

Registering your account with
Office365 for access to all ICMS
online applications



Open your browser and type www.office.com

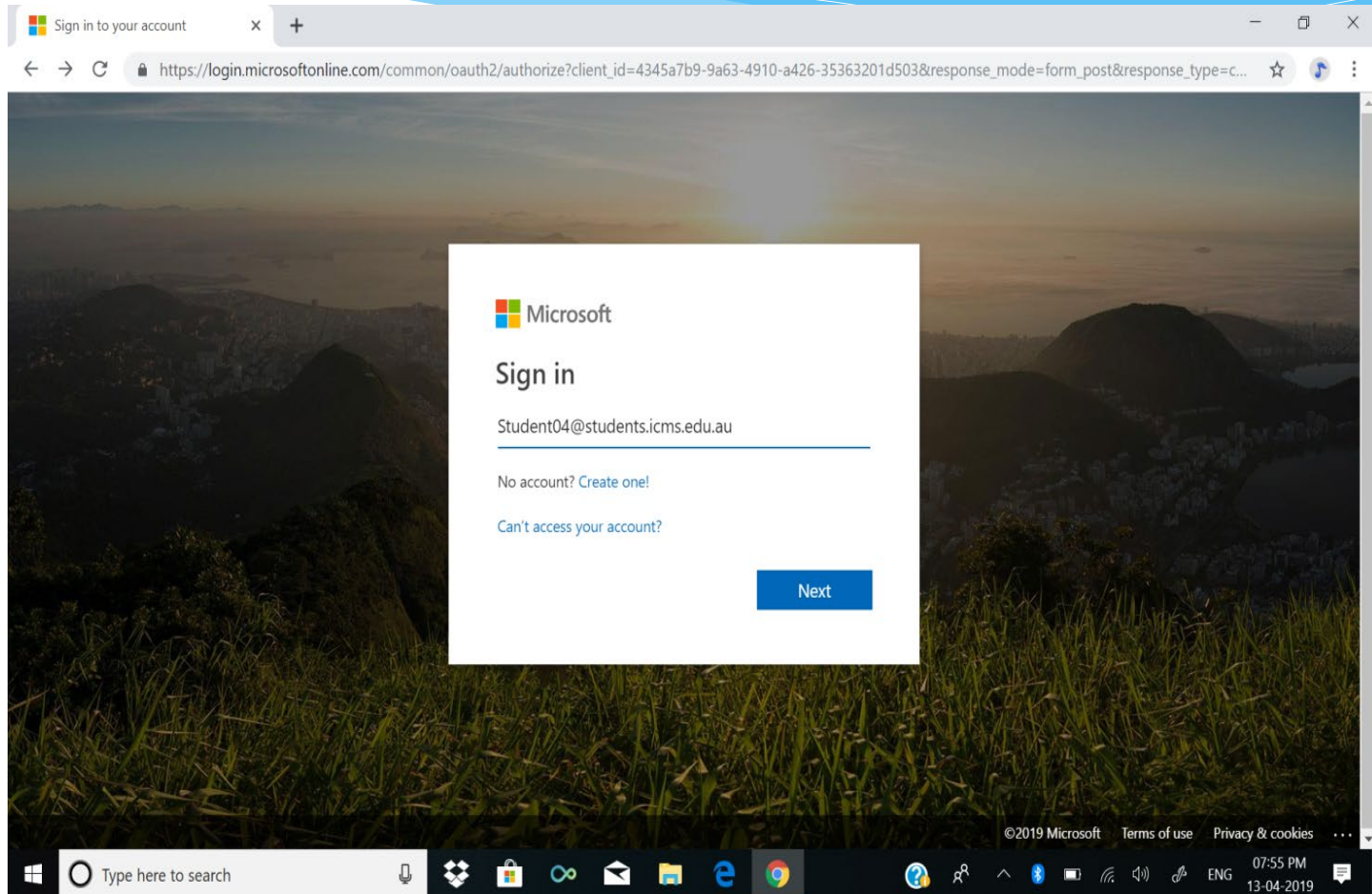
The screenshot shows a web browser window with the following elements:

- Browser Tab:** Office 365 Login | Microsoft Office x
- Address Bar:** <https://www.office.com>
- Cookie Notice:** This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)
- Navigation Bar:**
 - Microsoft | Office
 - Products ▾
 - Resources ▾
 - Templates
 - Support
 - My account
 - Buy Office 365
 - All Microsoft ▾
 - Sign in
- Main Content Area:**
 - Background image of people working in an office.
 - Text:

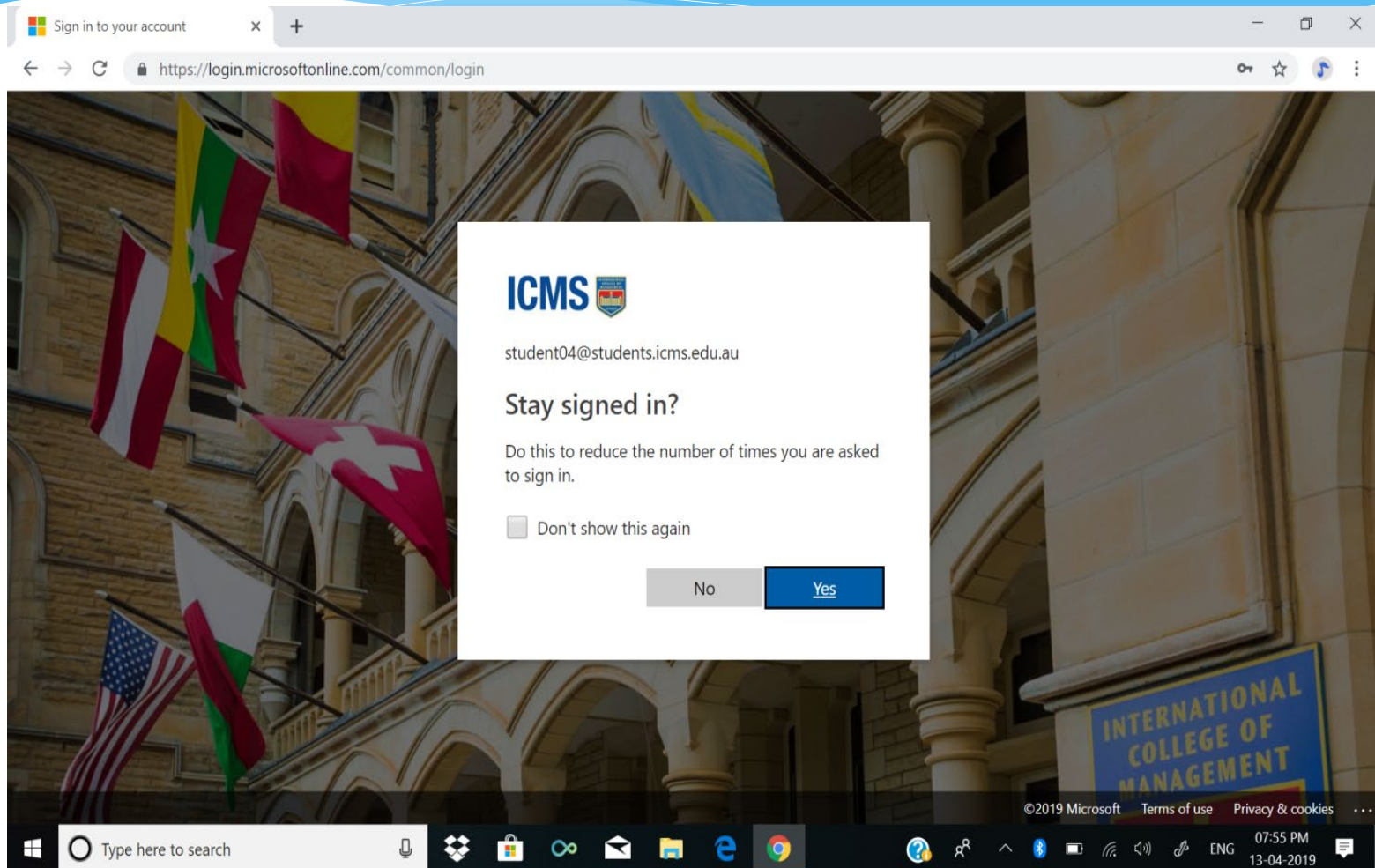
Welcome to Office
 - Text:

Your place to create, communicate, collaborate and get great work done.
 - Buttons: [Get Office](#) (orange) and [Sign in](#) (white)
 - Down arrow icon (orange circle with white arrow)
- Taskbar:**
 - Windows logo
 - Search: Type here to search
 - Taskbar icons: File Explorer, Mail, Edge, Chrome, etc.
 - System tray: Network, Bluetooth, Volume, Date/Time (07:54 PM, 13-04-2019), Language (ENG)

Sign in with your ICMS email (e.g. john19@students.icms.edu.au)



Click yes and Enter your Password provided to you



The screenshot shows a web browser window with the address bar displaying `https://login.microsoftonline.com/common/login`. The page content is a login interface for ICMS (International College of Management). A white dialog box is centered on the screen, asking the user to "Stay signed in?". The dialog box contains the ICMS logo, the email address `student04@students.icms.edu.au`, and the text "Do this to reduce the number of times you are asked to sign in." Below this text is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom of the dialog box are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue. The background of the page is a photograph of a building with several international flags flying. At the bottom of the browser window, the Windows taskbar is visible, showing the search bar, task view icon, and various application icons. The system tray on the right shows the date and time as 07:55 PM on 13-04-2019, along with other system icons.

Sign in to your account

`https://login.microsoftonline.com/common/login`

ICMS

student04@students.icms.edu.au

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

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Type here to search

07:55 PM 13-04-2019

Select one of the following



Verify it's you

Something seems a bit different about the way you're trying to sign in. Complete the step below to let us know it's you and not someone pretending to be you. [Learn more.](#)

Select a verification method

- Receive a verification code in an SMS message or voice call to your phone *****21**

Receive via:

- a text message (SMS)
- an automated phone call

Standard text messaging rates apply.

- Tell us your phone number *****21

- Enter your recovery email address r*****r@hotmail.com

[Continue](#)

Having trouble? [Reset your password instead.](#)

If you select Email option, After you enter your password, you'll be sent a code to your email

International College of Management, Sydney account email verification code ▶



Microsoft on behalf of International College of Management, Sydney <msonlineservicesteam@microsoftonline.c... Tue, Apr 2, 8:42 AM (12 days ago)
to me ▾



Verify your email address

Thanks for verifying your [REDACTED] account!

Your code is: 012202

Sincerely,
International College of Management, Sydney

This message was sent from an unmonitored email address. Please do not reply to this message.



ff1200d7-4456-4b....bna ^

microsoft-account...bna ^

1 T4ZY3b fvaMn....bna ^

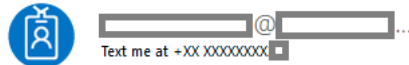
Show

If you select phone option, After you enter your password, you'll be sent a code to your phone



For added security, we need to further verify your account

How do you want us to verify your account?



We've sent you a text message with a verification code.

[Sign in](#)

[Use a different verification option](#)

[Sign out and sign in with a different account](#)

[More information](#)

You will then be signed in to Office 365

The screenshot shows a web browser window displaying the Microsoft Office Home page. The browser's address bar shows the URL <https://www.office.com/?auth=2>. The page header includes the "Office 365" logo, a search bar, and user profile icons. The main content area is divided into two sections: "Apps" and "Documents".

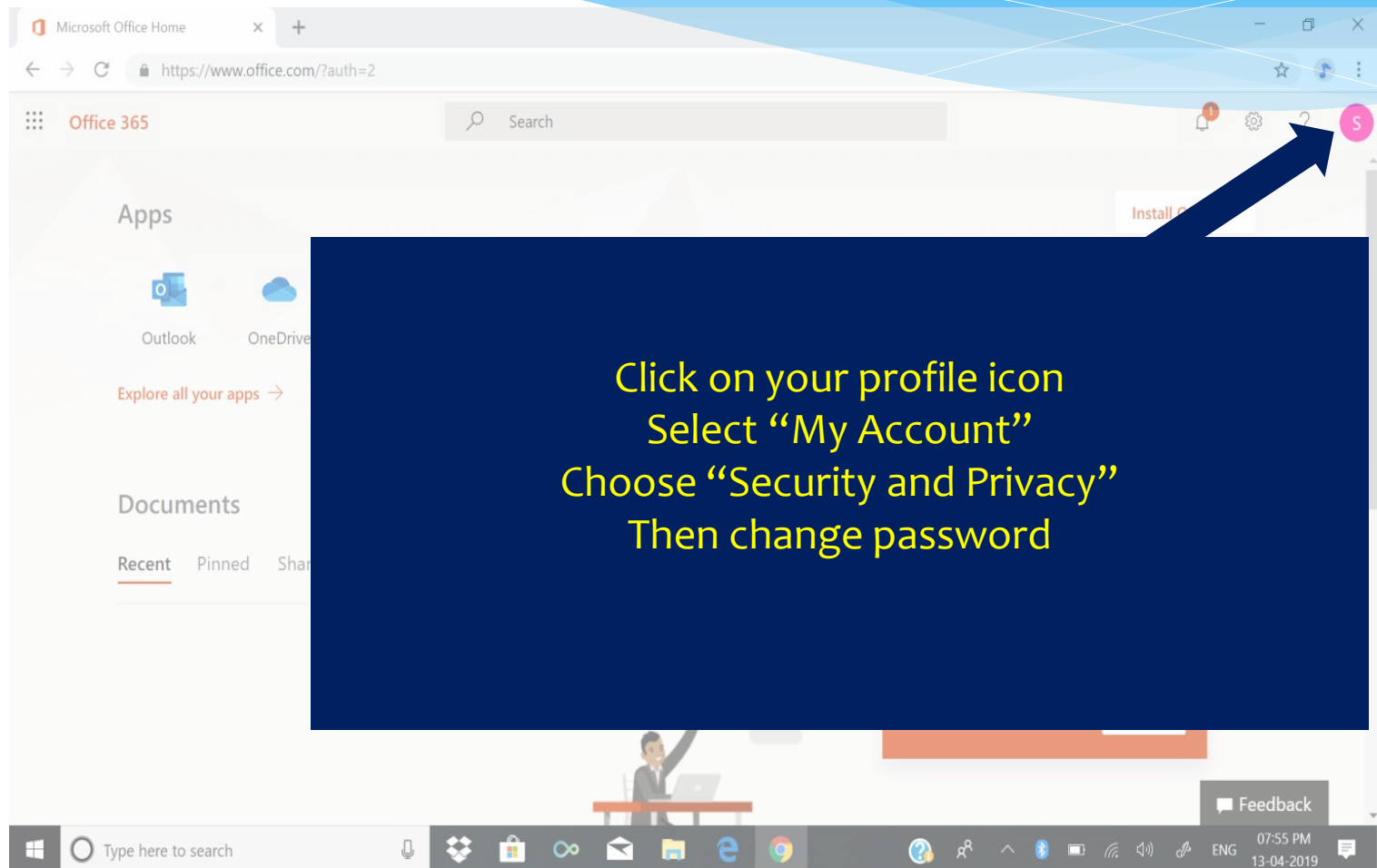
Apps Section: This section features a row of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Yammer. An "Install Office" button is located in the top right corner of this section. Below the icons is a link that says "Explore all your apps →".

Documents Section: This section has a "Documents" heading and sub-tabs for "Recent", "Pinned", "Shared with me", and "Discover". To the right of the sub-tabs are two buttons: "Upload and open..." and "New".

Tip Box: A red callout box titled "Here's a tip" contains the text: "Drag and drop Office files anywhere on this page to upload them to OneDrive." A "Got it!" button is at the bottom right of the tip box.

Taskbar: The Windows taskbar is visible at the bottom, showing the Start button, a search bar with the text "Type here to search", and several application icons including OneDrive, File Explorer, Edge, and Chrome. The system tray on the right shows the date and time as "07:55 PM 13-04-2019" and the language set to "ENG".

Ensure you update your password to one *only you know*



The screenshot shows the Microsoft Office Home page in a web browser. The browser's address bar displays the URL <https://www.office.com/?auth=2>. The page header includes the Office 365 logo, a search bar, and a user profile icon (a pink circle with the letter 'S'). A dark blue arrow points from the profile icon to a dark blue rectangular overlay. The overlay contains the following text in yellow:

Click on your profile icon
Select "My Account"
Choose "Security and Privacy"
Then change password

The background page shows sections for "Apps" (Outlook, OneDrive) and "Documents" (Recent, Pinned, Shared). The Windows taskbar at the bottom shows the search bar, various application icons, and the system tray with the date and time (07:55 PM, 13-04-2019).

Please allow 10 minutes for your password to update. You will now have access to all ICMS applications, start here for a list of links to your applications –
<https://hub.icms.edu.au>

