

Office365 Parent Information

Office365 is the online cloud environment used in the Catholic Diocese of Maitland-Newcastle for learning and productivity. Microsoft encourages organisations to give it their own name to their tenant, and we chose to call our Office365 tenant **MNConnect** for our Catholic Schools.

The Diocese has an education tenant of **Office365**, that means there are additional educational tools that allow all teachers, K-12 students and other staff to collaborate, create, communicate, store files in an add-free, reliable, secure and controlled virtual environment. All data is stored in Microsoft's data centers in Australia, thus meeting [Australian Privacy Principles](#).

MNConnect can be accessed on any device with a web browser anywhere students and teachers have access to the internet.

This allows students to access all the Office365 tools on a device or online such as

- Word
- PowerPoint
- Excel
- Teams
- OneNote
- OneDrive for Business

Installing Office365 on My Child's Device

As part of the Diocesan license all students and employees can install the Office365 suite on up to FIVE devices by using their diocesan credentials.

On laptops and desktop computers they download the installer package from MNConnect ([see instructions here](#)), on tablets and smart-phones the Office products are downloaded from Apple's App Store or Google Play.

Accessing the Office365 Environment (MNConnect)

Students and teachers access **MNConnect** by going to <http://mnconnect.cloud> on any web browser. All enrolled students from K to 12 have a Microsoft account in our education tenant and they use their diocesan username and password.

Username and Logging On

Username

All students have a diocesan login. Their username is based on their preferred first name and last name. It is in the format

firstname.lastname

This also provides the basis to their email address by adding to the end of their username

@mnstu.catholic.edu.au

For example,

Jane Doe will be **jane.doe** and her email would be **jane.doe@mnstu.catholic.edu.au**

There are two instances where this is different:

1. If there is another student in the diocese with the same name, there will be a number at the end of their username e.g **jane.doe1@mnstu.catholic.edu.au**
2. If the child's name is too long due to a hyphenated last name for instance, they will have an initial then their hyphenated last name. E.g. **j.buchanan-newman@mnstu.catholic.edu.au**

Forgotten Username or Password

If your child does not already have access to their login details or they have forgotten their password, contact your school so they can send you your child's login details or reset their password. If there is an issue with their account they can escalate it to the Diocesan Technology Services team through Service@MN.

Single Sign On (SSO) and Identity Management

Our identity management is provided through [CEnet \(Catholic Education Network\)](#) and our Technology Services team work very closely with them. There are a number of services whereby a student can use their school credentials to sign into services. For example, they can use SSO to sign into:

- Adobe Creative Cloud (if the school purchased a license)
- [Adobe Spark](#)
- [Grok learning](#)
- [Zoom](#)
- Microsoft Store
- Learning Management Systems set up at their school