

Office 365

With our partnership with Microsoft, Office 365 for email access, word document processing, Sharepoint and Microsoft Teams.

This access can be obtained through an internet web browser as per mentioned on an ATMC provided laptop and not limited to a smartphone and home laptop and/or computer.

Using the following link to:

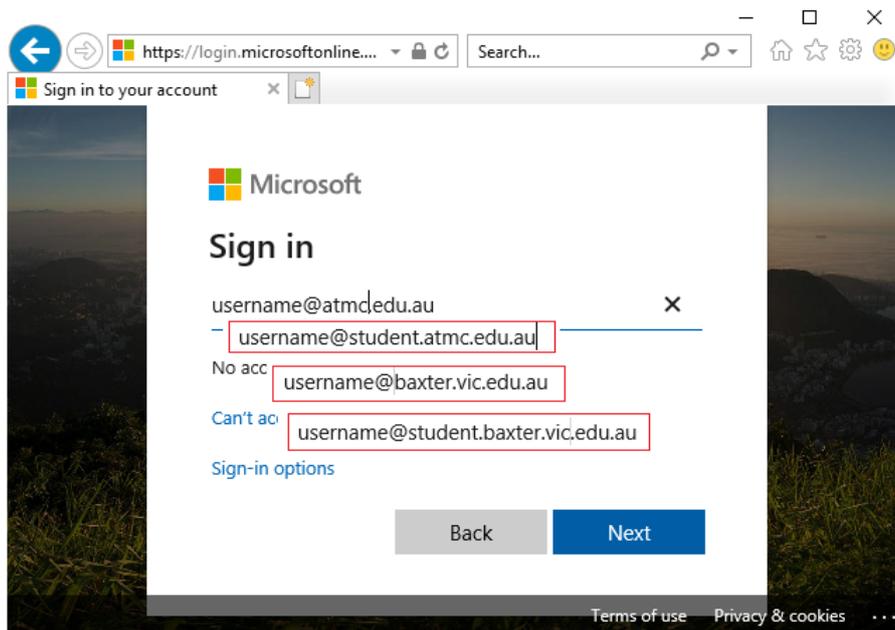
<https://www.outlook.office365.com/>

Access to this system will be required using the following:

- username@atmc.edu.au for ATMC Staff and Faculty Members
- username@baxter.vic.edu.au for Baxter Staff and Faculty Members
- studentid@student.atmc.edu.au for ATMC Students
- studentid@student.baxter.vic.edu.au for Baxter Students

Upon logging in with the above credentials, you will be able to access your emails and all Microsoft Productivity tools.

With your ATMC / Baxter supplied password



Once connected, you click on the following icon  to gain access to the Microsoft Productivity Tools.

Browser window showing Outlook interface. The address bar displays <https://outlook.office365.com/r>. The page title is "Mail - Andrew Luu - Outlook".

The left sidebar shows the Office 365 app launcher with the following apps listed:

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway

The main content area shows an email thread with the following visible text:

read Undo

sed Other 1 Filter

new conversations

Helpdesk

port in GE not wor... 9:17 AM

ve this line Hi Agent - Andrew Lu...

lg 9:13 AM

Investigate

Andrew, The email below was sent o...

Microsoft Teams

Microsoft Teams is the audio and video conferencing and text-based tool ATMC Education Group has access to for:

- Running Lectures
- Hosting Meetings
- Sharing Screens for Support
- 1 to 1 and/or 1 to many communications via audio, video and/or text

Access through any internet web browsers prior mentioned with an ATMC Group provided laptop or a smartphone, home laptop and/or computer.

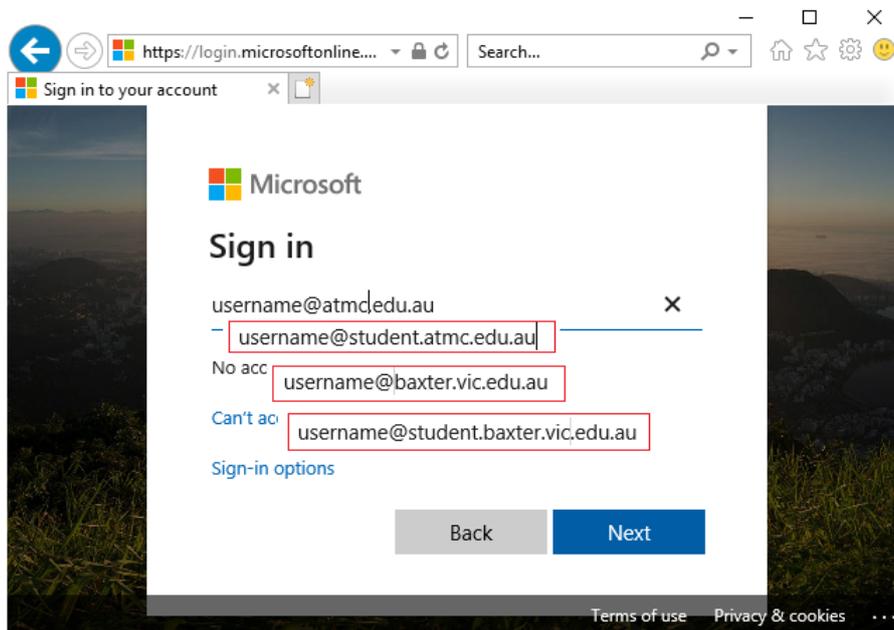
Using the following link:

<https://teams.microsoft.com/>

Access to this system will be required using the following:

- username@atmc.edu.au for ATMC Staff and Faculty Members
- username@baxter.vic.edu.au for Baxter Staff and Faculty Members
- studentid@student.atmc.edu.au for ATMC Students
- studentid@student.baxter.vic.edu.au for Baxter Students

With your ATMC / Baxter supplied password



Once connected, you can use the below highlighted windows to Search for people to initiate a chat with it will appear in the Chat window, if you are registered to a group, you will see the group collaboration within Teams windows.

Microsoft Teams

Chat Recent Contacts

Ben Stevens Chat Files Activity +

Recent

- Ben Stevens
You: Thanks mate.
- Quang Nguyen
- Suzanie Mat Saat
- Muhammad Azfaar Siddiqui
- Hoang Nguyen
- Raturajsinh Bihola

Activity
Chat
Teams
Assignments
Calendar
Files