

MICROSOFT 365 SOFTWARE FOR EDUCATION PURPOSES

We Care, We Love and We Share.

We would like to express our sincere gratitude to Microsoft Corp for providing SMC with Microsoft 365 software (including Word, Excel & PowerPoint) **for life** under the Non-Profitable Organization category.

The provision of Microsoft 365 will enable the church to help those with financial constraints gain access to these useful programmes needed for their education and learning purposes.

Conditions for application for Microsoft 365 Online Account are as follows:-

- a) Open to **all families** in need (parishioners/non-parishioners)
- b) **ONLY one application** allowed per family
- c) Application is on “First come, first served” basis
- d) All applications will be processed; SMC reserves the right to approve or reject the application.

- e) All applications **must be made via SMC Office**. (All information provided will be kept strictly confidential.)
- f) Applications with **incomplete or false details** will be considered unsuccessful.
- g) SMC reserves the right to cancel any Microsoft 365 account that is found to be used for illegal activities.

For further information, please
send Whatsapp text to:

- St. Michael's Church Office
(011-26938369), or
- Jude Danny (012-5178764), or
- Helen Yeap (012-5176849), or
- Louise Wu (012-4127709) – for
Chinese-speaking

Additional Conditions:

1. Pre-requisites :

a) Student must have access to computer with operating system of Window 8 or higher only ;

b) Student must have internet connection in order to access Microsoft 365.

2. Upon successful application, students will be sent a **user name and pre-given password** in order to access Microsoft 365 online. For first-time logins, students **must change** the pre-given password to their own secret password in order to secure their account.

The Microsoft 365 account is solely for access and usage of licenced Microsoft applications like Word, Excel and PowerPoint and NOT for e-mailing. The Microsoft 365 account given cannot be used to send or receive e-mails.

3. Students are to inform St. Michael's Church, Ipoh via smcms2023@gmail.com if they no longer require the usage of Microsoft 365.

(Listed below is the link to a Beginner's Guide on how to use Microsoft 365 which includes tutorials on Word, PowerPoint and Excel applications)

<https://www.youtube.com/watch?v=NjvvgellOIM&list=PLoyECfvEFOjbsSjAL1zY7uPckUqIPChQp>