



HUME HOW-TO OFFICE 365

Office 365 Activation:

Check the Welcome Email sent to you from Scouts NSW. If you require a new activation email or password reset, please contact them via email at itsupport@nsw.scouts.com.au

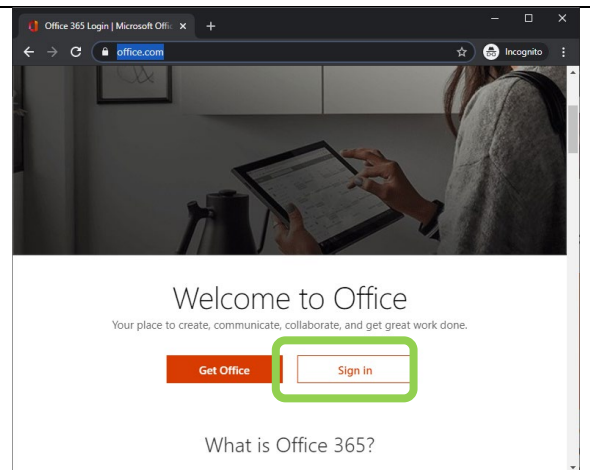
Office 365 Login:

Open your preferred Browser, and go to <https://www.office.com/>

Click on Sign in

A Browser is the program you access the internet with. Your preferred browser is probably one of:

-  Microsoft Edge
-  Apple Safari
-  Google Chrome

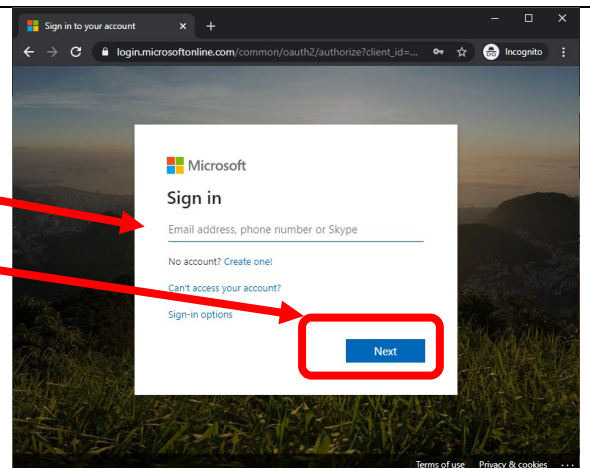


Enter the login id
Firstname.lastname@nsw.scouts.com.au
(replacing Firstname and Lastname with your First name and Last name)

Click Next

Enter your Office 365 Password

Click Sign in



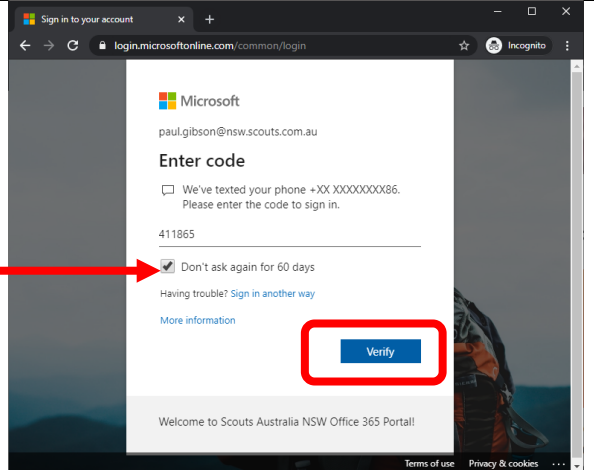
If you get this screen, check your registered mobile phone for the Texted code

Enter Code: Type the code

If this is your own computer, it is safe to tick the "Don't ask again..." box

If this is a shared computer, do not tick the box

Click on Verify



Successful login will result in the Office 365 portal page being displayed.

