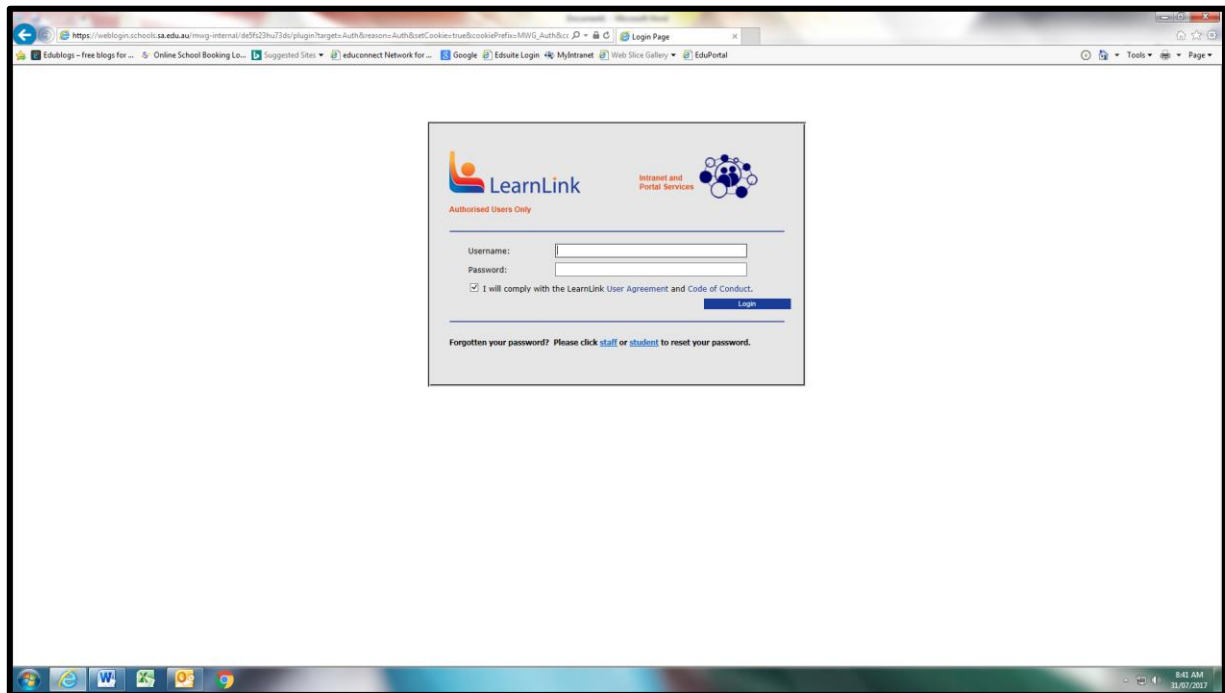


# CLGPS - Student access to LearnLink Office 365 tools

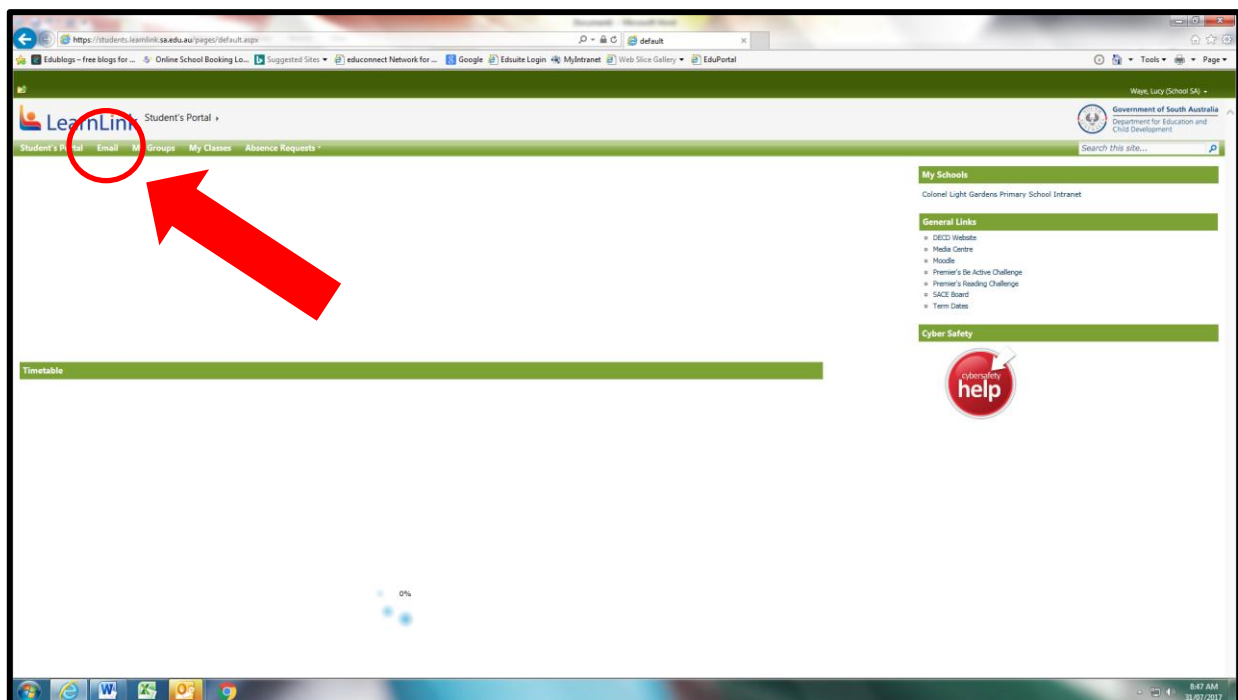
LearnLink Office 365 tools will only be available to students who have returned a signed agreement regarding our school's ICT use policy and access to LearnLink Office 365 features. If you require either of these documents, please contact the front office.

Students will also require their LearnLink email address and password. These have been provided to each class at the beginning of the year.

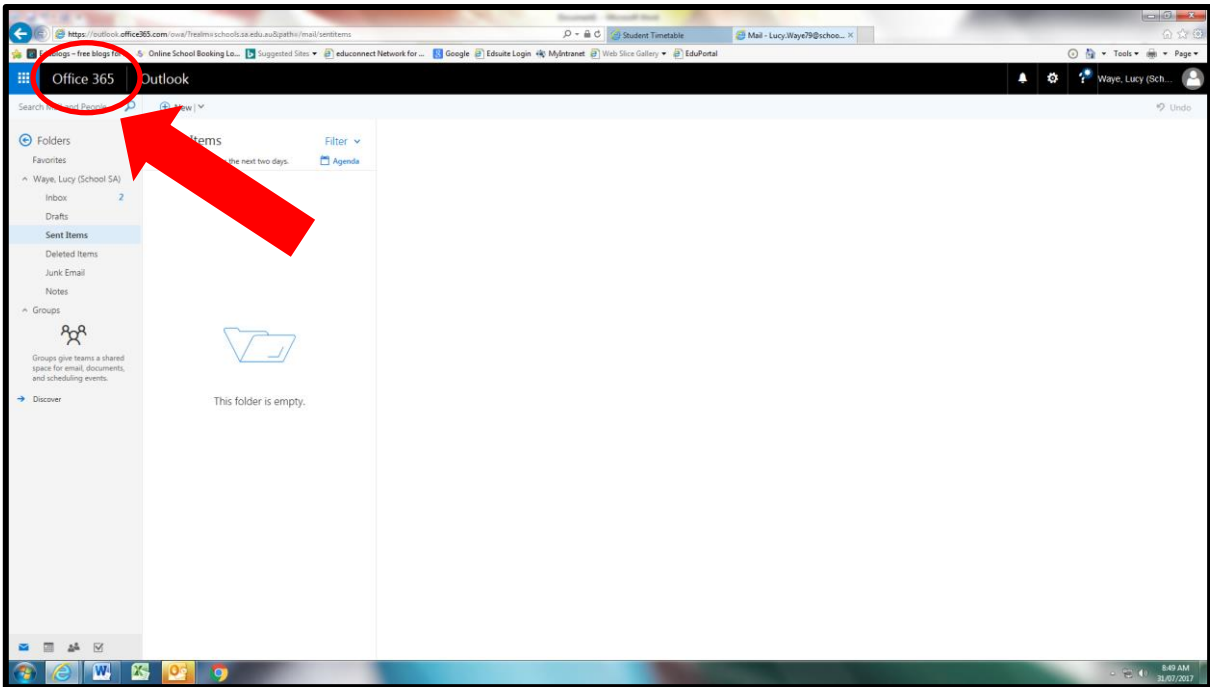
1. Go to [www.learnlink.sa.edu.au](http://www.learnlink.sa.edu.au) and enter your username (email) and password



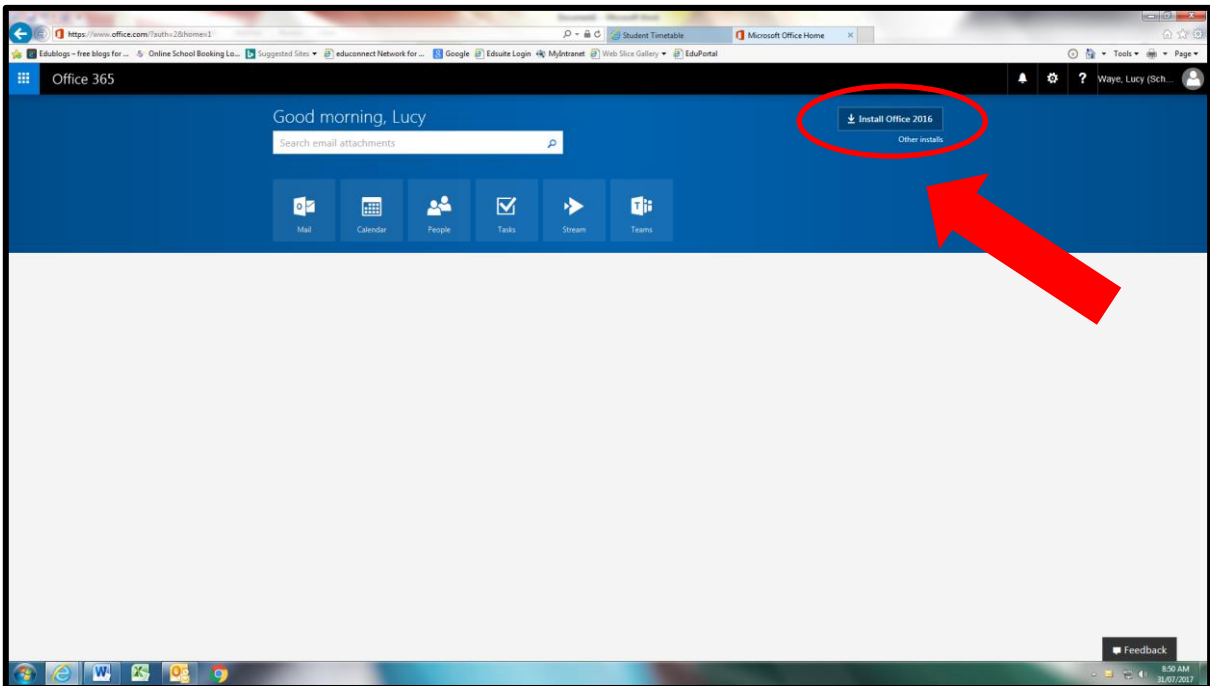
2. Click on the **email** menu button on the top bar



3. Once you reach your inbox, click on the link in the top left to access **Office 365** tools



4. From here you can download and **Install Office 2016** on your home computer.



5. The steps to install on your home computer are then provided. If you have any problems beyond these steps, please contact Microsoft.

For CLGPS related questions or problems, send an email to  
[Ashley.Blight57@schools.sa.edu.au](mailto:Ashley.Blight57@schools.sa.edu.au)