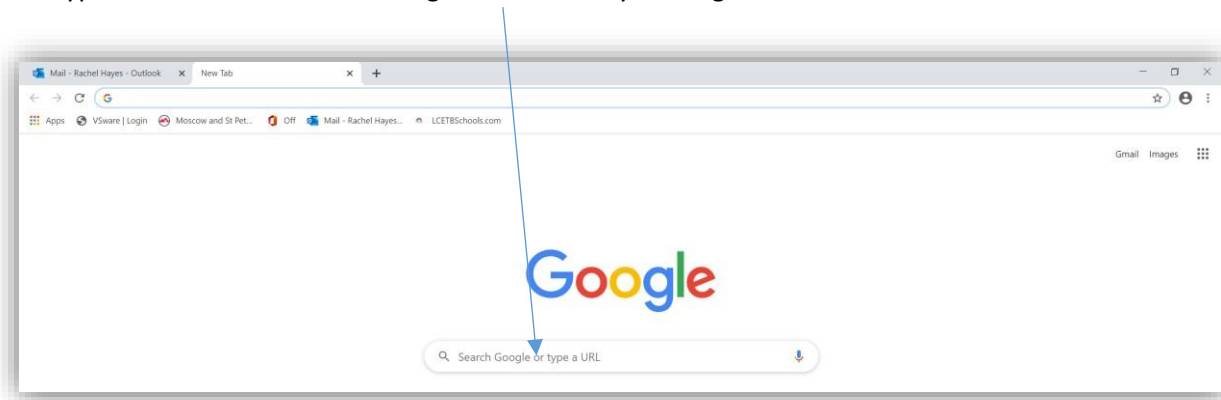


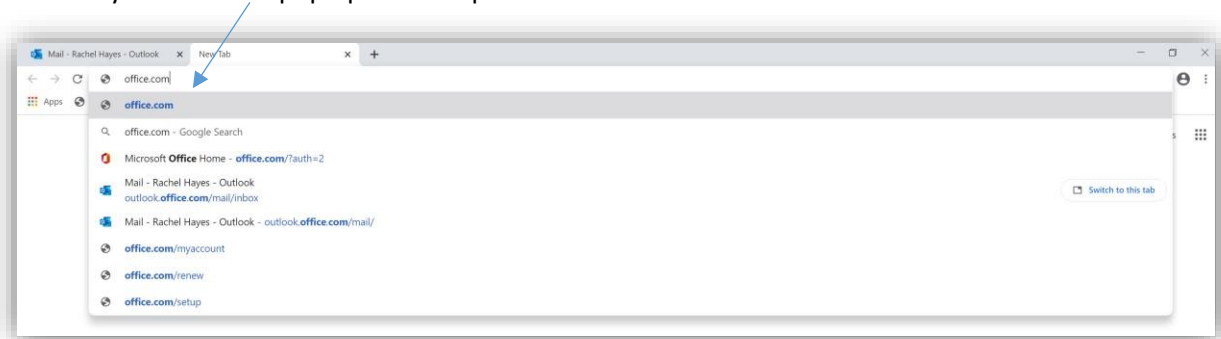
## How to log in to your Ballinrobe CS Office Account for the First time

Please follow the steps.

1. Look up Google on your phone or on a computer
2. Type "Office.com" into the Google search box by clicking into the box



Don't worry if the words pop up at the top of the screen – this is normal.

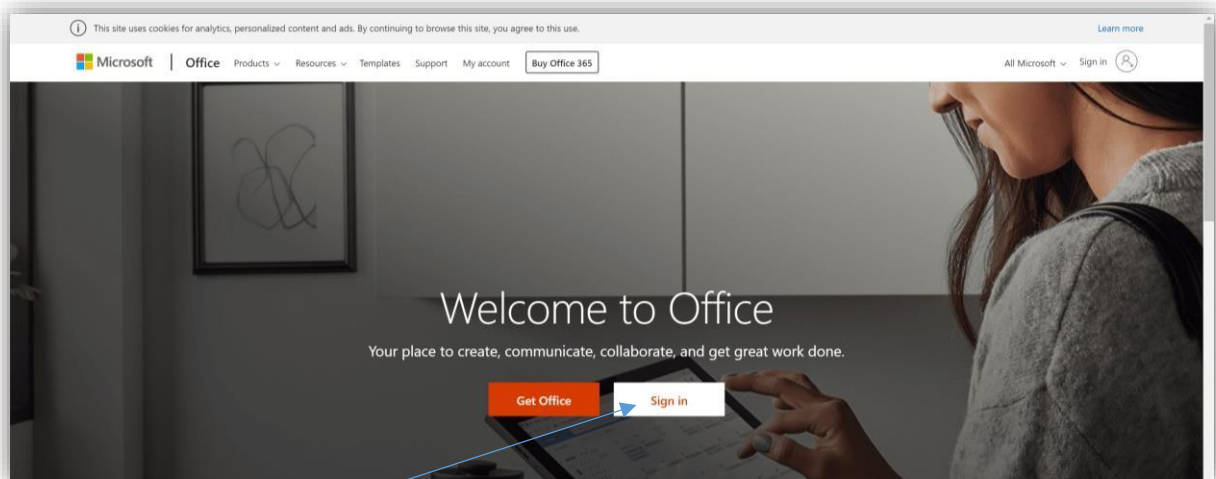


Click "return or enter" button on your computer  
or click on "search" on your phone

It might look something like this:

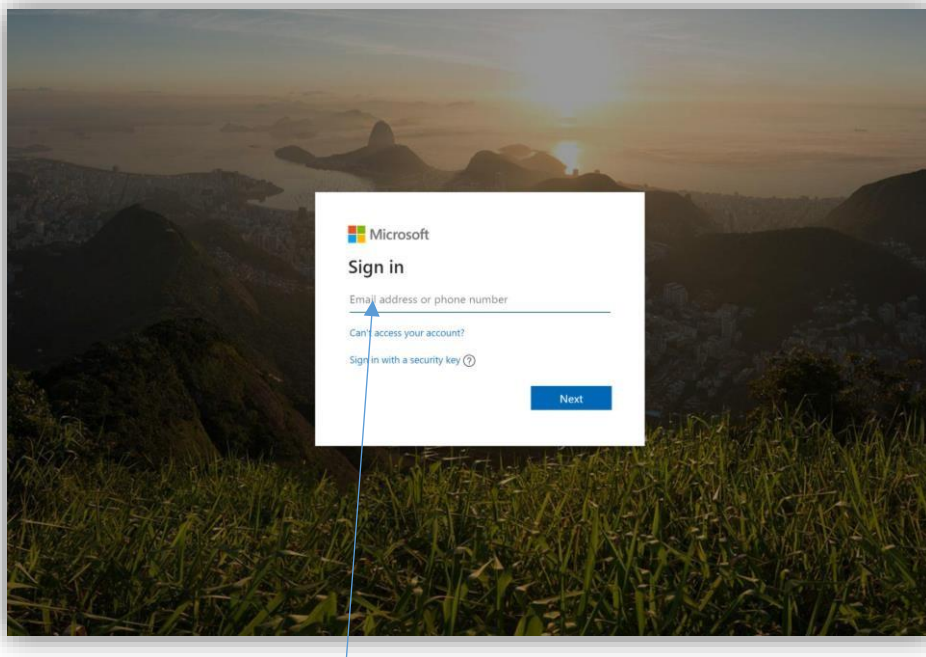


3. A new page will appear that looks like this:



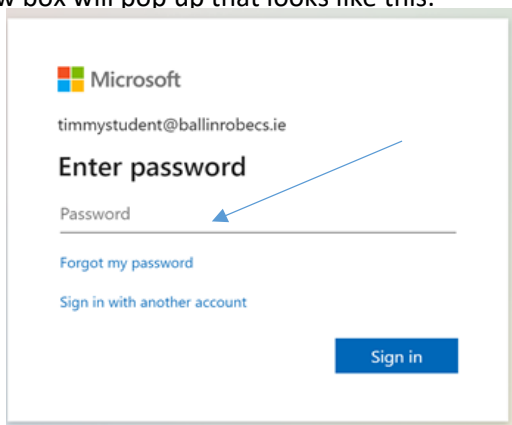
4. Click on "Sign In"

5. A new page will pop up that looks like this:



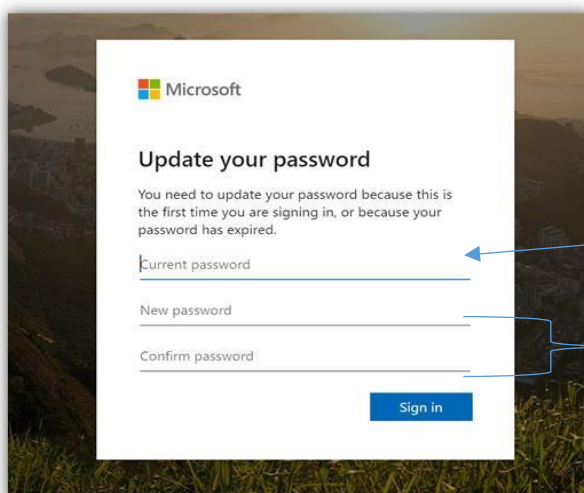
6. Click where it says "Email address or phone number". Type in your school email address.

7. A new box will pop up that looks like this:



8. Click on where it says "Password". Type in your temporary password that was given to you.

9. A new box will appear that looks like this:



In the space that says "Current Password", type in your temporary Password.

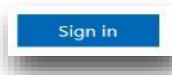
This is where you put in your new password twice

You will have to create a new password that is just yours. The school cannot see this password. If it is lost, it will need to be reset by Ms. King.

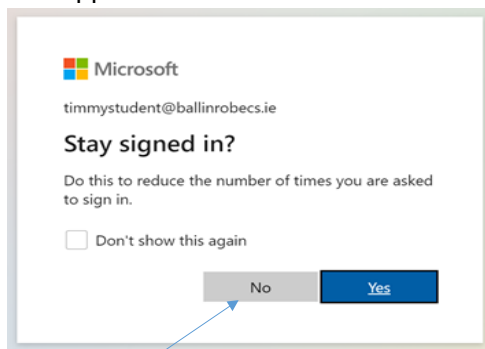
Your new password must:

- Be **8 characters** in length
- Have at least **one lower case letter**
- Have at least **one capital letter**
- Have at least **one number**

Click "Sign In"

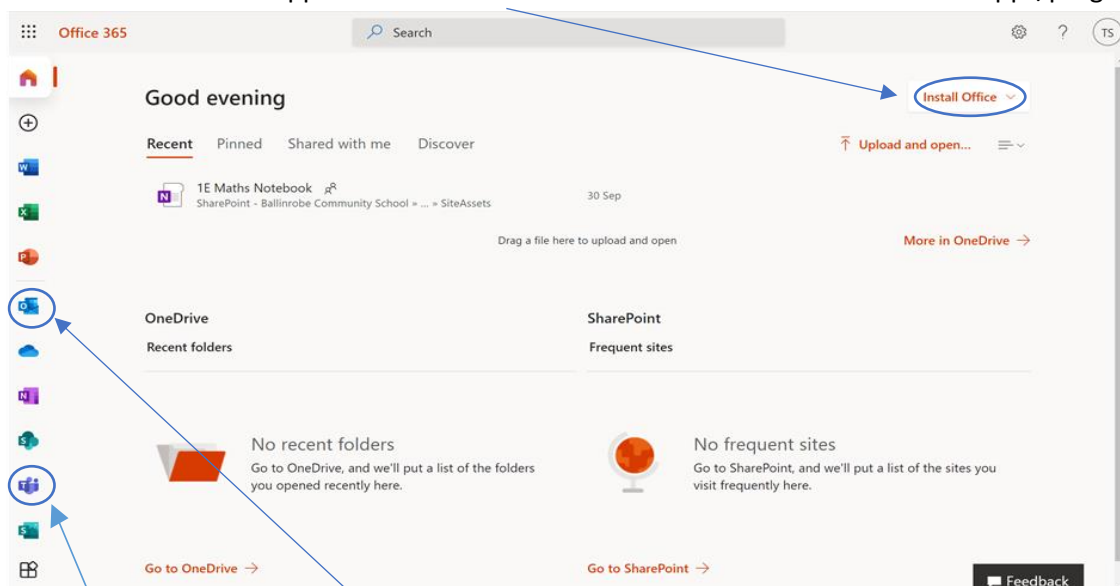


10. A new box will appear that looks like this:



Click "No" It is safer to click NO to avoid anyone else accessing your account

11. Your dashboard will now appear. Click "Install Office" to download and install all the apps/programmes



12. Click on "Teams" for posts and assignments and "Outlook" for emails