to launch it. Note that most apps open in a new browser tab.

Saving files
Online files save automatically into your OneDrive area when you create them using online apps.
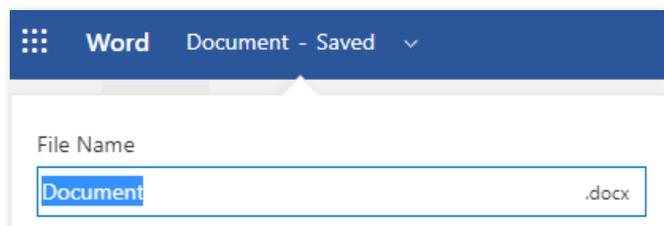
It is recommended that you save as or rename the file to something more meaningful than the default name (generally 'Document1').

Microsoft Office 365 settings
Under the 'Settings' menu near the top right corner you can access settings specific to the current app. You can also access Office 365 settings from the Office 365 home page, such as:
- Theme: Choose your own theme
- Notifications: Decide whether to be notified for reminders and mail messages

Note that it isn't currently possible to change your password via Office 365.

Microsoft Office 365 help
Click on the question mark near the top right corner in any app to access help information.

Security
When you have finished working with Microsoft 365 online, log out of your account. It's a good idea to also close all browser windows, especially if you are using a shared or public computer.

Install Microsoft Office apps on your PC or Mac

1. From your PC or Mac go to https://myaccount.microsoft.com/.
2. Log in using your ALC email address and password (as provided by the Office of Student Records).
3. Click on the option 'Office apps'
4. Either click on the option 'Install Office' to begin installation or click 'View apps & devices' for other installation options.

Install Microsoft Office apps on your mobile device

1. From your mobile device go to your app store and download the Office apps you want.
2. Open the app, view the introduction, then tap 'Sign in'.
3. Use your ALC email address and password (as provided by the Office of Student Records) to sign in to enable more editing features in the app.

4. After you complete the sign in process on one of the Office apps, your account is normally added automatically to the other apps on your device.

See [Set up Office apps and email on a mobile device](#) for more information.

Installation limit

You can install Microsoft Office programs on up to 5 computers or devices.

Leaving ALC

When you graduate or are no longer a student at ALC, your Microsoft 365 subscription is no longer valid and your email account will be deactivated.

Please ensure that any documents or emails that you wish to keep are moved to another storage area. If you would like all your emails saved prior to your account being closed, discuss your options with LCA IT at ithelpdesk@lca.org.au.

If you wish to keep using Office programs on your computer or device, you can reactivate Office by purchasing a subscription or entering a product key. See https://www.microsoft.com/en-au/microsoft-365/buy/compare-all-microsoft-365-products for product options.