- 1. Open Google Chrome
- 2. In the address bar type in <u>www.office.com</u>



3. Once office.com is loaded click on the **Sign in** button



4. Type in your email address



5. Type in your password (case sensitive)



6. You can choose if you want to stay signed in. If you share this computer, it is recommended you click No.



7. Click the blue checkmark



8. Click on **Outlook**

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9. Make sure you click the **Time zone** drop down and select (UTC-06:00) Central Time (US & Canada)



10. Click Save



11. Wait while outlook loads (this won't take long).





12. Click through the welcome screen if you like.



13. See that you have a new email.



14. Click on your new email and read.



15. To select another app, click on the **App Launcher** in the upper left-hand corner.



16. Let's select Teams.



17. Click through the welcome screen to learn more.



18. Click on the **Teams Icon** on the left had side and see what classes you are a part of.



19. In order to sign out click in the upper right-hand corner by your initials and select **Sign out**.

