

Office 365 - Getting started guide for students

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Useful links

- [European Schools - Sign in](#)
- [Office 365 Learning Center](#)
- [Office Mobile Quick Start Guides](#)

Installs

Each O365 account can install Office applications on private devices such as PCs or Macs, tablets, and smartphones. Thus, students can install and use on their private devices at home, a complete version of the latest Microsoft Office for free for as long as they're student in our school.

- To install applications, login to O365 and follow the path: **View account >> Install status - Manage installs >> Install desktop applications**
- [Tutorials available online](#)

1. 0365 - Login troubleshooting

1. A change of password might be requested during the first time you login. If the new password provided is not satisfactory the following red text message appears.



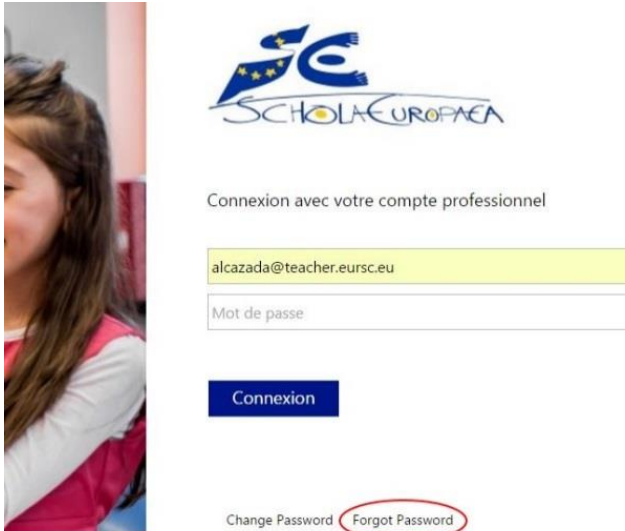
Mettre à jour le mot de passe

Vous devez mettre à jour votre mot de passe car il a expiré.

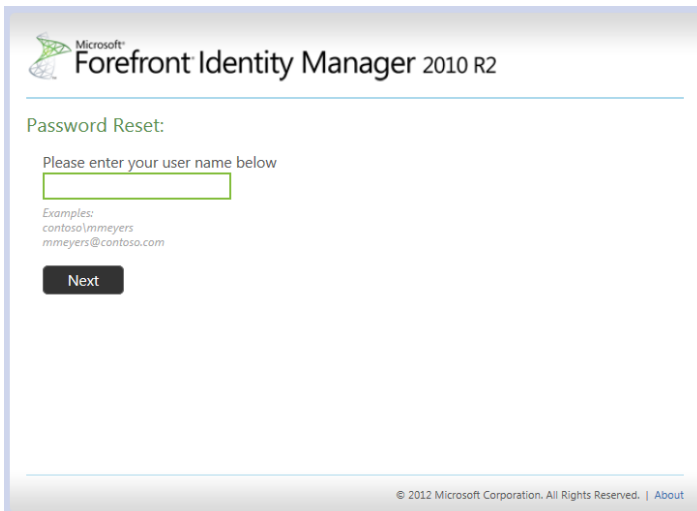
Impossible de mettre à jour le mot de passe. La valeur fournie pour le nouveau mot de passe ne correspond pas aux exigences du domaine en matière de longueur, de complexité ou d'historique.

2. O365 - Forgot password

1. On the O365 portal, enter your O365 email address and then click Forgot Password.

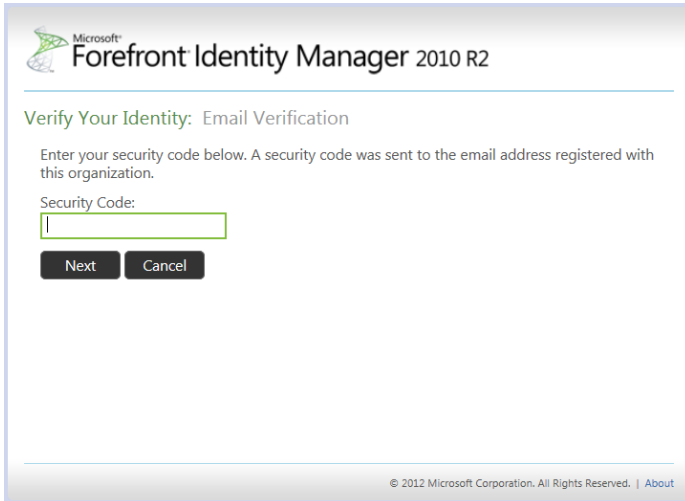


2. The Forefront Identity Manager (FIM) webpage appears. Enter your O365 email address and click Next.



3. You should receive a message **on your SMS Secondary email address** with the **security code**. Please input the security code in the following webpage that opens automatically and click **Next**.

Note: If you forget the password of your secondary email address, please go to see the educational adviser of your respective year.



Microsoft Forefront Identity Manager 2010 R2

Verify Your Identity: Email Verification

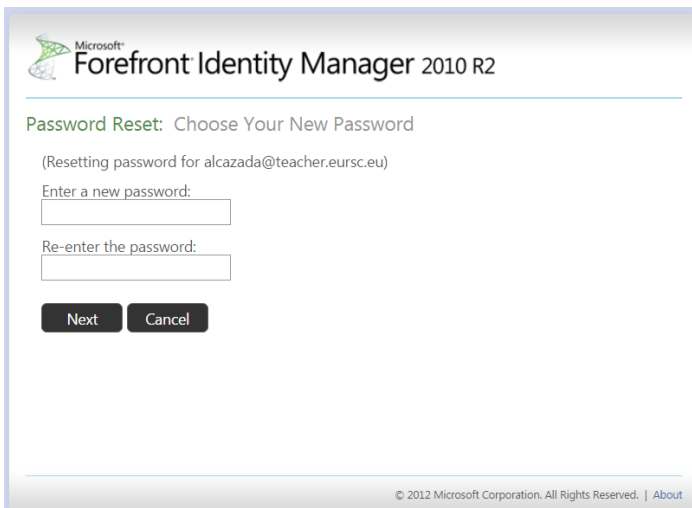
Enter your security code below. A security code was sent to the email address registered with this organization.

Security Code:

Next Cancel

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4. After entering the security code, the following webpage opens. Complete the fields and click **Next**.



Microsoft Forefront Identity Manager 2010 R2

Password Reset: Choose Your New Password

(Resetting password for alcazada@teacher.eurisc.eu)

Enter a new password:

Re-enter the password:

Next Cancel

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3. O365 - Language change

- **Changing the language of the O365 interface**

By default, the Office 365 web site is in French in the school. To change it, it is necessary to change the language of your web browser. In Internet Explorer the steps are the following:

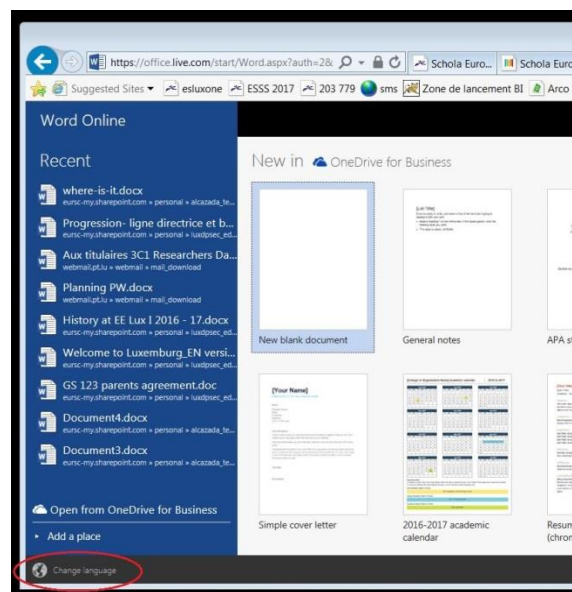
1. Open Internet Explorer
2. Click on **Tools**, this is the **wheel icon** on the top right corner, **or press Alt+X**
3. Select **Internet Options**.
4. Click on the **Languages** button.
5. Click on the **Add...** button
6. **Choose the language** and click **OK**.
7. **Select the language** and then click on **Move up** until it appears first on the list.
8. Click **OK** on both windows.
9. Refresh the Office 365 web page (**Press F5**).

- **Changing the language of your O365 Mail**

1. Go to O365 Settings, this time is the wheel icon in O365
2. My apps settings
3. Mail
4. General
5. Region and time zone

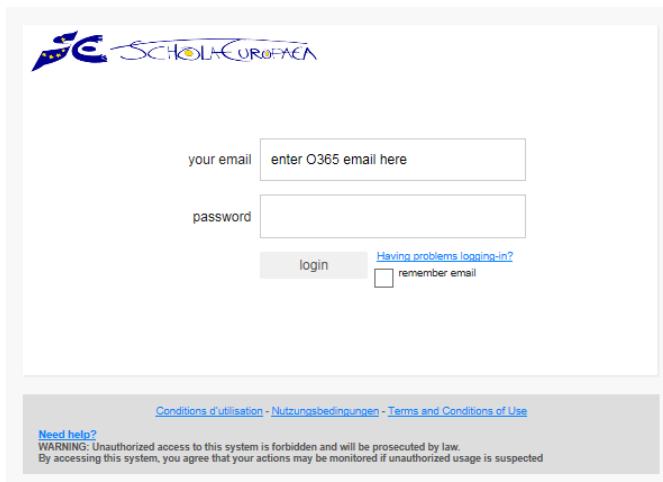
- **Changing the language of the O365 Office apps (Word, Excel, PowerPoint)**

1. Open one of the Office apps
2. The icon to change language is on the bottom left corner.



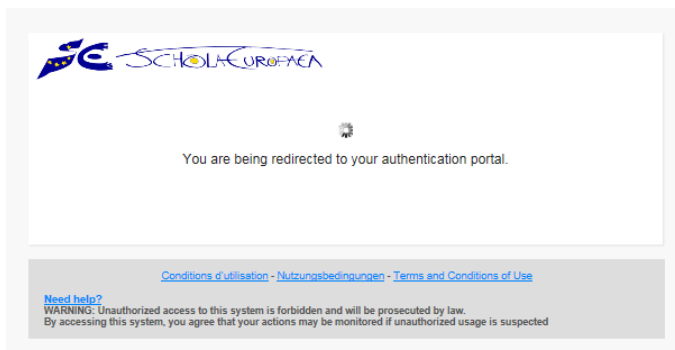
4. SMS - New login procedure

1. Insert your Office 365 email as “your email”.



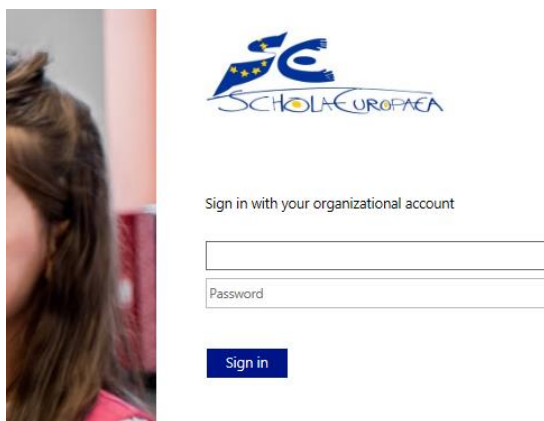
The screenshot shows the ScholaEuropa login interface. At the top left is the ScholaEuropa logo. Below it, there are two input fields: "your email" with the placeholder text "enter O365 email here" and "password". To the right of the password field is a "login" button. Below the login button is a checkbox labeled "remember email" and a link "Having problems logging-in?". At the bottom of the page, there are links for "Conditions d'utilisation", "Nutzungsbedingungen", and "Terms and Conditions of Use". Below these links is a "Need help?" section with a warning: "WARNING: Unauthorized access to this system is forbidden and will be prosecuted by law. By accessing this system, you agree that your actions may be monitored if unauthorized usage is suspected".

2. When you will try to enter the password, the following redirection page will appear.



The screenshot shows a redirection page with the ScholaEuropa logo at the top. In the center, there is a small circular icon and the text "You are being redirected to your authentication portal." At the bottom, there are links for "Conditions d'utilisation", "Nutzungsbedingungen", and "Terms and Conditions of Use". Below these links is a "Need help?" section with a warning: "WARNING: Unauthorized access to this system is forbidden and will be prosecuted by law. By accessing this system, you agree that your actions may be monitored if unauthorized usage is suspected".

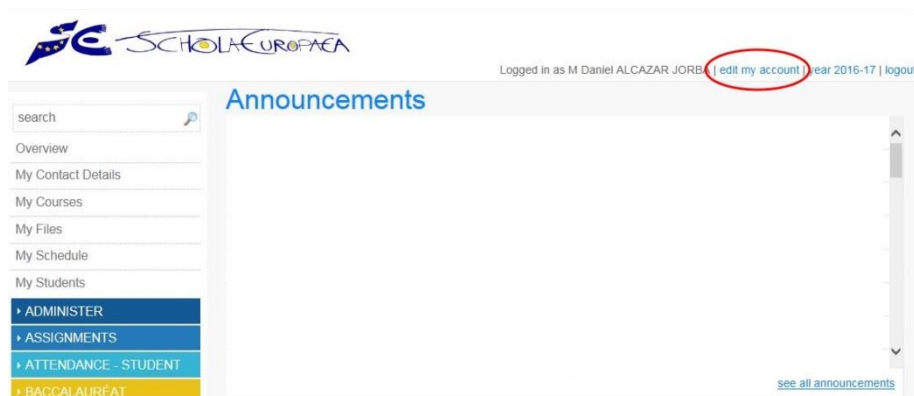
3. Enter your credentials in the Office 365 portal for the European schools to complete your login to SMS.



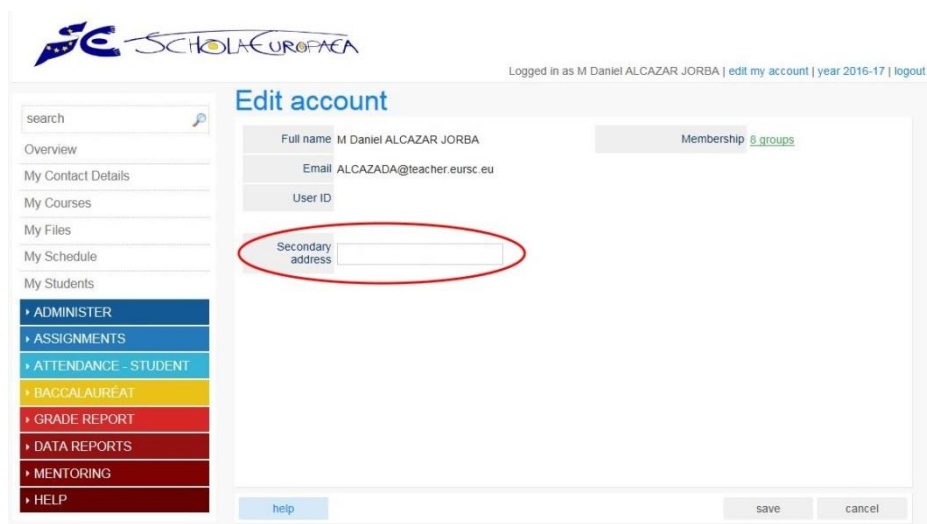
The screenshot shows the Office 365 sign-in page. On the left, there is a partial view of a person's face. To the right, there is the ScholaEuropa logo. Below the logo, there is the text "Sign in with your organizational account". Below this text are two input fields: one for the email address and one for the password. Below the password field is a blue "Sign in" button.

5. SMS – Adding / Replacing the secondary email address

1. Login to the student SMS account.
2. Click on edit my account.



3. Insert the private email address in the Secondary address field / Replace the euroschool.lu with a private email address in the Secondary address field.



4. Click Save