



## How to access your Office 365 online “wcgsschools.gov.za” account via your desktop/laptop

### STEP 1:



The **Office 365** wcgsschools.gov.za account is a web application that can be accessed via the following internet browser link: [www.office.com](http://www.office.com)

### STEP 2:

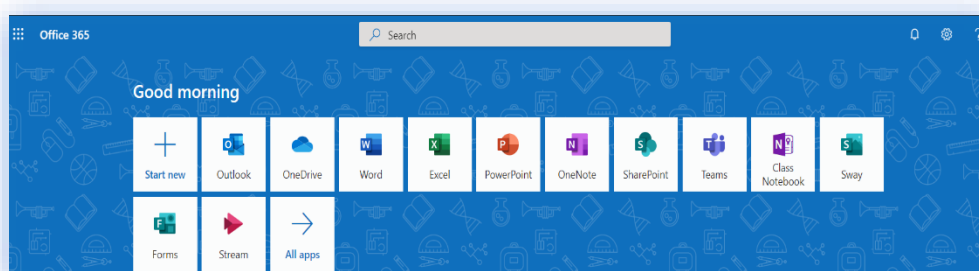


Download **Teams Microsoft Application for Windows (Desktop/Laptop)**

Link: <https://www.microsoft.com/en-za/microsoft-365/microsoft-teams/download-app>

### STEP 3:

**Office 365 Dashboard:** Central hub webpage, to access all my **Office 365** applications



### TIP: Create a webpage shortcut on your Desktop





In Edge browser, sign in to your **Office 365 Dashboard**:

1. Click on the 3 bars in the top right-hand corner
2. Select "pin to Start"
3. Close the Microsoft Edge Browser
4. Open Start Menu on your desktop
5. Find the tile showing the webpage, then drag and drop the link onto your desktop



With Chrome and FireFox, sign in to your **Office 365 Dashboard**:

With the webpage open, drag and drop the icon to the left of the bar - it's generally a padlock  or an "i" in a circle  - to the desktop.



## How to access your Office 365 online “wcfgschools.gov.za” account via your mobile device

### STEP 1:



Download **Microsoft Outlook** Application for **Android** or **IOS**: <https://argo.page.link/KGARu>



### STEP 2:



Download **Teams Microsoft** Application for Android or IOS



App Store: <https://aka.ms/iosteams>

Google play: <https://aka.ms/androidteams>

### STEP 3:



Download **Microsoft Office Mobile App** from Android or IOS:



App Store: <https://argo.page.link/V6tB6>

Google play: <https://argo.page.link/UEC7R>

### STEP 4:



Download **One Drive**

Link: <https://argo.page.link/F24mv>



### STEP 5:



Add “wcfgschools.gov.za”-email account to my current **Gmail**

Open the Gmail app on your Android or IOS device

1. In the top right, tap your profile picture.
2. Tap **ADD ANOTHER ACCOUNT**
3. Choose “**Exchange and Office 365**”
4. Follow the steps on the screen to add your [wcfgschools.gov.za](https://wcfgschools.gov.za) account.