

Setting up your Office 365 account for the first time

1. Go to www.goreycs.ie and click the Office 365 icon on the bottom of the screen, or the Microsoft Office 365 link under the quick links menu. See figures 1 and 2.

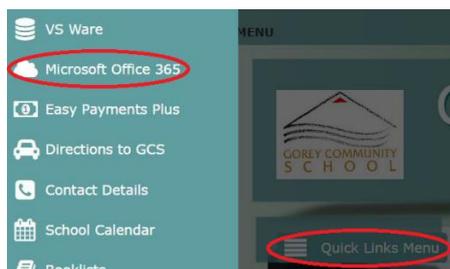


Figure 1 - Quick Links



Figure 2 - Office 365 icon

Alternatively, you can go directly to the login page by typing in login.microsoftonline.com.

2. Under the sign in use your ID number on your card followed by @goreycs.ie see Figure 3 as an example.

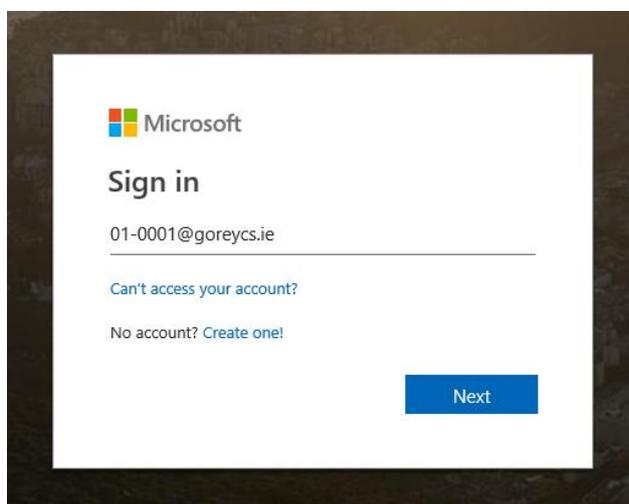


Figure 3

3. Your initial password is **Gorey2019**. Passwords are case sensitive so note the capitalised G. After entering the password, you are prompted to create your own password. See Figure 4

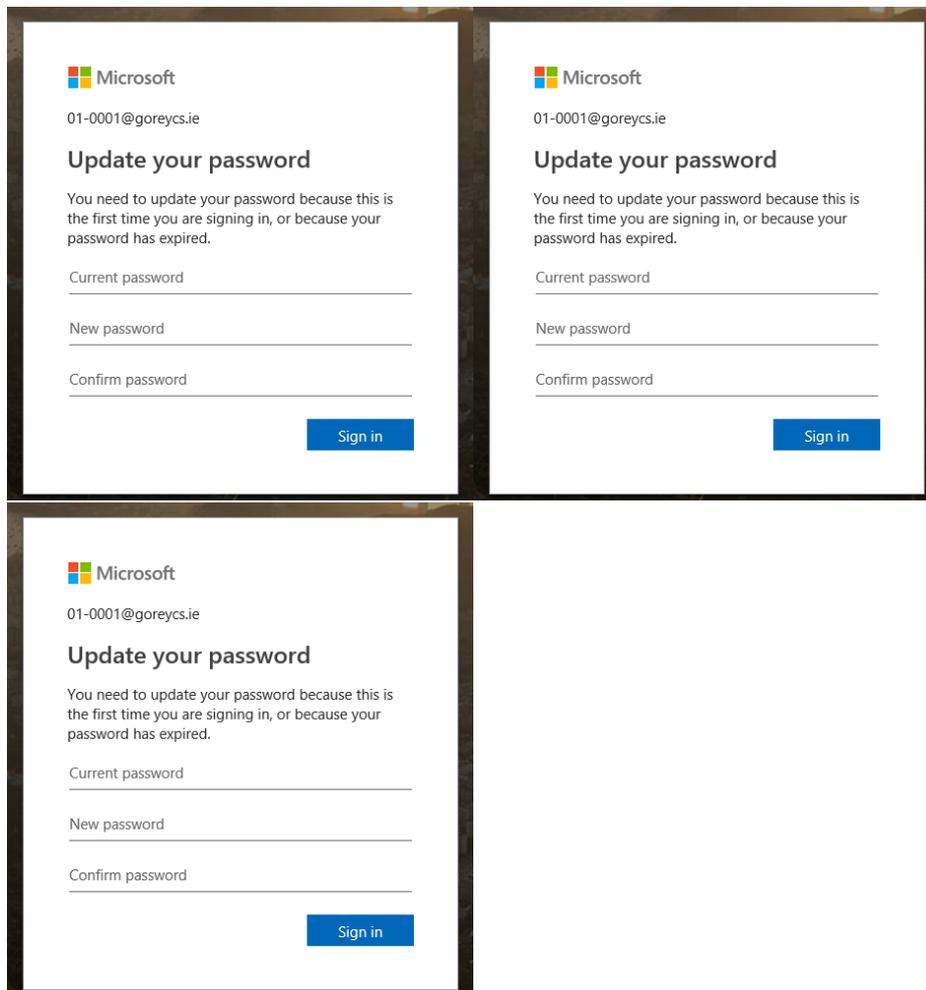


Figure 4

4. **Current password** is the initial password ie. Gorey2019 For your own **new password** you must make this unique, it must also contain at least 1 upper case letter, lower case letter, and number or symbol. Microsoft will reject passwords they have seen too many times, so make it something you will remember, something personal is usually good. It is advised to write down your password in your journal or another safe place.
5. Once you have successfully created a new password and made note of it. You will be told that more information is required. Click **Next** and the screen shown in *Figure 5* will appear.

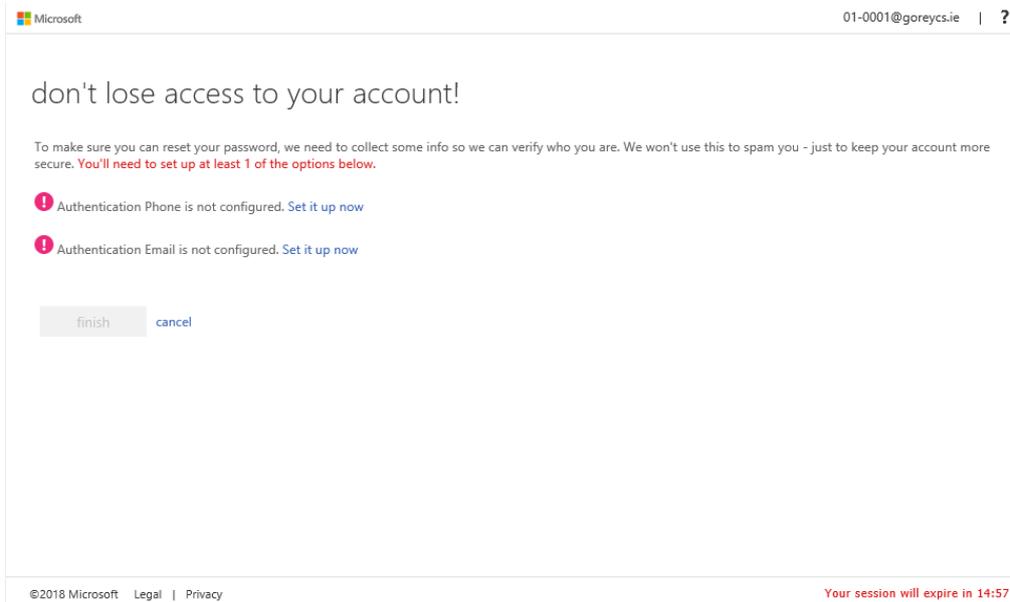


Figure 5

6. On this screen you will setup a method to recover your account should you forget or lose your password. You have 15 minutes to complete this section, note the expiry timer in the bottom right. We suggest using your phone number as the primary recovery method, but if you do not have a phone then you can use an email address you have elsewhere like gmail or yahoo for example. If you do not have either, please have your parents help you complete this part of the setup process.
7. For mobile phone setup, select your country from the top list then enter your phone number as shown in *Figure 6*, then click text me.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

[text me](#) [call me](#)

[back](#)

Figure 6

8. With the received SMS enter the code and click **verify**. See *Figure 7*. The timer will reset back to 15 minutes anytime you click an element on the screen, so do not worry too much about it.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Ireland (+353)

08:

text me

call me

We've sent a text message containing a verification code to your phone.

976330

verify

try again

back

Figure 7

- If you wish you can also setup the alternative email account, the procedure is the same except you only enter an email address in which they email you a code. Click **Finish**.

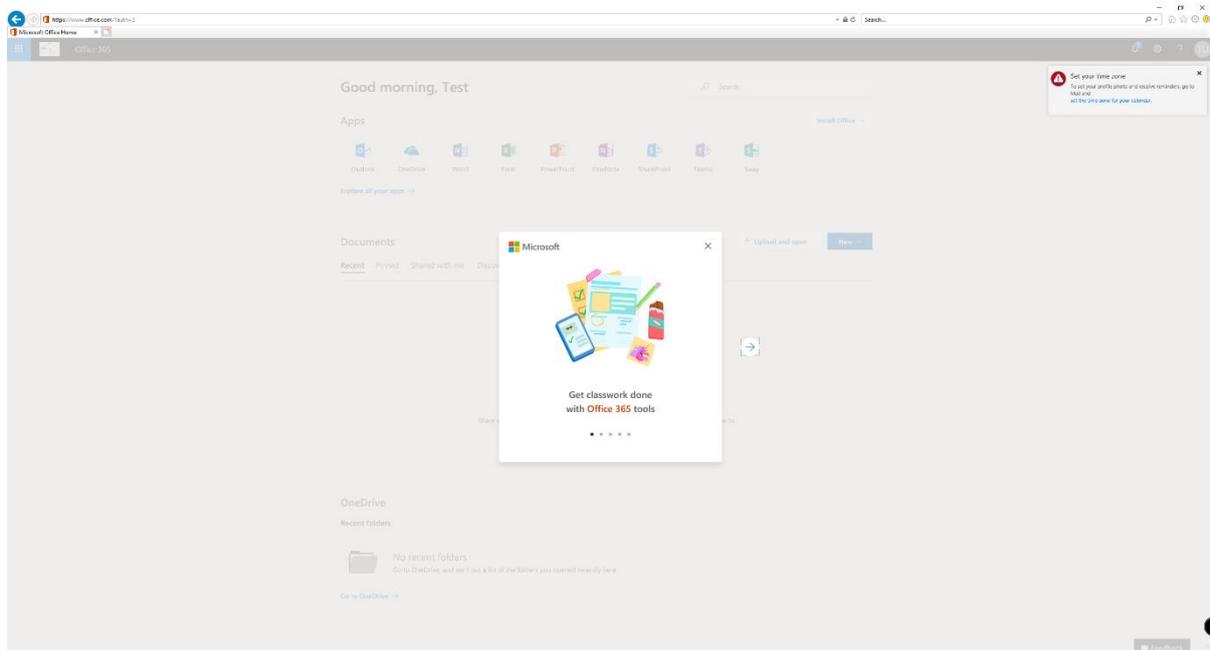


Figure 8

- The final step is to set your time zone click the notification in the top right, or if you dismissed it click on Outlook. The language is English (Ireland) and Time Zone is (UTC +00:00) Dublin, Edinburgh, Lisbon, London. See figure 9.



Figure 9

11. Congratulations you now have access to your Gorey Community School email account and Office 365 Pro Plus software for up to 5 pcs or Macs and 5 mobile devices. This is the full Office 365 Pro Plus package provided by Gorey Community School for your duration with us. You can install it from the home page of your account by clicking Install office in the top right. See Figure 10.

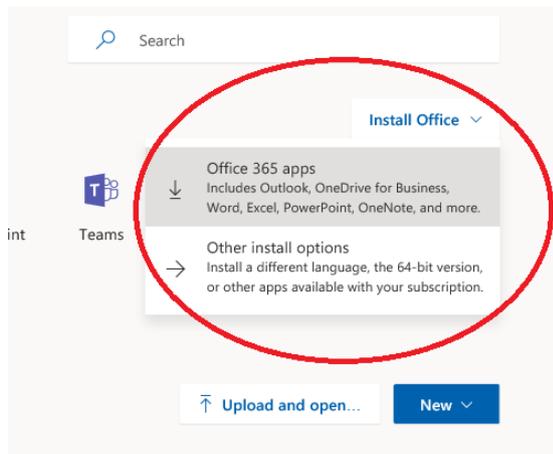


Figure 10

12. Click Office 365 apps to start the download and follow the instructions.

Your email account and as such your access to Office 365 Pro Plus and Office 365 Online is subject to Gorey Community School's Acceptable Usage Policy and school rules. Access to your account may be suspended or revoked at the school's discretion.

Gorey Community School takes digital citizenship very seriously, we refer you to guidelines at webwise.ie

****PLEASE NOTE THAT STUDENTS WHO HAD THEIR ACCOUNTS MANUALLY RESET IN SCHOOL THIS WEEK, THE INITIAL PASSWORDS MAY BE DIFFERENT (ie March2020)
STUDENTS ARE ENCOURAGED TO CHANGE THEIR PASSWORDS THE FIRST TIME THEY SIGN-IN.
If you continue to experience problems please email wdunne@goreycs.ie**