



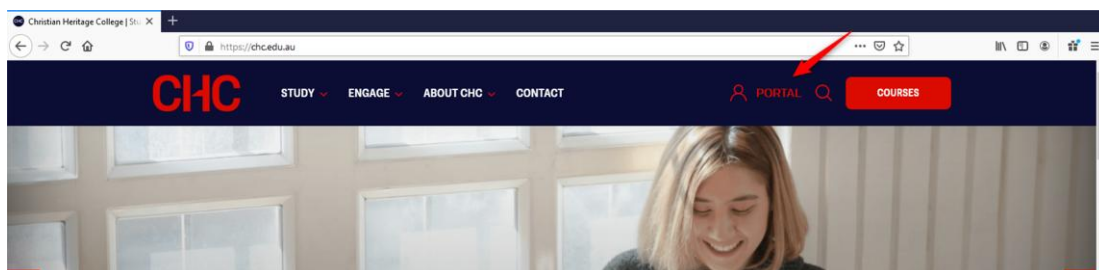
Office 365 Email

Please take note of some important information regarding the use of your CHC Office 365 account:

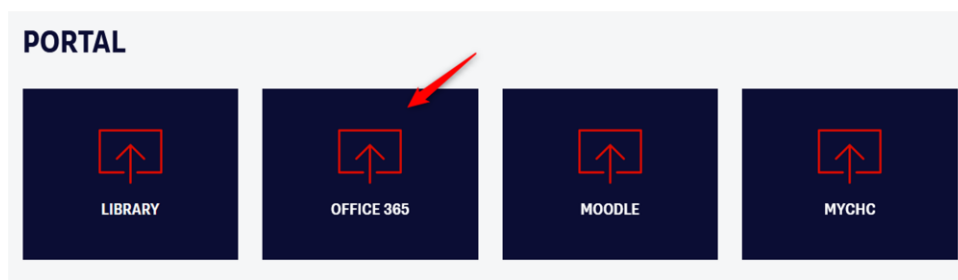
- All correspondence with the college will need to be done through your CHC Office 365 (Email) account. For security reasons, staff will only respond to emails from students that originate from your CHC email account.
- Please check your emails on a regular basis in order to stay up to date with any communication with CHC staff members.
- Student email accounts are the property of CHC and as such, may be accessed for relevant information.
- Your Office 365 Account will be valid for the duration of your study at CHC and your access will cease 14 days after graduated or withdrawn from CHC.

Accessing CHC Office 365 (Email) Account

1. Open your browser at www.chc.edu.au and click on the **Portal** link.



2. Click on the **Office 365** button.





3. In the page that comes up, type in **your email address** in the Email box. Your email address will be your student number with a lower-case s in front and @chc.edu.au (e.g. s123456@chc.edu.au).

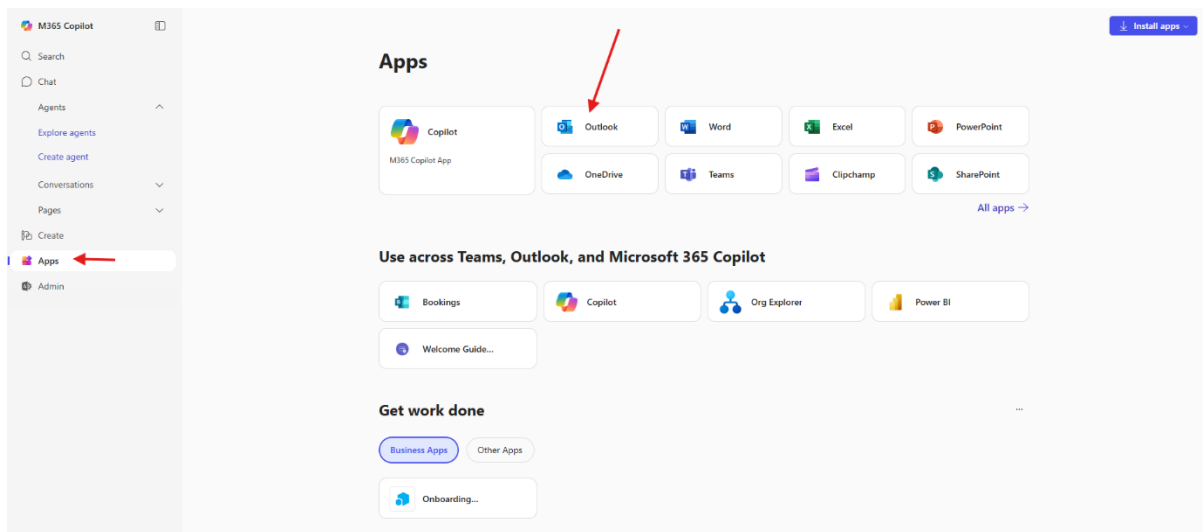
A screenshot of the CHC 'Sign in' page. The page has a white background with a black border. At the top left is the 'CHC' logo. Below it is the text 'Sign in'. A red arrow points to the input field labeled 'Email address, phone number or Skype'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue button labeled 'Next'.

4. Type in your **password** provide by IT Support and click **Sign in**.

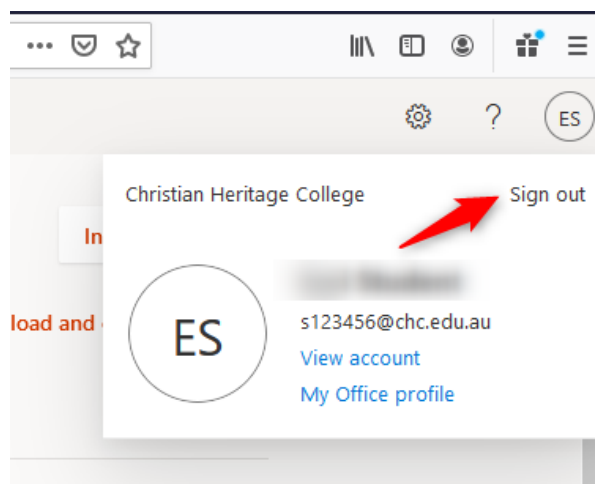
A screenshot of the CHC 'Enter password' page. The page has a white background with a black border. At the top left is the 'CHC' logo. Below it is the text '← s123456@chc.edu.au'. Below that is the text 'Enter password'. A red arrow points to the input field labeled 'Password'. Below the input field is a link: 'Forgotten my password'. At the bottom right is a blue button labeled 'Sign in', with a red arrow pointing to it.



Once you logged in, click on **Apps**, then **Outlook**



5. To sign out of your CHC Office 365, click on your initial on the top right corner and select **Sign out**.



Important Note:

All correspondence with the college will need to be done through this account.

Staff won't respond to emails from external accounts, because they have no way of verifying the identification of the sender of an email from an external account.

Student email accounts are the property of CHC and as such, may be accessed for relevant information.