Microsoft 365 Configuration Instructions for Students

Through your enrolment at Carey, you have access to the **Student Portal**, **CareyOnline**, and the **Library** with a single sign on account. You will also have access to the Microsoft Office suite, allowing you to join lectures via **Teams** and use **Outlook, Word**, **PowerPoint, and Excel**. Additionally, through **OneDrive**, you will be given cloud storage.

This tipsheet will help you make the most of these tools by covering the following topics:

1. Download Microsoft Edge
2. Access your Student Account
3. Create a Microsoft Edge Profile
4. Access Outlook
5. Download Microsoft Teams and Access Lecture Sessions

Once you receive the email from Carey with the subject line, "Welcome to Your Student Account," you are ready to begin.

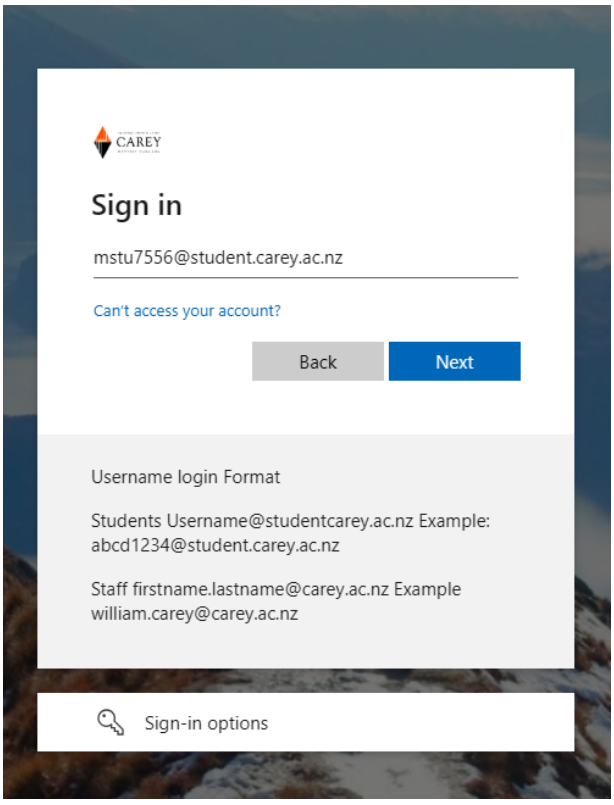
1. Download Microsoft Edge

(https://www.microsoft.com/en-us/edge/download)

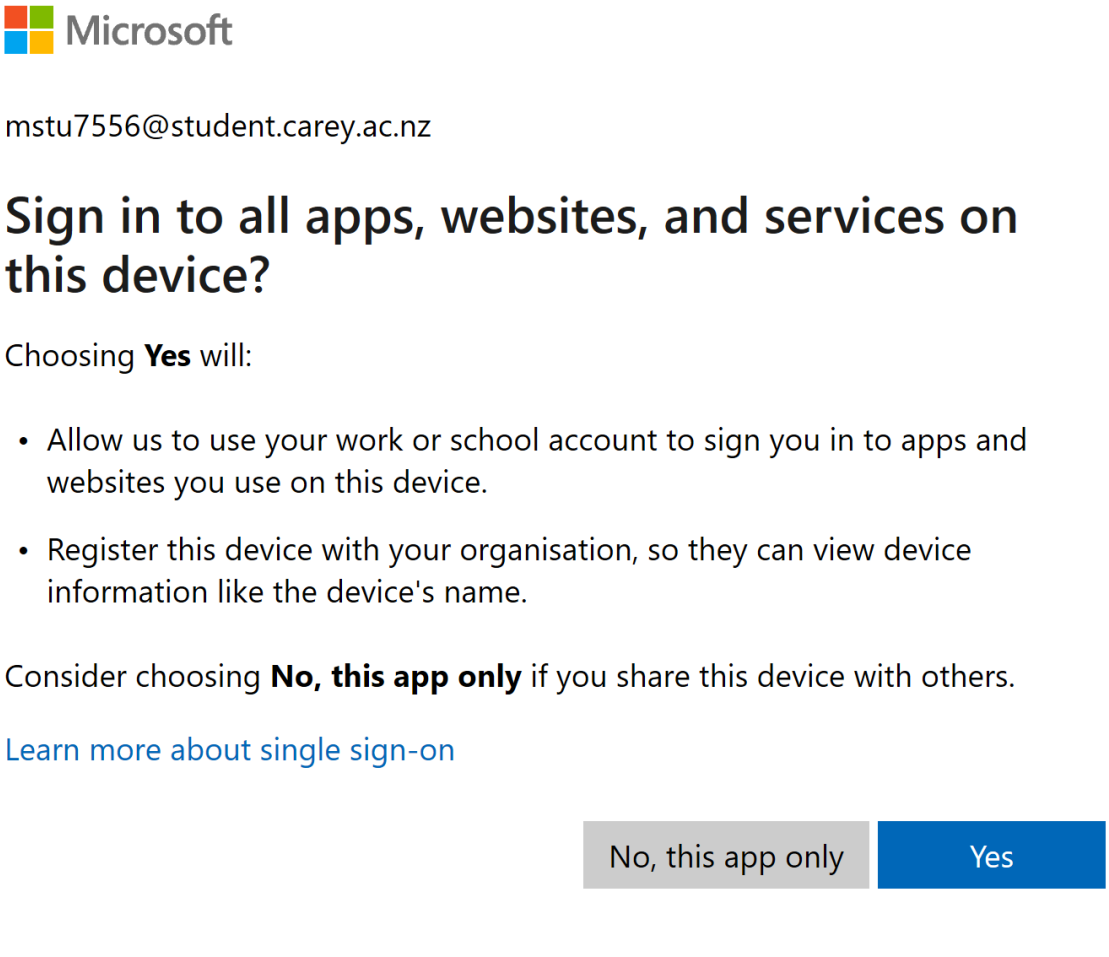
The Microsoft Edge browser is recommended because it integrates well with Office365 (provided to you through your Carey enrolment) and makes single sign on capabilities easier to use. It is not required, but our support documents assume you will use Edge.

2. Access your student account

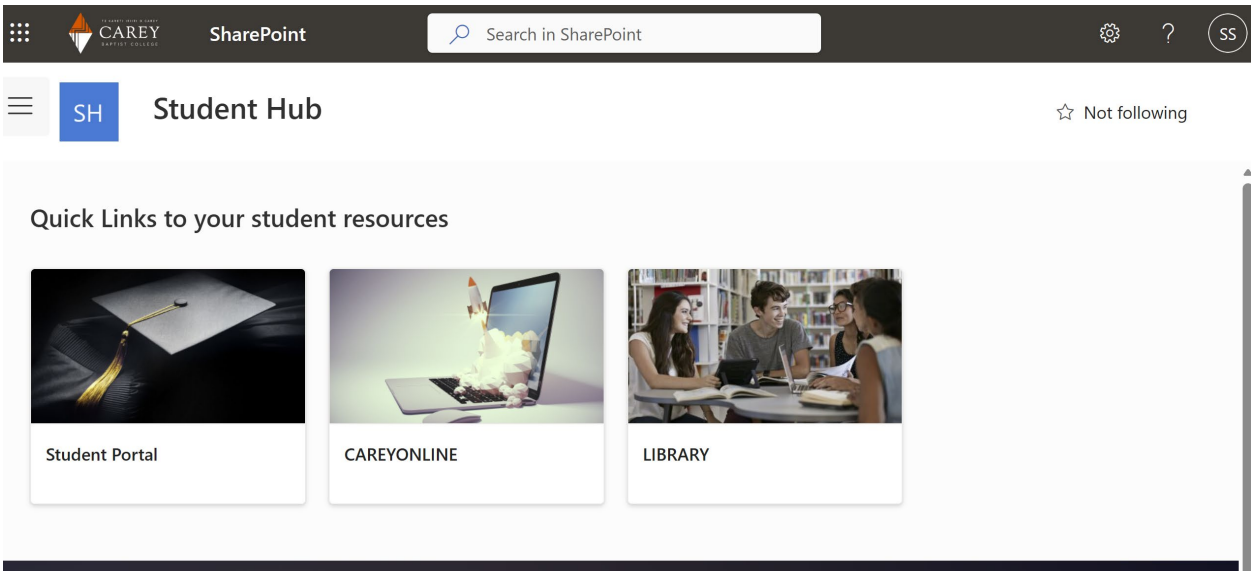
- In Edge, navigate to the Carey Student Hub page (https://student.carey.ac.nz/). Enter your Carey email address formatted as **username**@studentcarey.ac.nz. Your username is in the welcome email sent to you from Carey.



- Click **Next**. You should be prompted to change your password. *You will need your temporary password, which can be found in the welcome email from Carey, where you were given your username*. After you change your password, sign in, and click the blue **Yes** button when prompted to sign in to all apps, websites, and services (unless you are on a shared device).



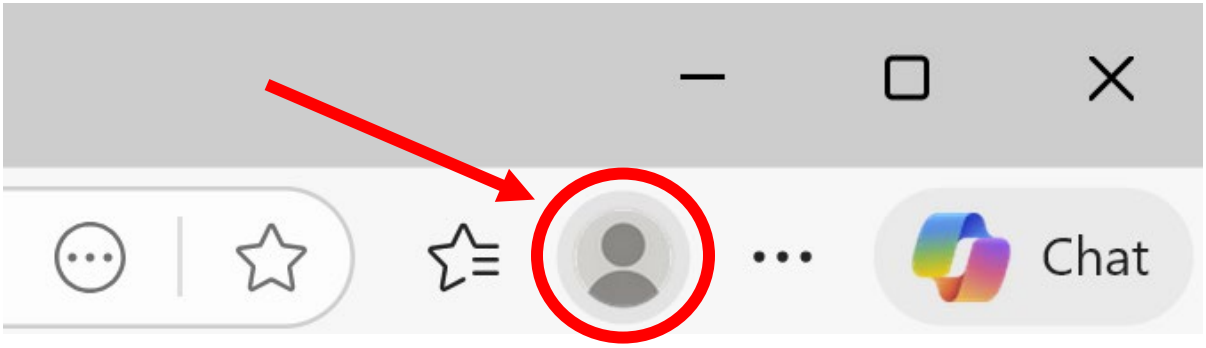
- You should see the Carey Student Hub after successfully logging in. From the Student Hub, you can easily access CareyOnline, where you can access course content (along with Teams links for live classes), assessment information, and more. There is also a link to the Library and your Student Portal here. All of these services are available through your student account, and you should be automatically logged in from the Hub. Creating a profile through Microsoft Edge (see steps below) will help you stay logged in easily.



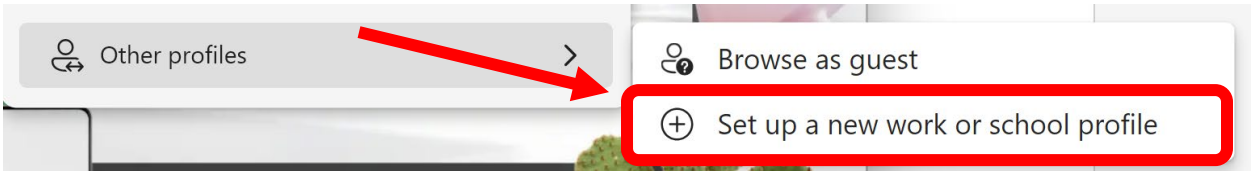
3. Create a Microsoft Edge profile

Creating a profile through Edge is recommended, as it allows you to keep your Carey school login credentials separate from any other Microsoft account you may have. It is not required, and you can use other browsers like Chrome or Safari in similar ways, but Edge is a Microsoft product and makes the integration with your student account simpler once you set up the profile.

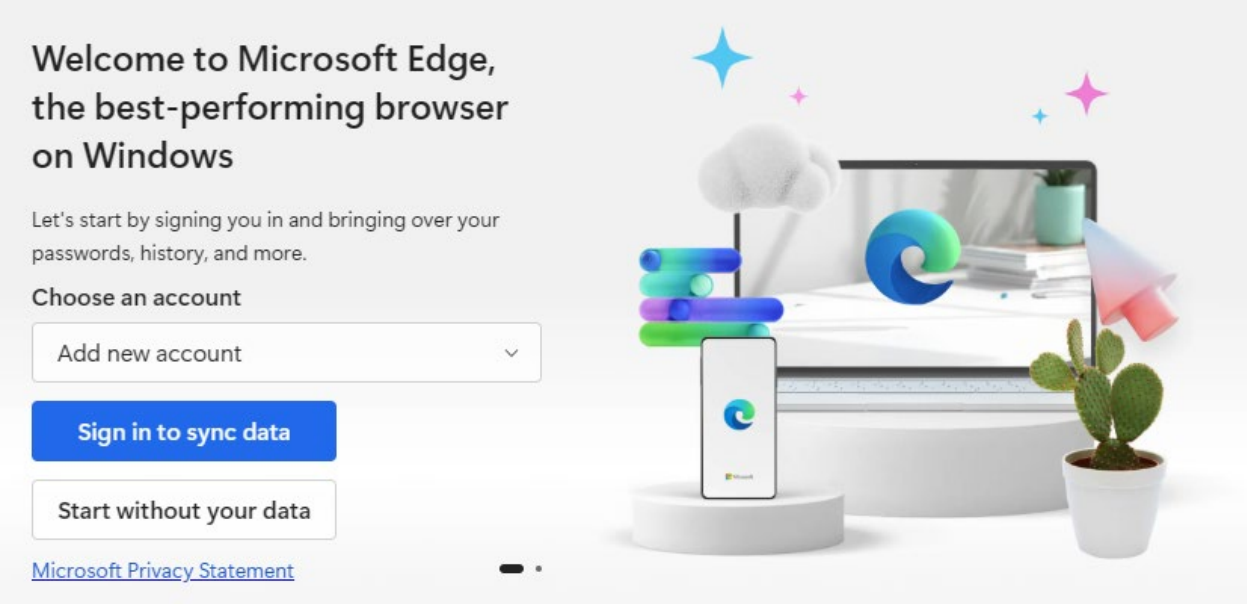
- Launch Microsoft Edge. Create a new profile for your Carey student account by clicking on the profile icon in the top right corner of the browser.



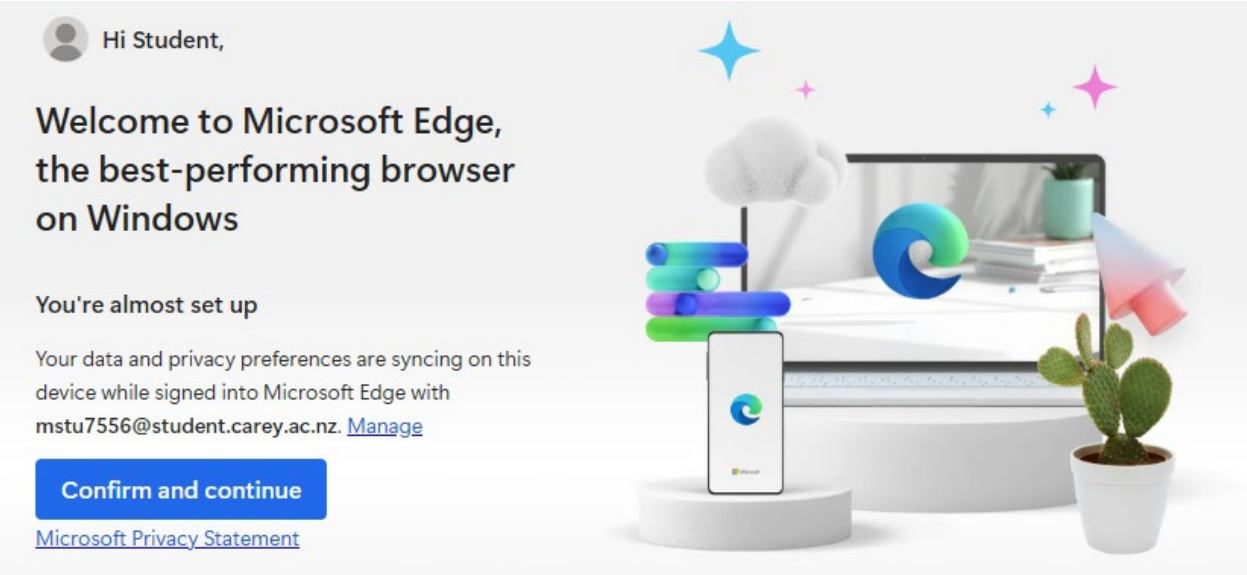
- Click **Other profiles.** Then click **Set up a new work or school profile**.



- Under **Choose an account**, select **Add new account** from the dropdown menu. Click **Sign in to sync data**.

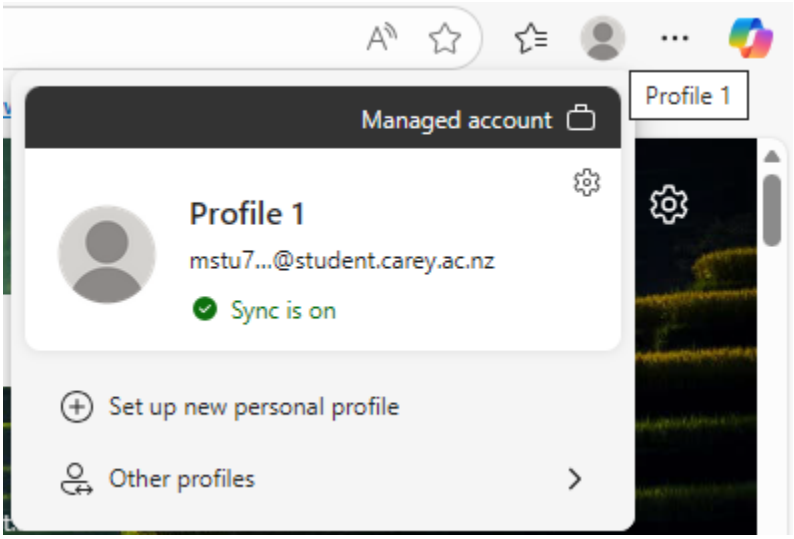


- A pop-up window will appear. Use your Carey student account email and newly created password to log in. Once you log in, a welcome message will appear and let you know you're almost set up. Click the **Confirm and continue** button.

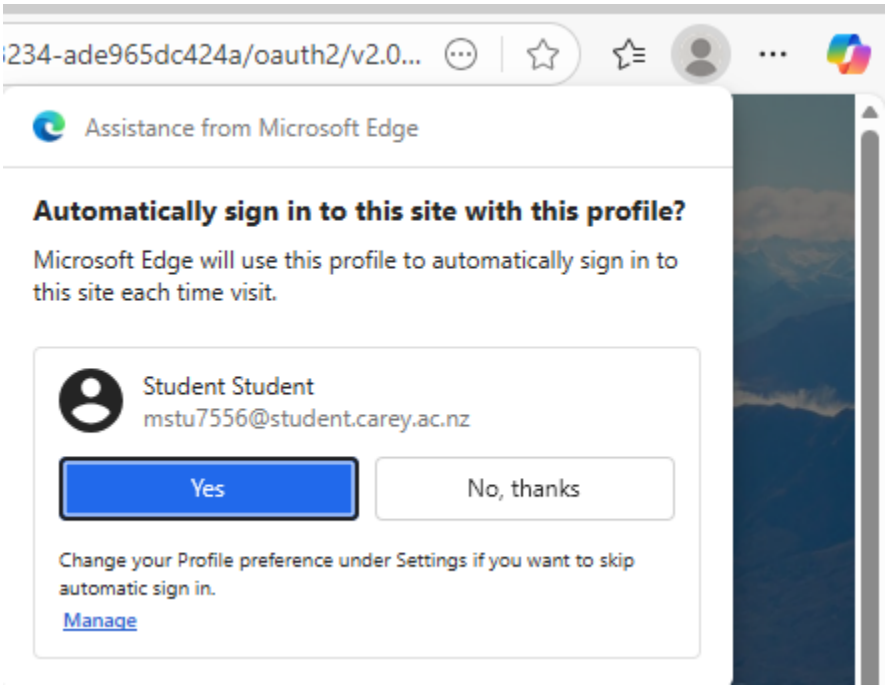


- You will be given customisation options from which you can choose. Once you have, click the **Next** button. The next screen should display websites you can pin to your taskbar. Those are not necessary, so click **Finish**. Your new profile is now set

up, and you can use this rofile any time you need to access your Carey student account. Click the same profile icon to confirm you are signed in on this profile.



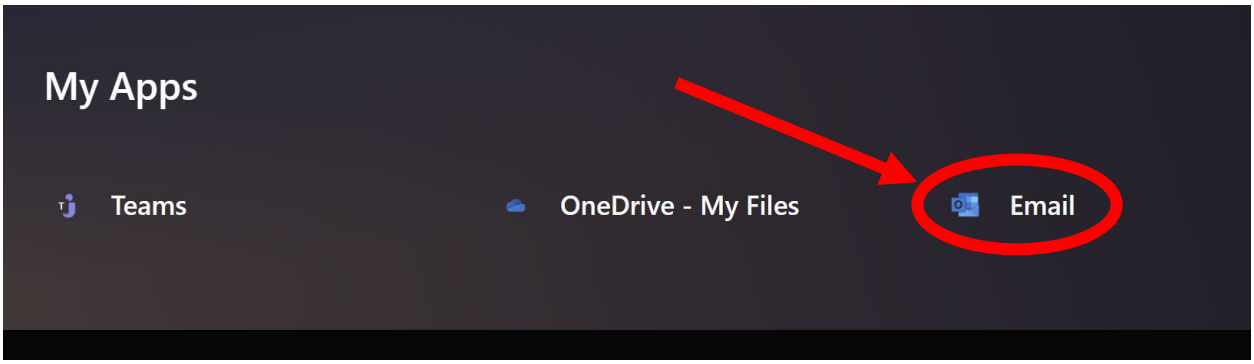
- Navigate to the Student Hub to confirm. You should be prompted to automatically sign in to this site with this profile. Clicking **Yes** will make things easier going forward.



4. Access Outlook

All official Carey communication will come through your student email address (which is the same as your student account you created above. You will need to access your Carey email regularly or set up mail forwarding so you don't miss important emails.

- On the Student Hub, you can find a link to Outlook link at the bottom of the page under **My Apps**. Click **Email**.

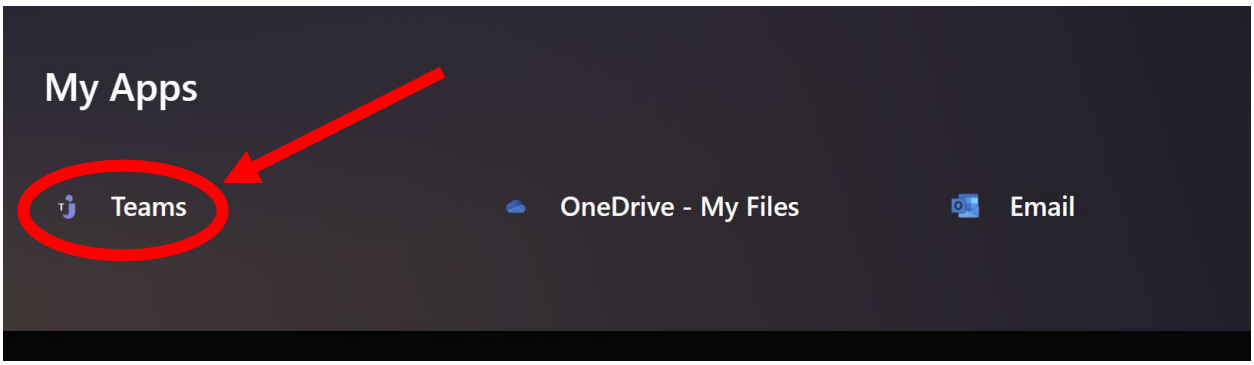


- Outlook will launch in a new tab, and you should be able to automatically log in through your account in your Edge profile.

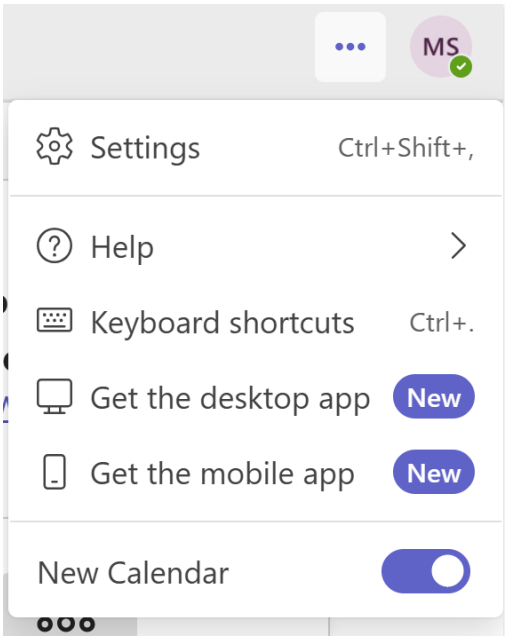
5. Download Microsoft Teams and Access Lecture Sessions

We use Teams mainly to host class sessions. A link for scheduled class sessions will appear on your course page in CareyOnline. These will also appear in Teams, along with other helpful features.

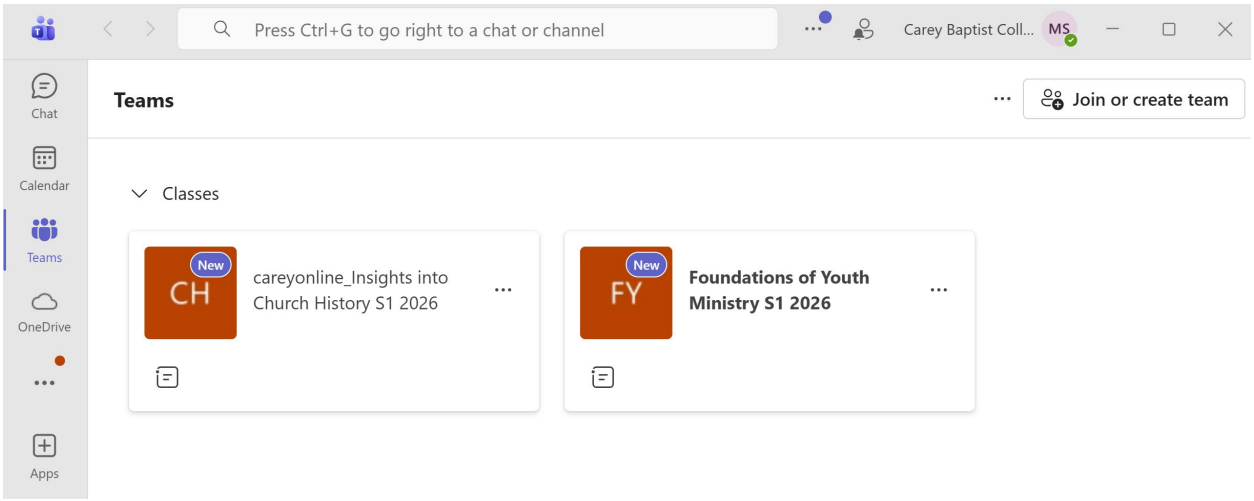
- From the Student Hub, you can find a link to Teams at the bottom of the page under **My Apps**. Click **Teams**.



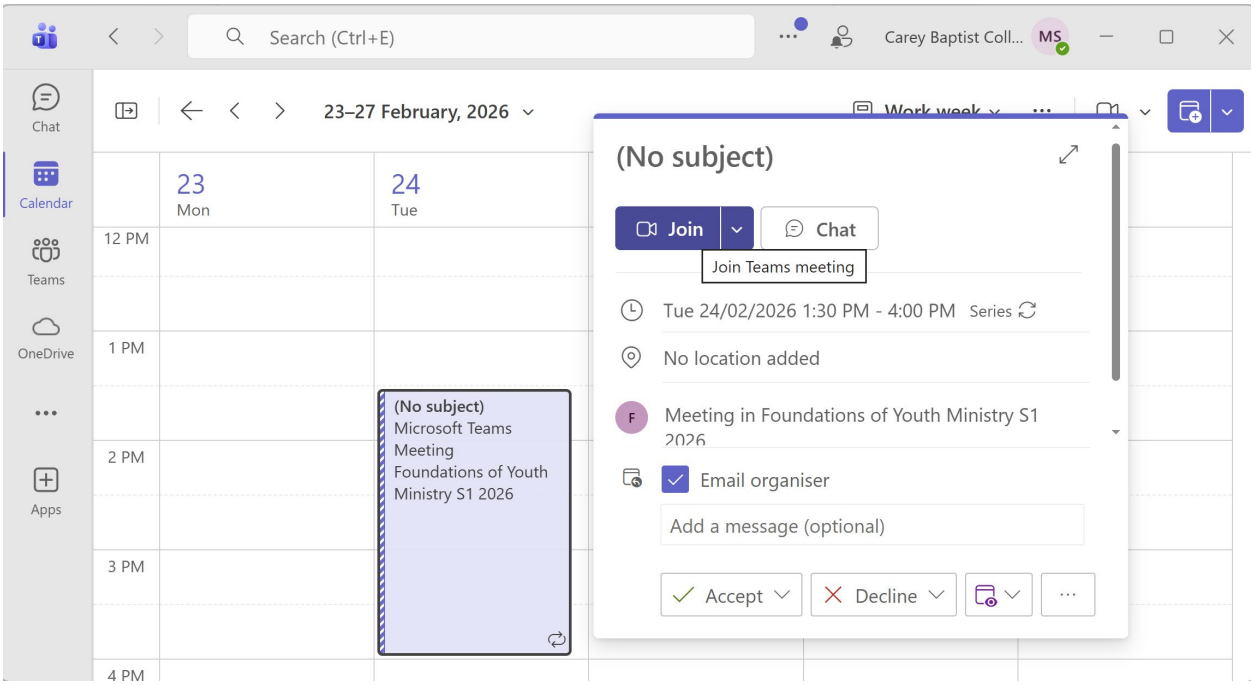
- You should be automatically logged in. Once Teams opens in a new tab, click the three horizontal dots in the top right corner. Click **Get the desktop app** (you can also download the mobile app).



- Click the download button for your operating system (the window should default to what you need). Once the download completes, open the file, and follow the on-screen instructions. When the app is installed, launch it and sign in.
- In the Teams app (and web browser), you can see a Team for each of your courses.



- There is also a calendar on the left-hand side that will show scheduled Teams meetings for your courses (NOTE: image below is for reference only. Your calendar will look different.). You will be able to join a Teams meeting for your course at the scheduled time by simply clicking on the calendar entry and then clicking the **Join** button. *Teams links for your respective class meetings can also be found in your CareyOnline course page*.


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23
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24
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1 PM
2 PM
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4 PM
(No subject)
Microsoft Teams Meeting
Foundations of Youth Ministry S1 2026
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No location added
Meeting in Foundations of Youth Ministry S1 2026
Email organiser
Add a message (optional)
Accept
Decline