

IT Student Welcome Pack



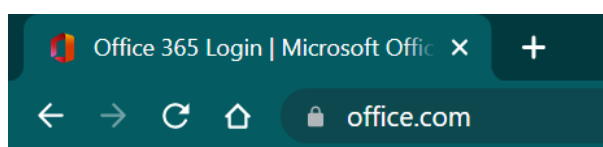
Microsoft Office Suite

At POP all students are issued an Office 365 Licence that will give you access to apps that assist your learning. You also have access to student emails that can be used as an additional communication tool whilst you're at school. All students have access to all of the apps shown below:

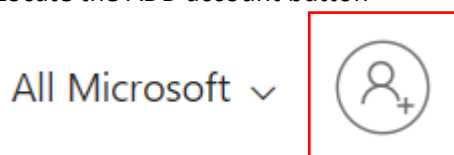


How to Access Office365?

1. Go to **www.office.com** by typing this into your web browser.



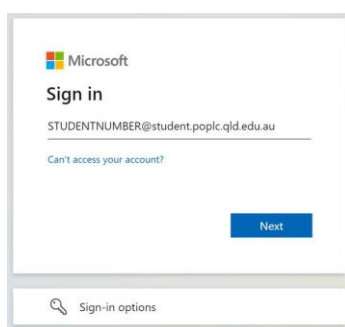
2. Locate the ADD account button



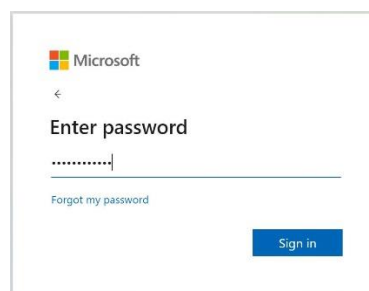
3. This will then redirect you to the Microsoft login page. Use your school login details to proceed.

Your student email:

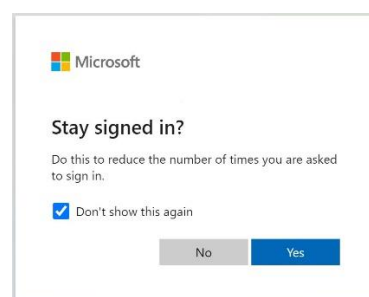
StudentNumber@student.poplc.qld.edu.au



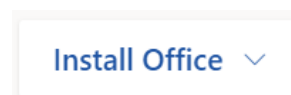
4. Enter your password that has been provided.



5. When asked "Stay Signed In?" Select Yes and tick "Don't Show This Again"



6. From this page you can install the Office 365 apps and access online versions of 365 apps.



Recommended Apps

Google Chrome:

To ensure that your device runs at its best we recommend that you install Google Chrome onto your device and that you make it your default browser.

Download with this URL:
www.google.com.au/chrome/



Adobe Reader:

During your time at POP you will be using a few different types of documents to assist your learning. One of the more common file types is PDF. To assist with reading PDF's and being able to edit them, Adobe Reader is one of the better options to use.

Please note when installing - ensure that you untick the following:

OPTIONAL OFFERS



☐ Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings. [Learn more](#)

☐ Yes, install McAfee Safe Connect to keep my online activities and personal info private and secure with a single tap. [Learn more](#)

Download with this URL:

www.get.adobe.com/reader/



Adobe Acrobat Reader DC

FAQ

Q: How will I access the internet at school?

A: At POP we have a network called POP-BYOD that you will be able to log in to each day with your username and password?

Q: Why do I need a school email?

A: Having a school email will allow you to sign up for school-based programs and connect with teachers and other students.

Q: I am having an issue with my computer or school account?

A: The IT office is open most mornings both on the Junior Campus and Senior Campus. If you need further help, head to Student Reception and they will be able to assist from there.

Q: I am learning from home, and I can't access my school account, what do I do?

A: Ask your Parent or Guardian to email or send a message via SEQTA to your Class Teacher or email IT support with your name, student number, grade and class.

Q: What is the IT Support Email?

A: itsupport@princeofpeace.qld.edu.au



When using the school network or any school related devices or apps please keep in mind the terms and conditions of the IT Agreement that you and your parent/guardian would have signed.