Account Setup and Maintenance

Instruction Manual

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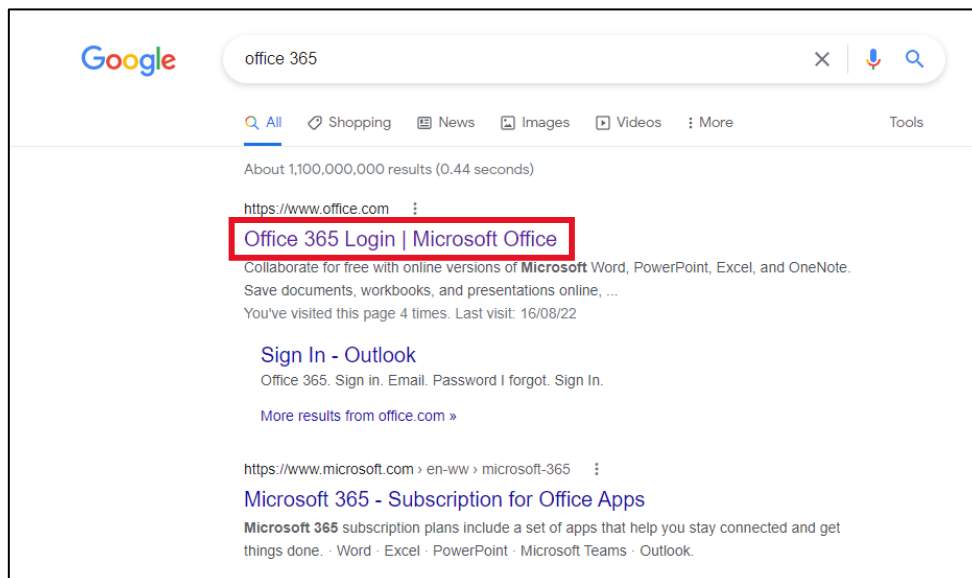
Opening and Accessing OneDrive and Office

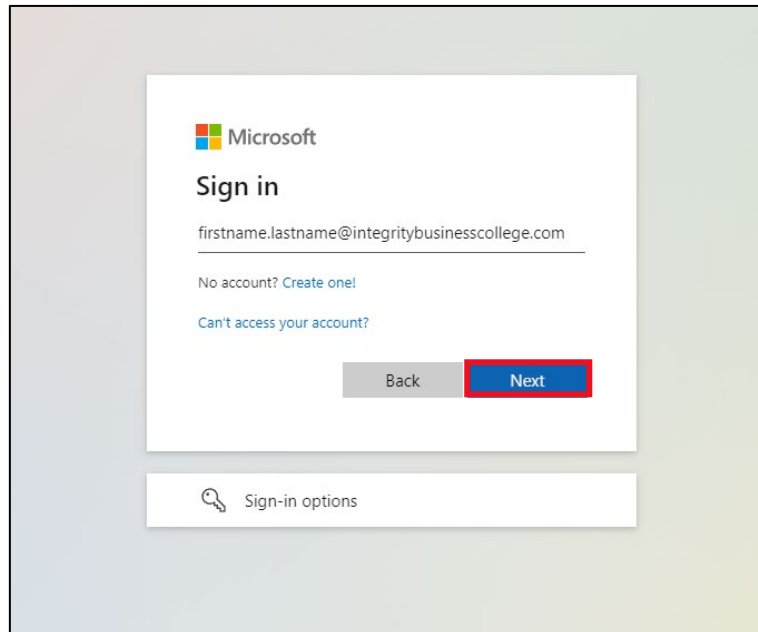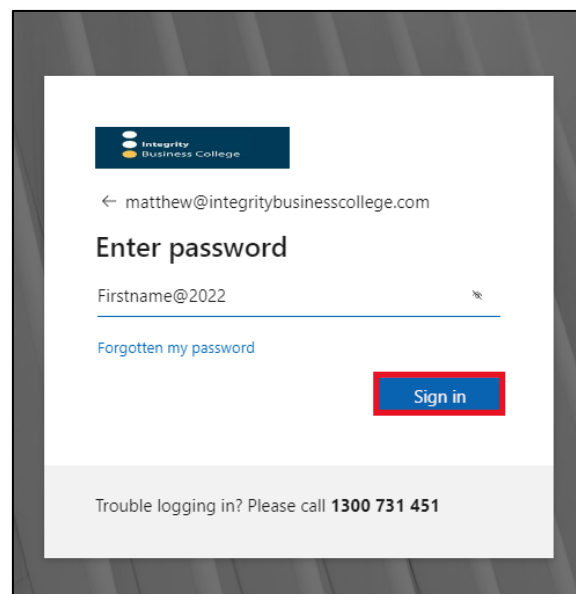Open a web browser, in your search bar type in Office 365 and click on the top link "Office 365 Login".
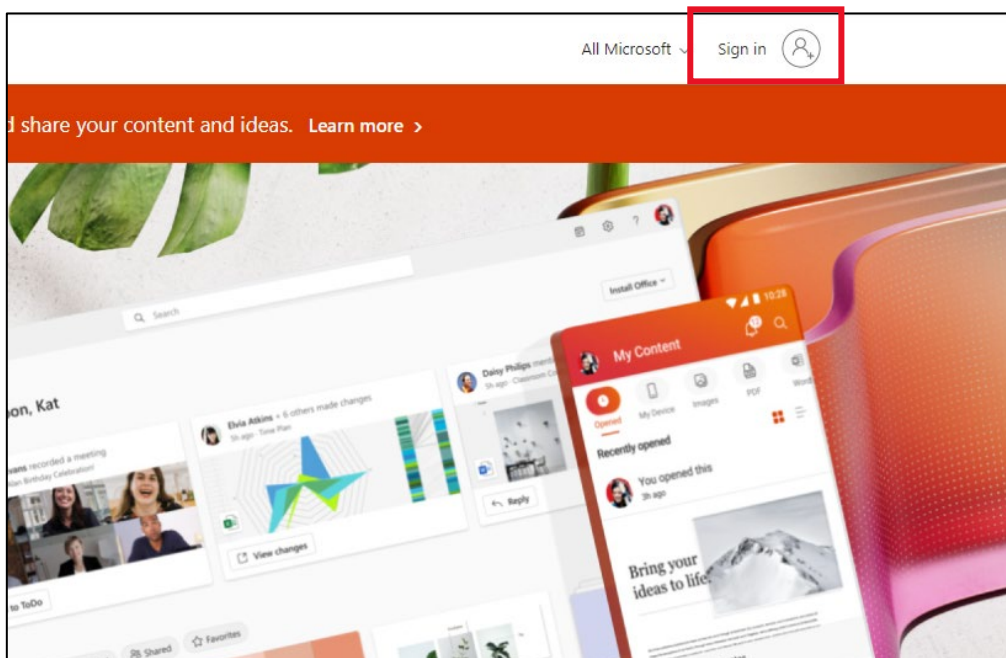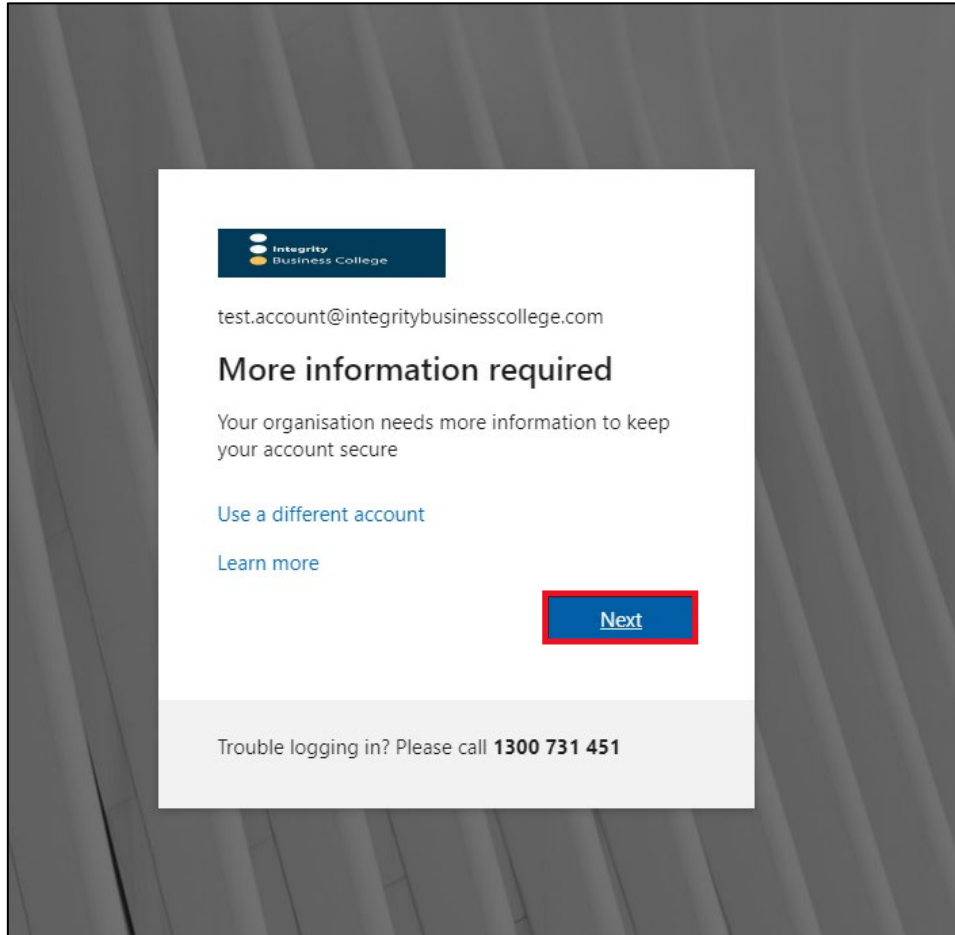

Select "Sign In" in the top right of the screen.

Login with the username provided by IBC and click "Next".

Enter your password provided by IBC and select "Sign In".

Click "Next" when prompted.

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Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify wh secure. You'll need to set up at least 1 of the options below.
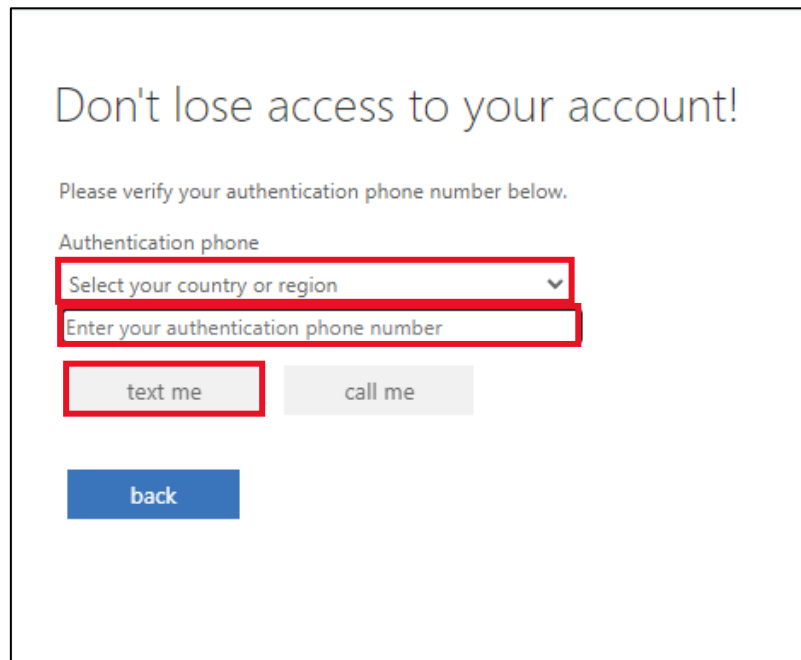
⚠ Authentication Phone is not configured. Set it up now
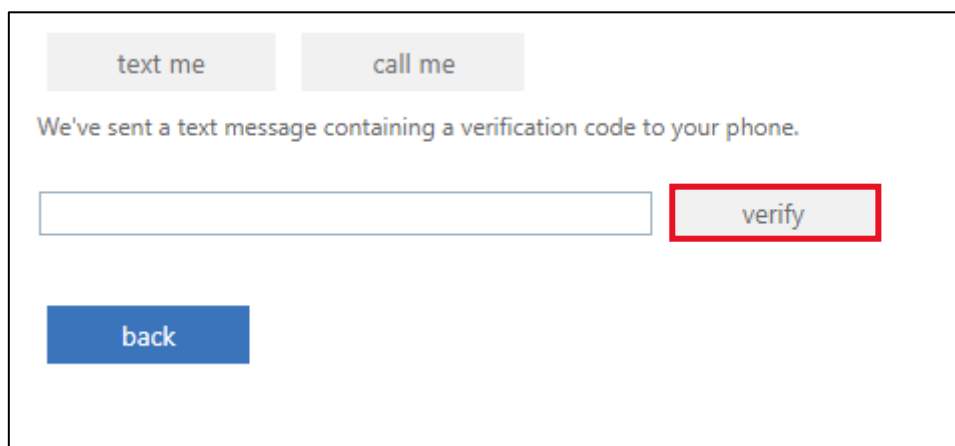
finish   cancel

To provide your number select "Set it up now" or to ignore and not add your phone number, select "Cancel". Both are circled above.

Please note if you do not add your number, you will be prompted to add your phone number every login.

When you are adding your number, select "Australia" for the country and in the bar below enter your mobile number, followed by 'Text Me".

Enter the code that was sent to your mobile and click "Verify".
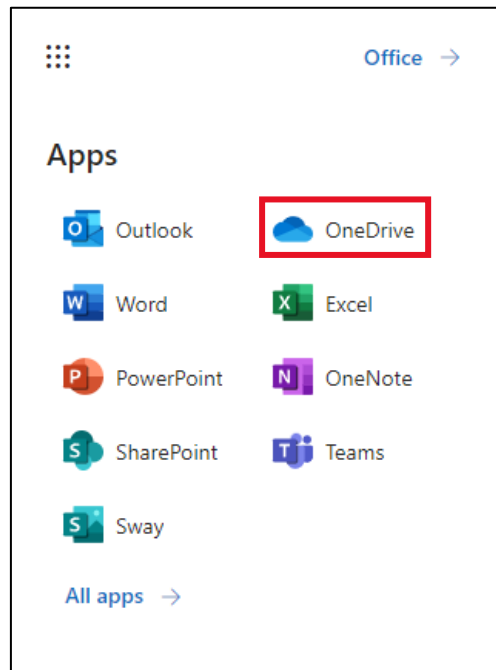
Click on "Finish".
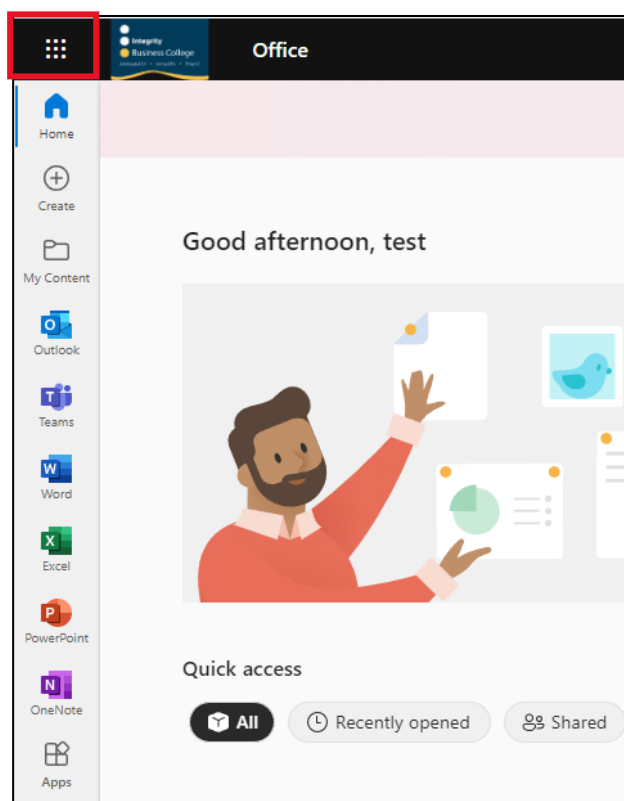
Click the 9 dots that in the top left corner of the screen.

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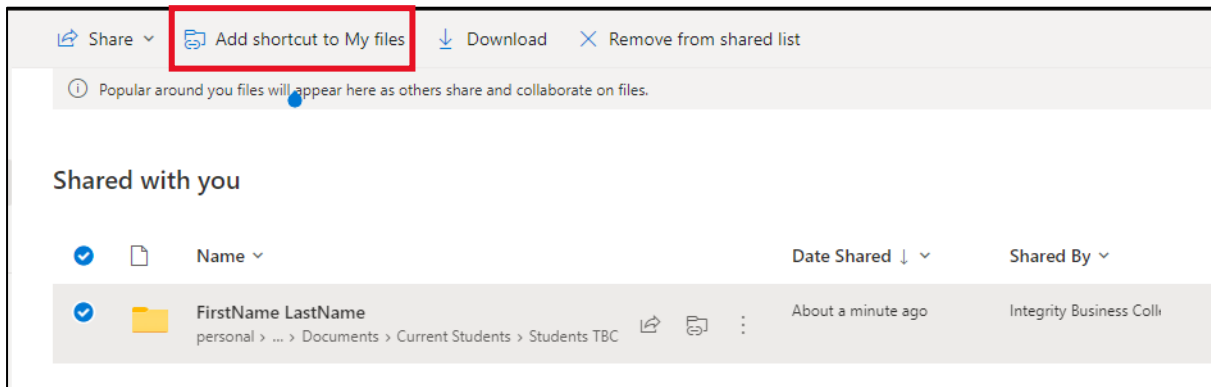
Select "OneDrive" from the window that has appeared from the left-hand side of the screen.
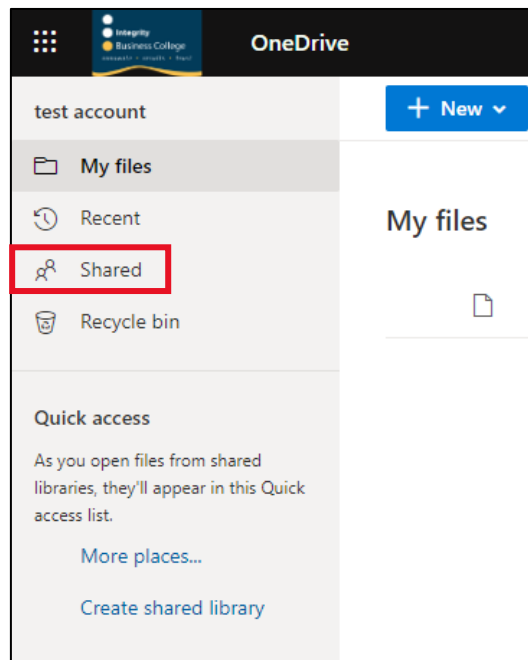
Select "Shared" on the left-hand side of the screen.
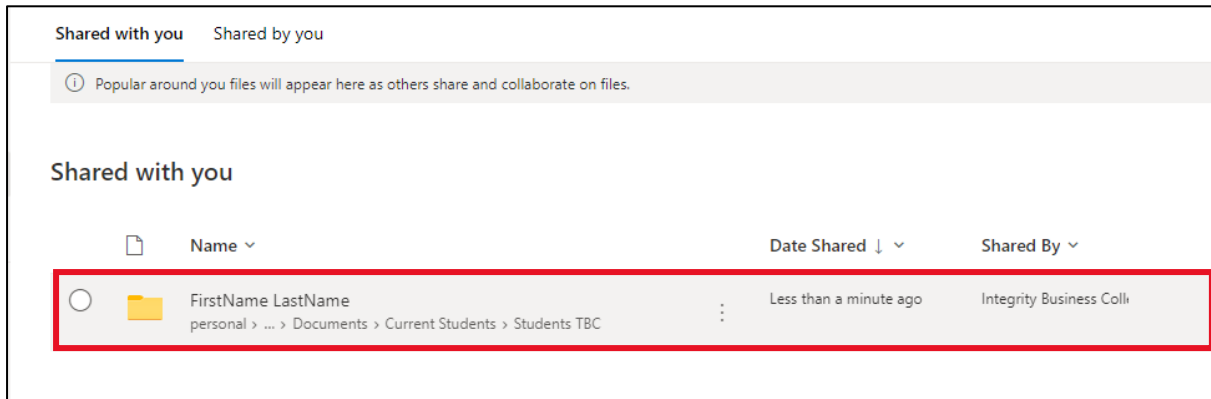
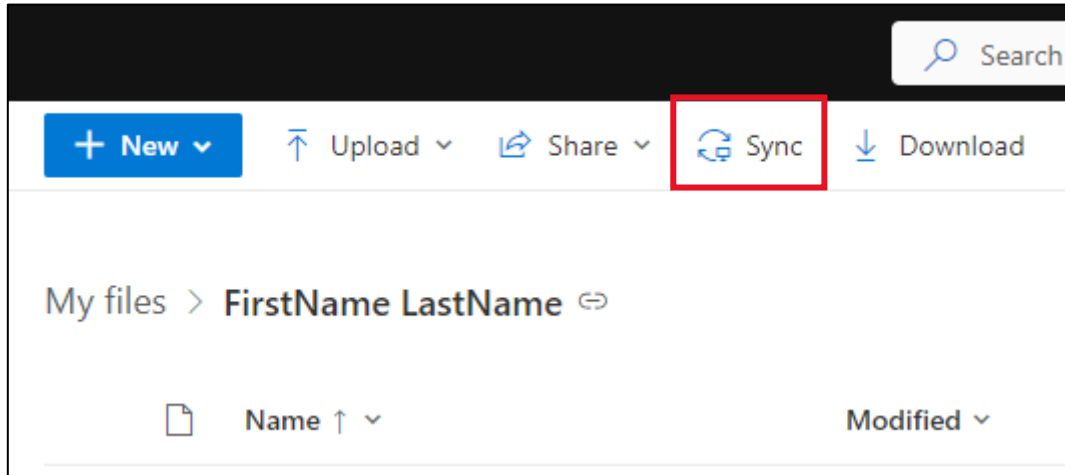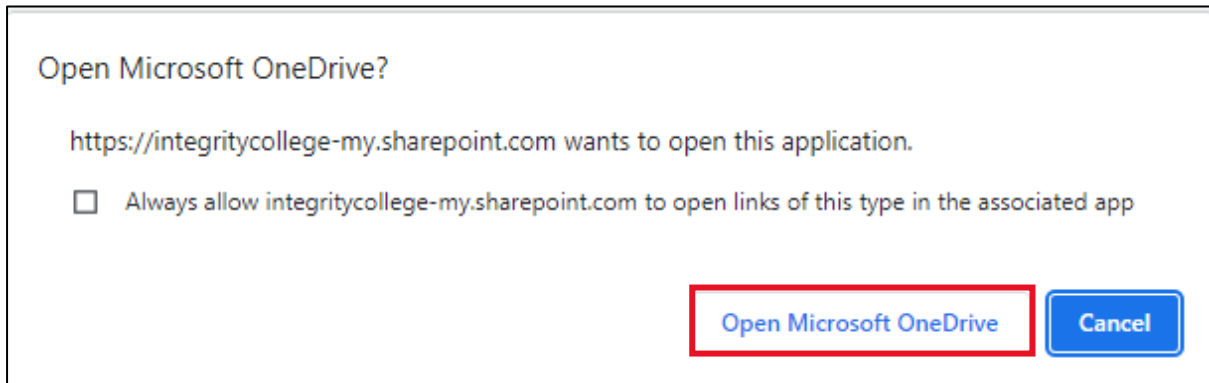Select the folder that is named "FirstName Lastname".

Lastly, select "Add shortcut to my files".

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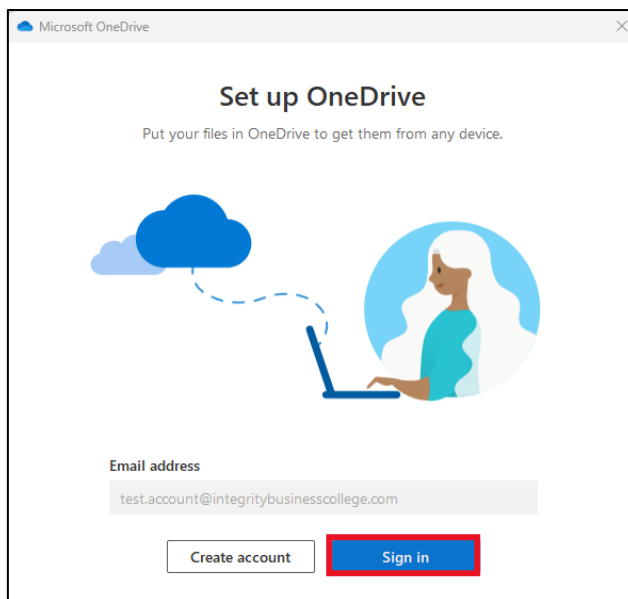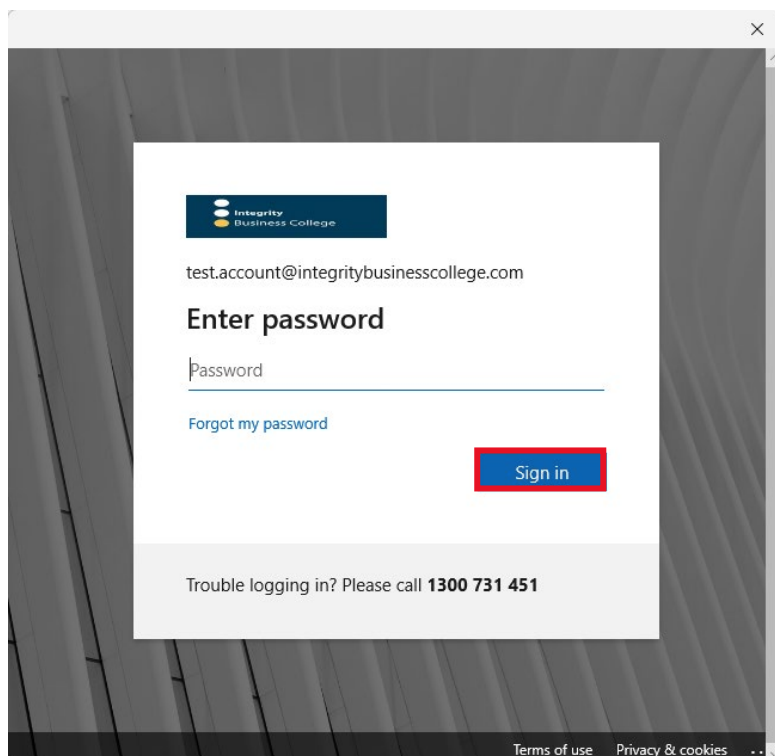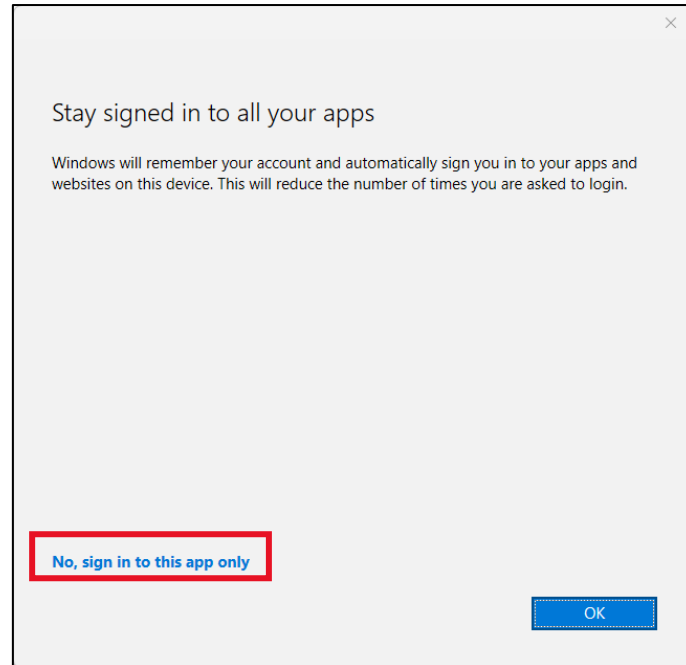
How To Sync OneDrive

Click on "Sync".

Next click on "Open Microsoft OneDrive".
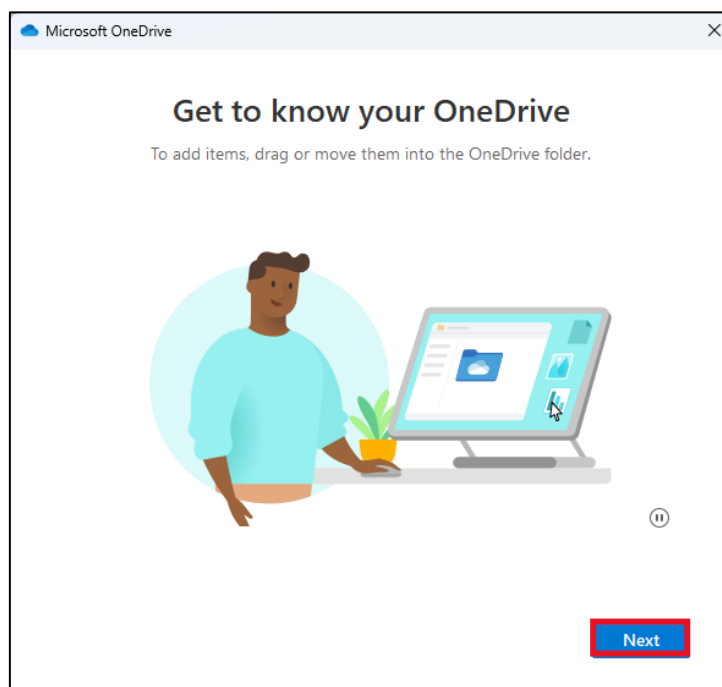
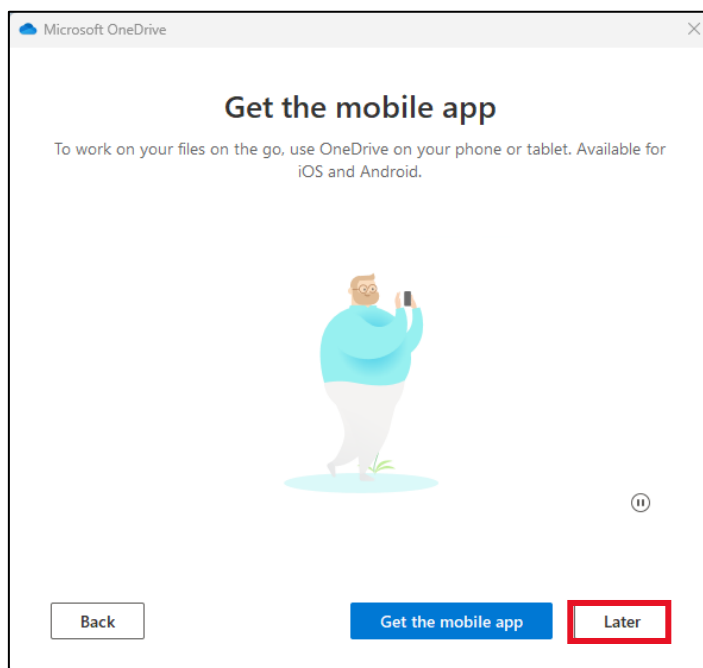The above screen will show up, here click on "Sign in".

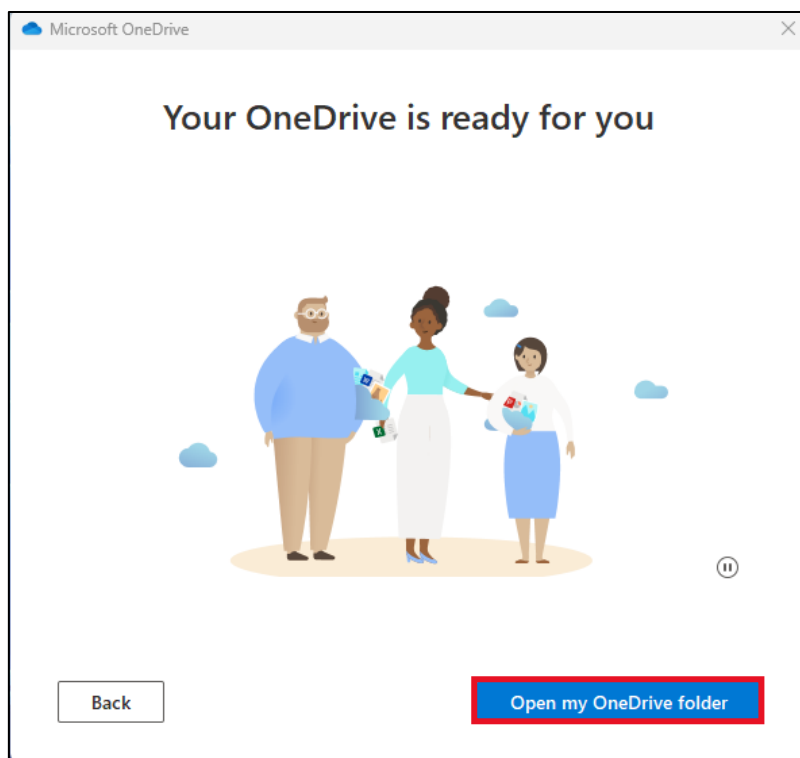Enter your IBC password and click on "Sign In"

On the screen above click "No, sign in to this app only".
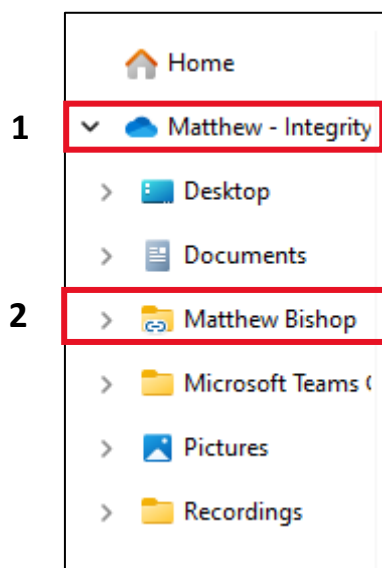

On this window click the "Next" button. Keep selecting "Next" until the Mobile App window is showing.

Select "Later" when asked about downloading the mobile app.

Select "Open my OneDrive Folder" to finish syncing.
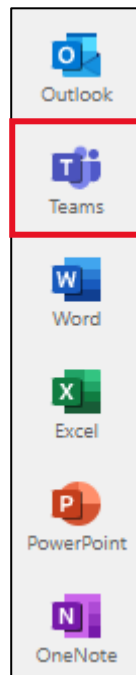
You will see 2 circles in the picture above.

Circle 1 is the head directory to find your folder that is named after you.

Select "One Drive – Integrity Business College" as circled and marked by 1 above. After that select the folder "FirstName LastName" as circled and marked by 2 above.

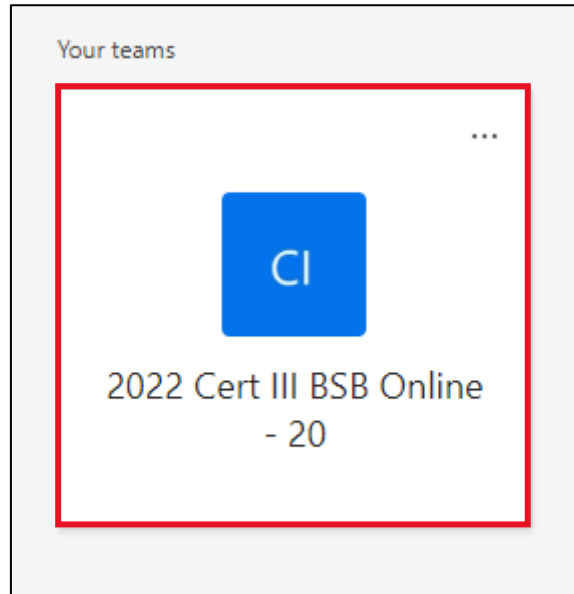You will now see the 4 folders as pictured above and have finished syncing your OneDrive.

Open the Office website and log in with your IBC details. The screen above shows the team's icon on the left-hand side, it is circled above.
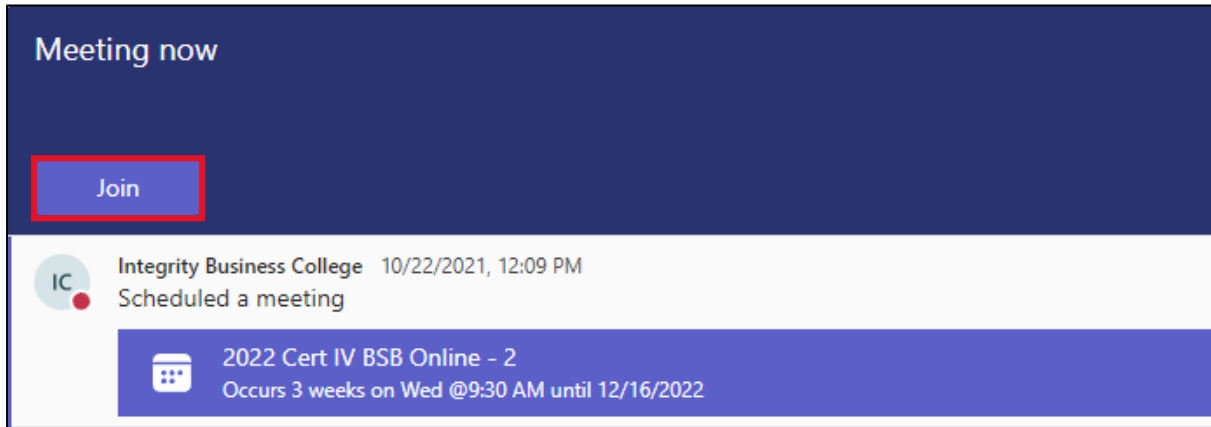
When prompted to download or continue, click on continue with web app as highlighted above.
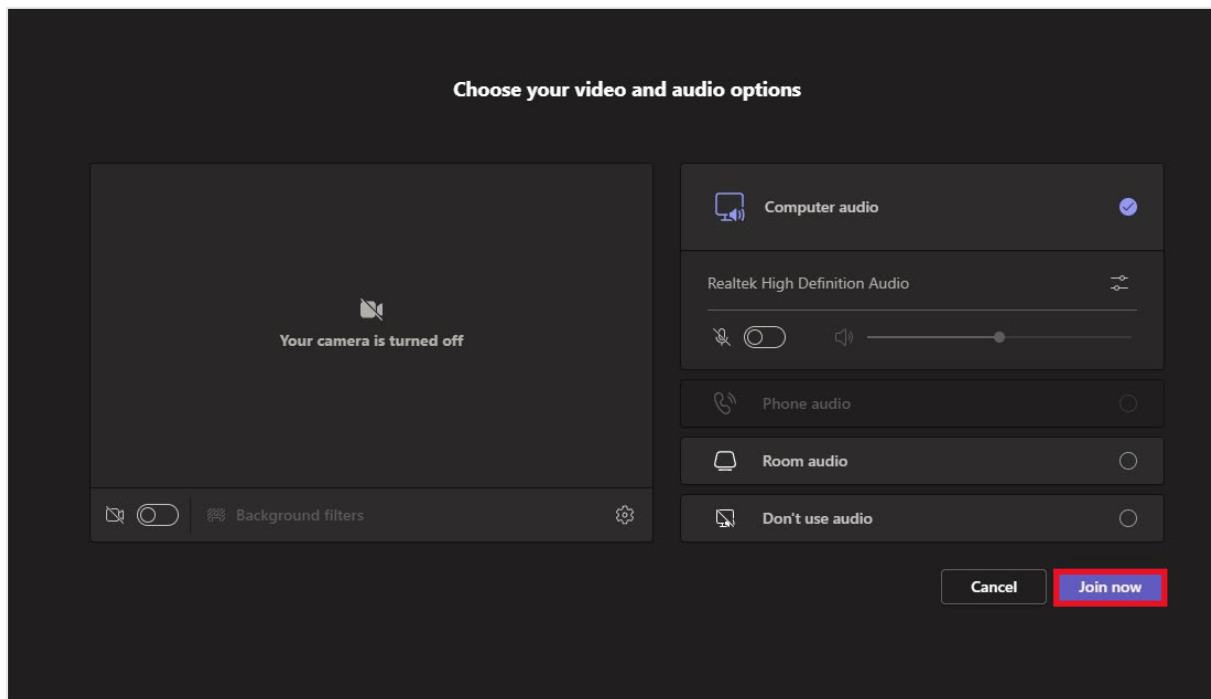
Click on your class that will be the only team in your team's tab, as circled in the picture above.

You will see a scheduled meeting in the general tab for your class.

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At the time and day of your class, click on the Join button that will appear above the scheduled meeting as circled above.


Select your preferred audio settings and select "Join Now" as circled above.

You have now joined your class! You should see your trainer in the class as well as the other students.

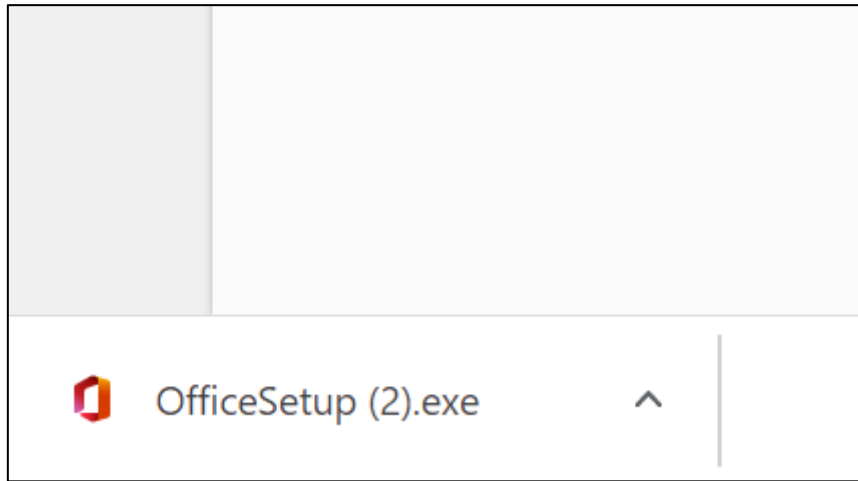Account Setup and Maintenance Instruction Manual 23/11/2022 V1
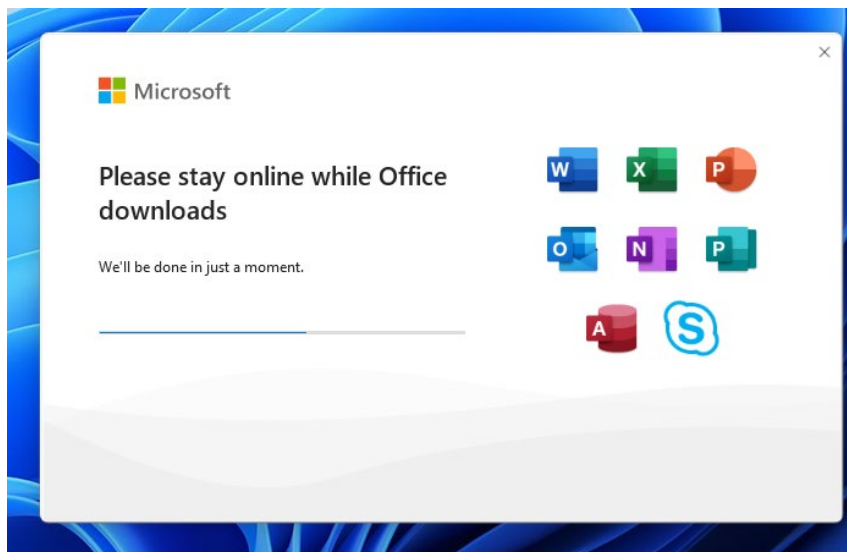
Installing Microsoft Suite Desktop Version
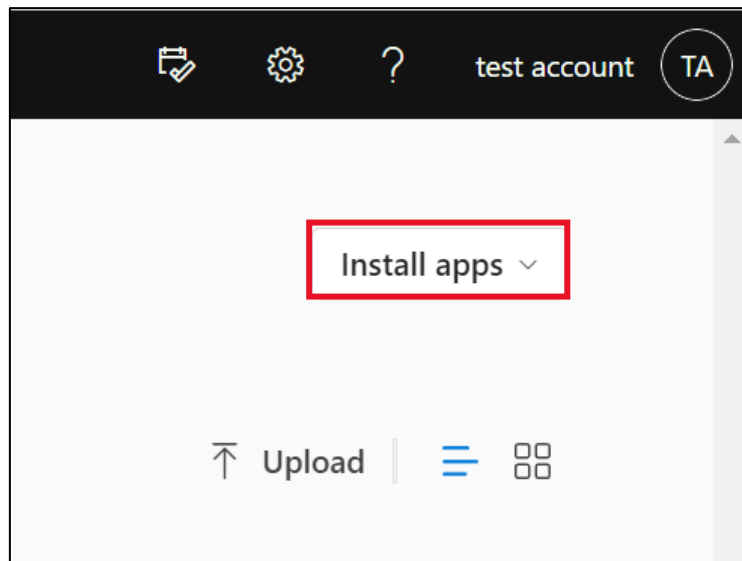
On the Office home page under your initials in the top right, click on "Install apps".
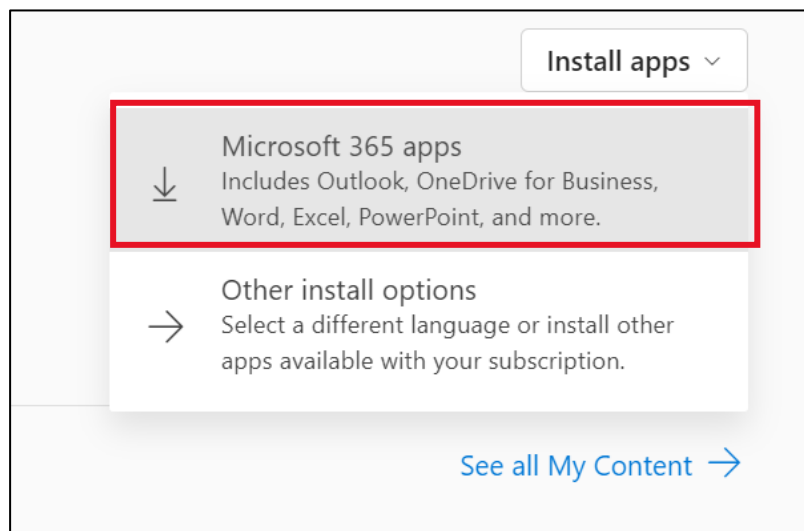
Select the "Microsoft 365apps" option from the dropdown.

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Click on the Downloaded file once it has finished downloading.

This will start the installation of the Office suite.

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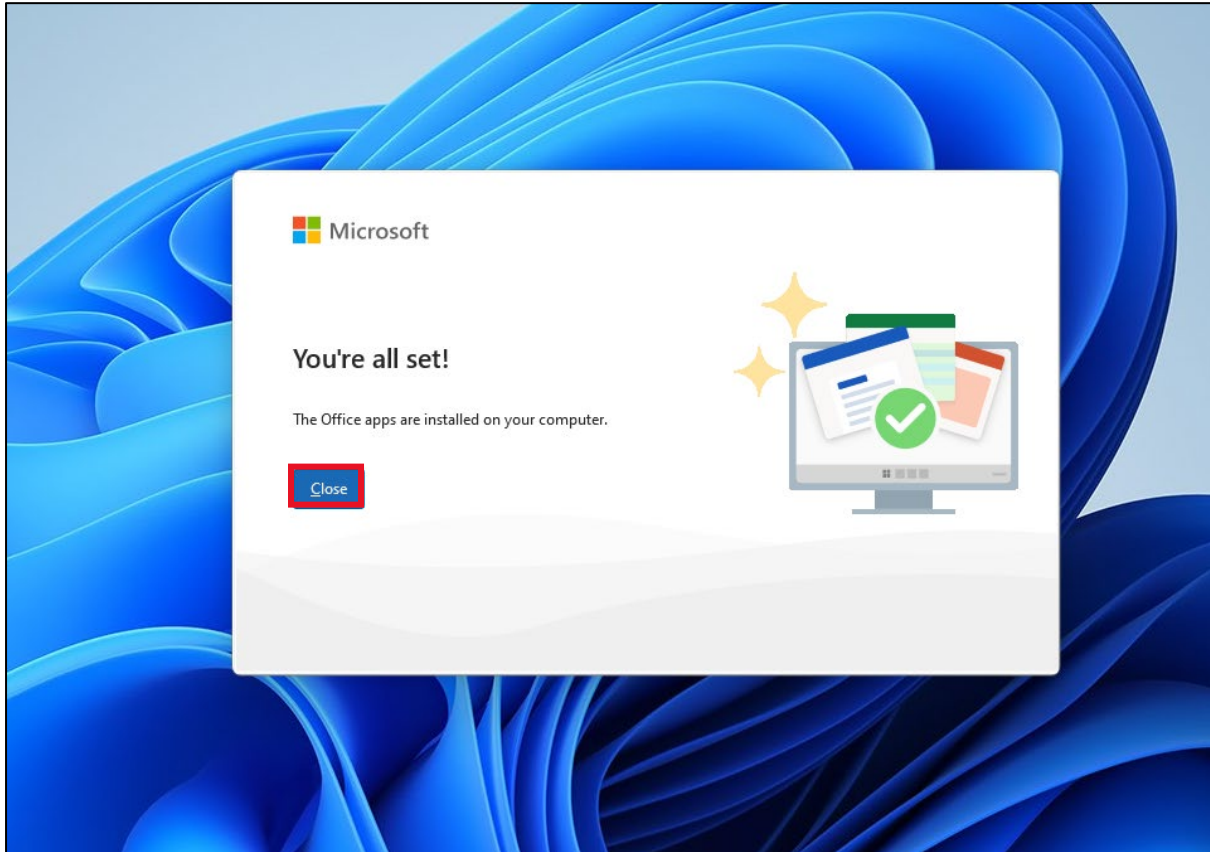
Once you see this window, you have successfully installed the Microsoft Suite to your computer, and you will be now able to launch Word, Excel, and PowerPoint while offline.

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