

Must read - Username formats

eduPass (student) username has two formats:

- **Simple:**
 - Example of student simple username: **abcd1**
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- **Full:**
 - Example of student full username: **abcd1@schools.vic.edu.au**
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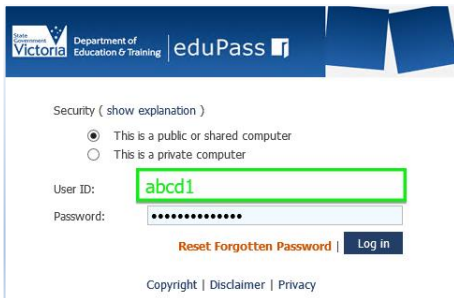
As a general rule, when using a web browser you can use your **simple** username, whereas when using other apps you need to use your **full** username (for the first time only).

Application	Username format
Web browser	Simple
Microsoft Office (desktop app)	Full
OneDrive for Business (desktop app)	Full
iPhone / Android Phone Office app	Full

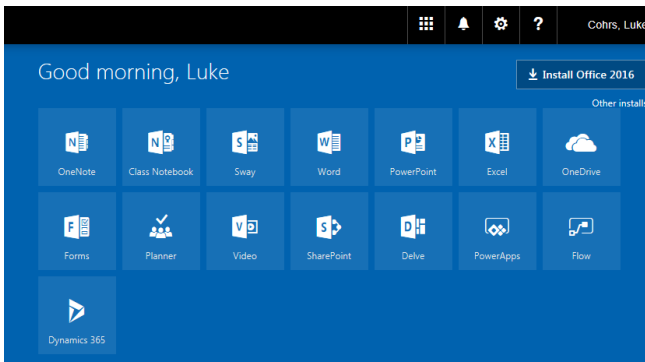


Log in as student

1. Open Internet Explorer.
2. Go to <https://www.edustar.vic.edu.au/o365>
3. Log in with your eduPaSS **User ID** and **Password**.



4. Once logged in you will have access to the full Office 365 suite.



To download and install Office on iPhone or iPad:

1. Open the Apple **AppStore** and find the Office apps to install by searching for "Office 365"

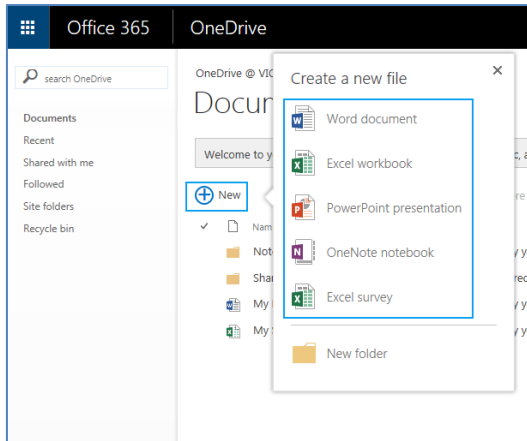


2. Follow the on-screen instructions and when prompted to sign in, enter your **Full** Department **Username** and **Password**.

To create a new document:

New documents you create with, or upload to OneDrive, are private to you (invisible to everyone else). You can make them available to selected individuals by sharing them (see [To share a document](#)).

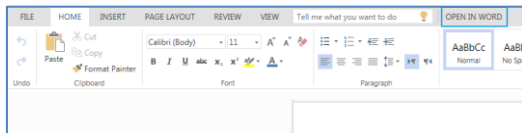
1. Click  New then choose the format.



You'll be taken directly to the web application for the type of file you selected.

2. To use the Office application instead of the web based version, an option is available from the toolbar.

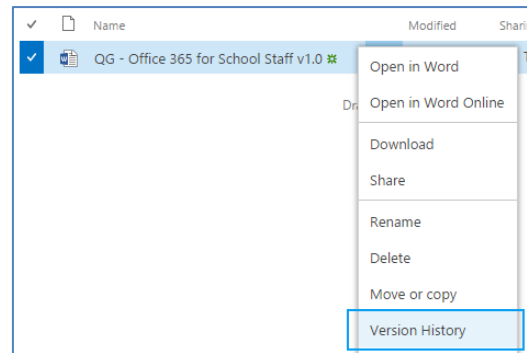
In our example here, select **Open in Word**.



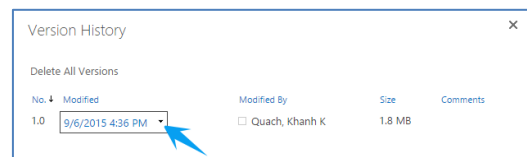
To use revision management:

When you make updates and save a document on OneDrive, previous versions are kept. If mistakes emerge over the life of the document, you can go back to one of these versions to fix it.

1. Navigate to the folder where the document you wish to roll back is located, **right-click** on the document and select **Version History**.

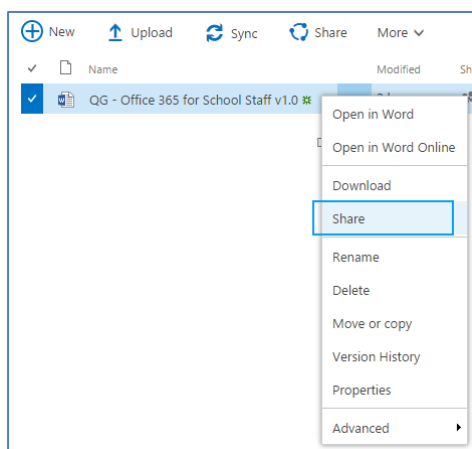


2. On the version you wish to revert to, click on the **down arrow** and select **Restore**.



To share a document:

1. **Right-click** on the document you wish to share and select **Share** from the popup menu.



2. In the popup, enter staff and student names, email addresses and groups.
3. Use the drop-down to assign **Edit** or **View** permissions then click **Share**.

