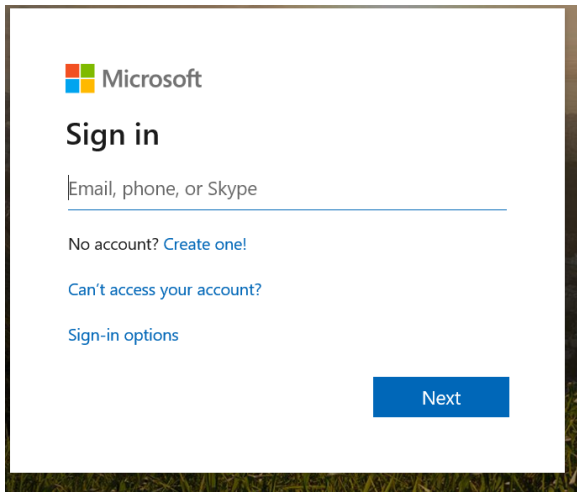


# Office 365 & Single Sign On QLD

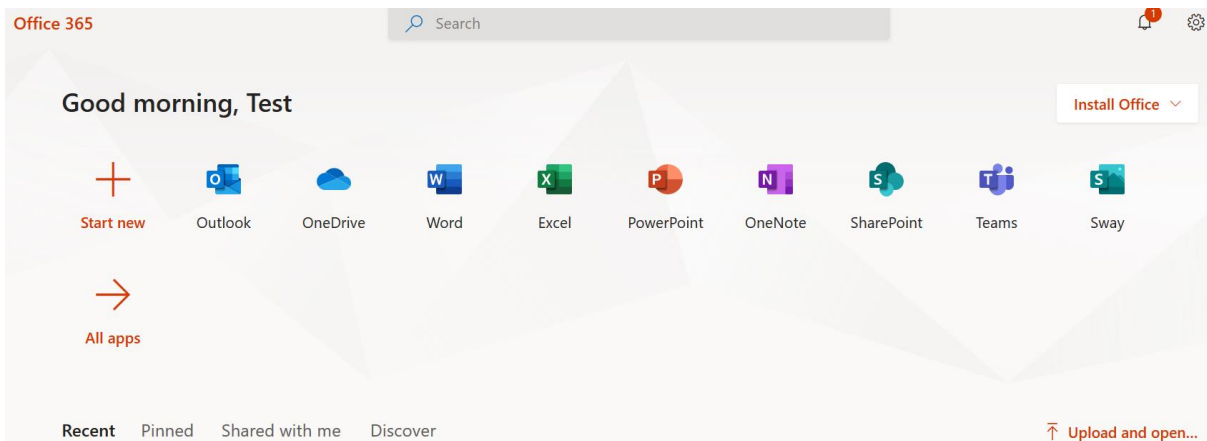
All staff and students have access to Office 365 which is Microsoft's cloud solution for identity management, emails, data storage and collaboration.

When logging into the Office 365 account you would go to the website <https://portal.office.com> which will then prompt you for your login credentials as seen below. I would advise opening Office 365 in Chrome or Firefox as safari can have issues on occasion.



For students these login credentials will be their SEQTA student number@student.alta-1.qld.edu.au These should be provided to the students by their teachers.

Once you have logged into Office 365 you should see the below screen.



This page lets you access an online version of your student emails (Outlook), OneDrive/SharePoint cloud storage, online office applications and Teams which is the collaboration space used to message, conference and work on documents in a group.

In the top right corner, there is the install Office button, this will allow you to download the Microsoft Office Suite onto up to 5 devices (including your Home PC/Mac/Laptop), which will remain licensed as long as you are Alta-1. This is licensed by logging into your Office 365 account.

Accessing your emails through Office 365 is easy, once logged into the Office 365 portal simply click outlook and that will bring you to your email account.

Teams is a rapidly developing space for microsoft that is set to make the fututre a more collaborative space, within teams there are classes being setup for all students so staff can contact their students individually or as a whole, they can also arrange conference calls, work on documents colaborativley and manage a class Notebook.

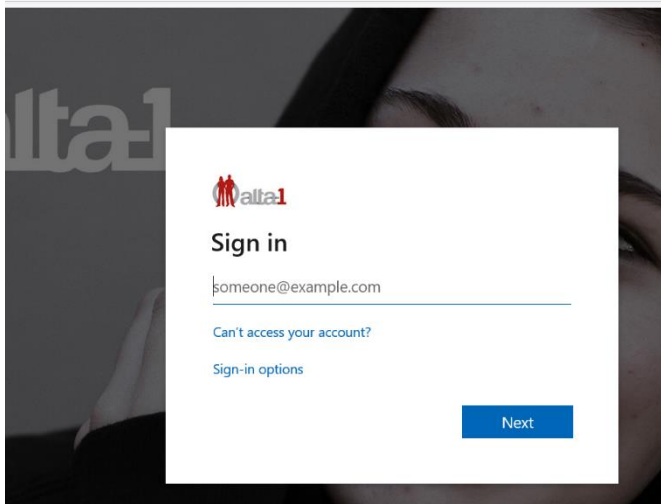
## Single Sign On

Single Sign on is the method in which one set of credentials is used to log a user into multiple programs, this means the Office 365 account will eventually be able to log into any application Alta-1 uses that supports single sign on.

More programs will be implemented but at this time our main focus is setting it up for Canvas.

When someone goes to <https://connected.instructure.com/login/saml/40> it will redirect them to their Office 365 Login unless they are already logged in in the browser (For the first login of canvas it will make you log in again anyway).





The same login credentials are used here as at [portal.office.com](https://portal.office.com)

Once a student logs in it will take them into canvas, if they do not currently have a canvas account it will create one for them.

Parents with observer accounts can still login at <https://connected.instructure.com/login/canvas>

Once logged in and redirected to canvas you should appear at the below dashboard.

