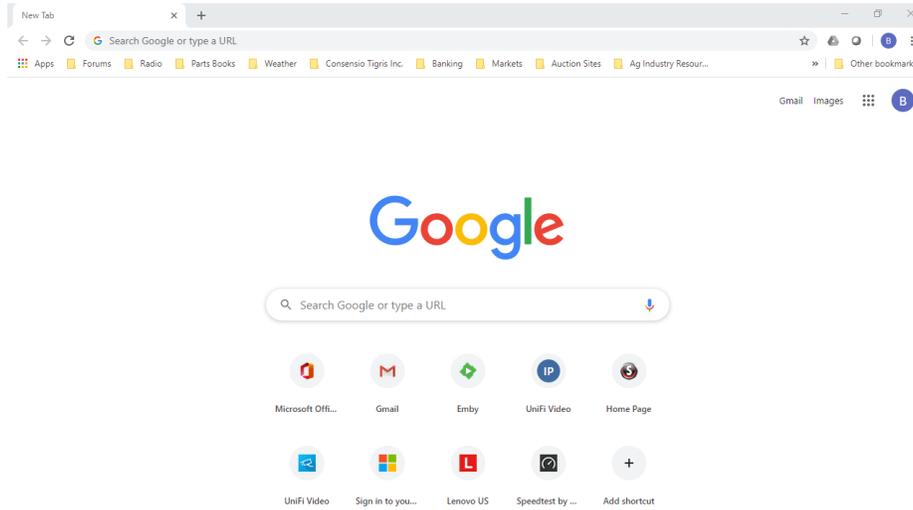
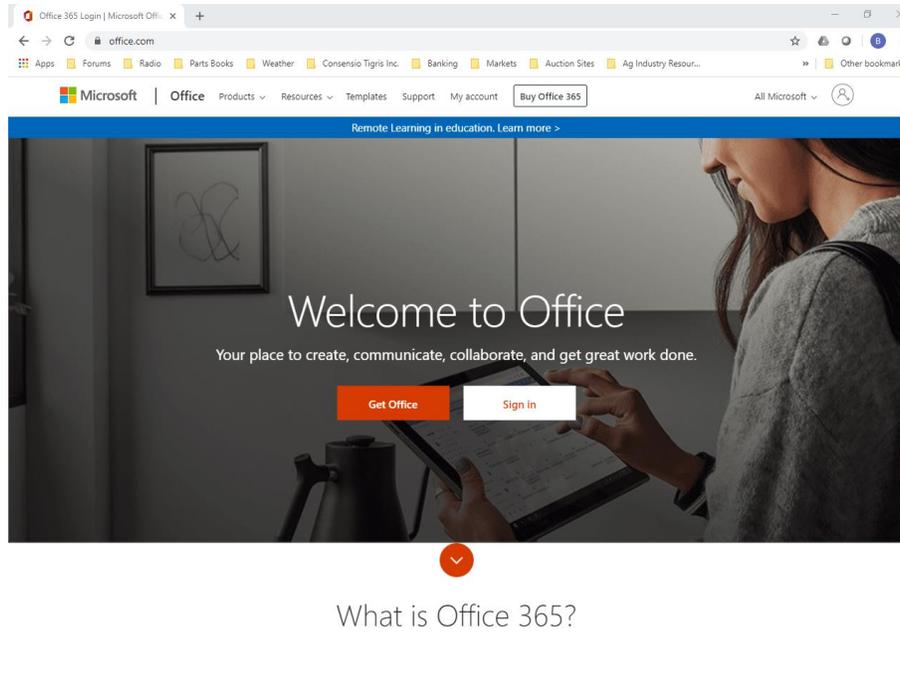


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Instructions to Login to Office 365

1. Open Google Chrome
2. In the address bar type in www.office.com



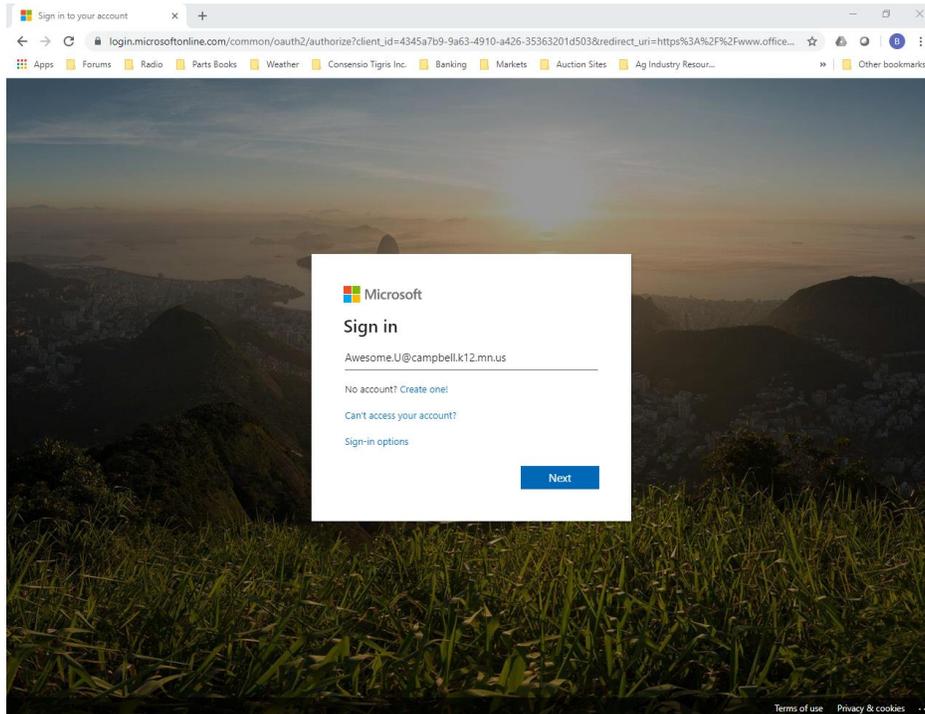
3. Once office.com is loaded click on the **Sign in** button



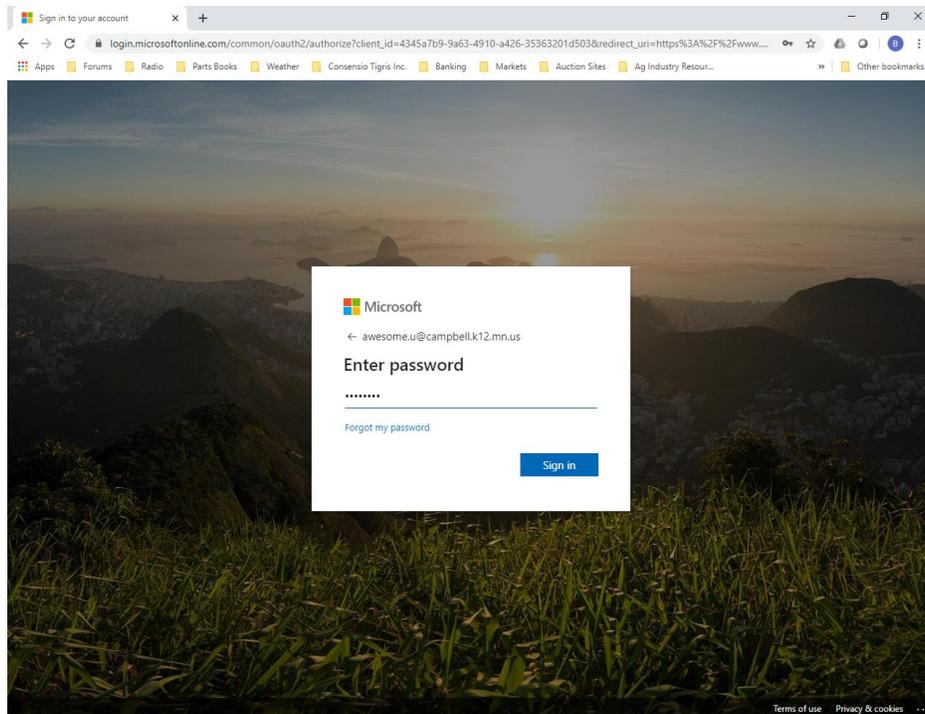
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4. Type in your email address

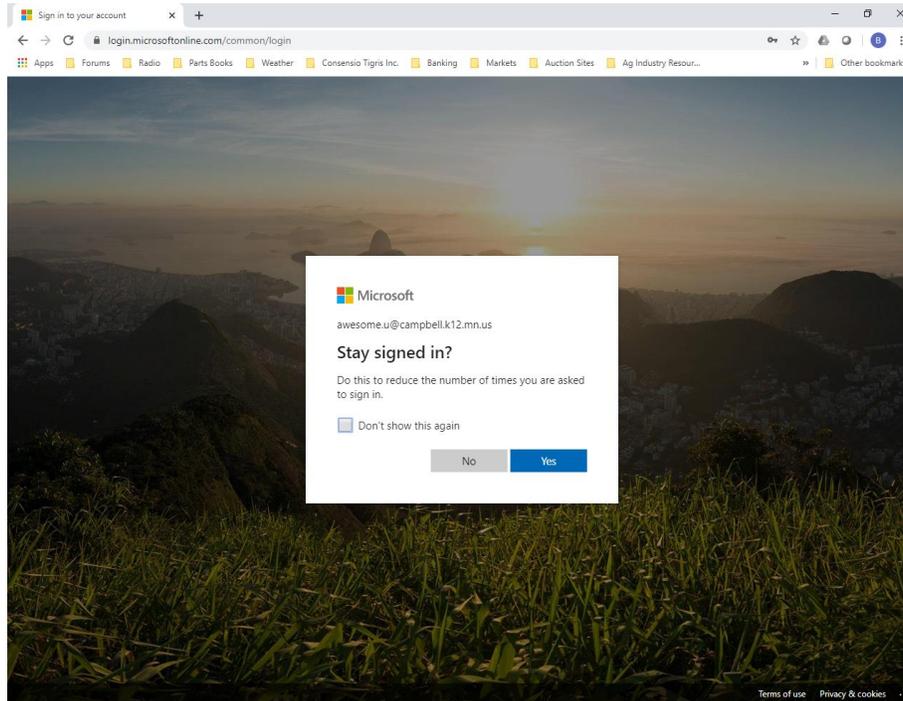


5. Type in your password (case sensitive)

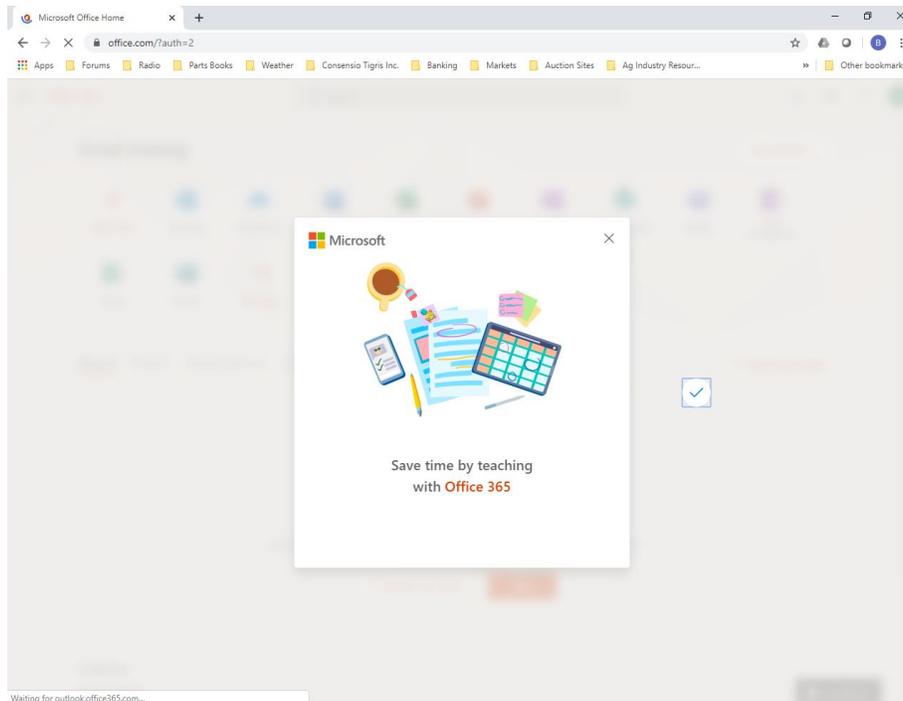


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6. You can choose if you want to stay signed in. If you share this computer, it is recommended you click No.

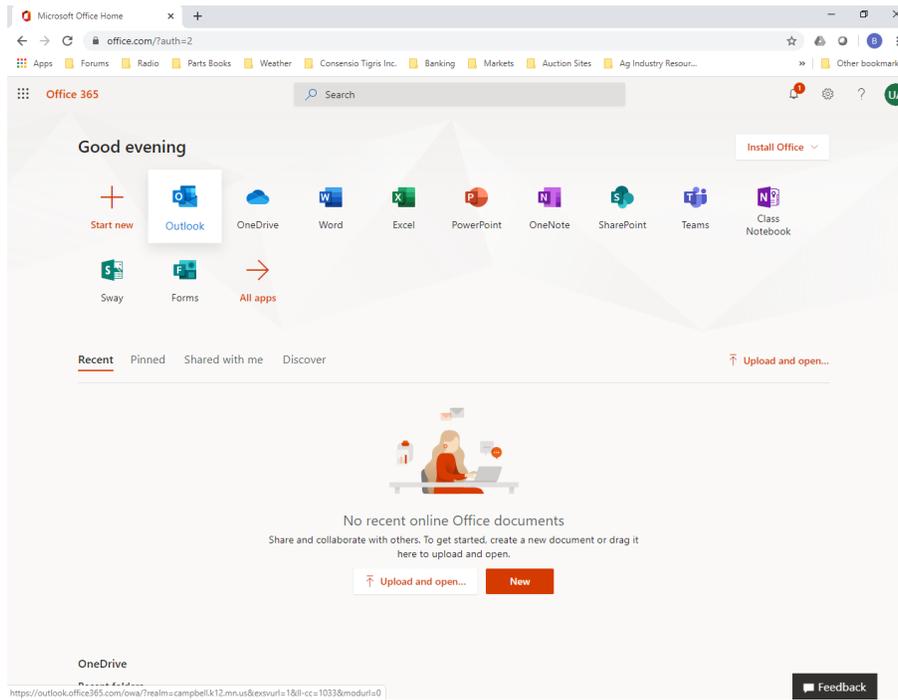


7. Click the blue checkmark

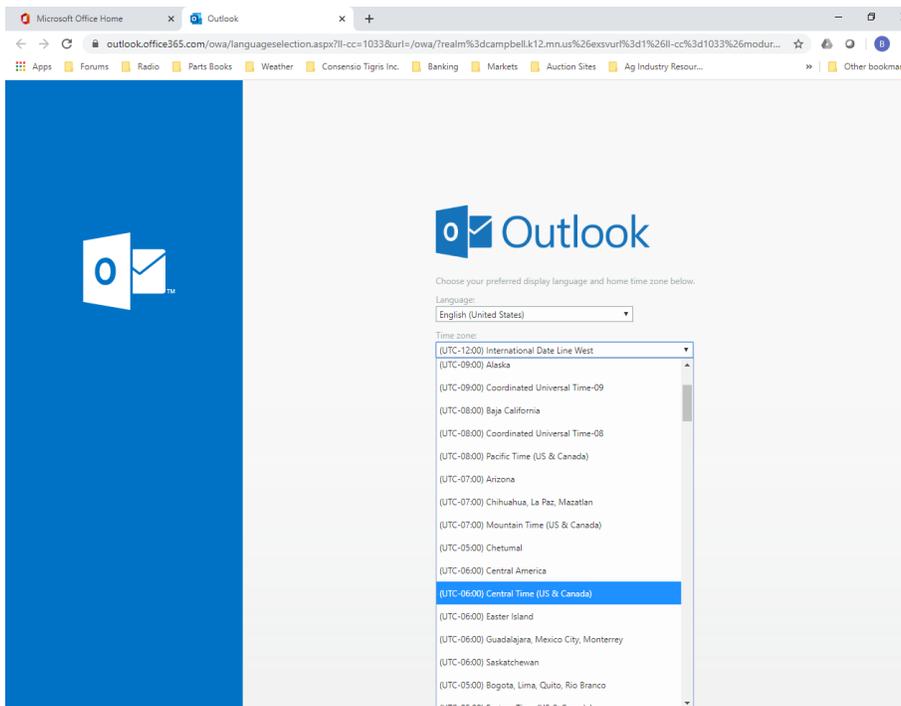


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8. Click on **Outlook**



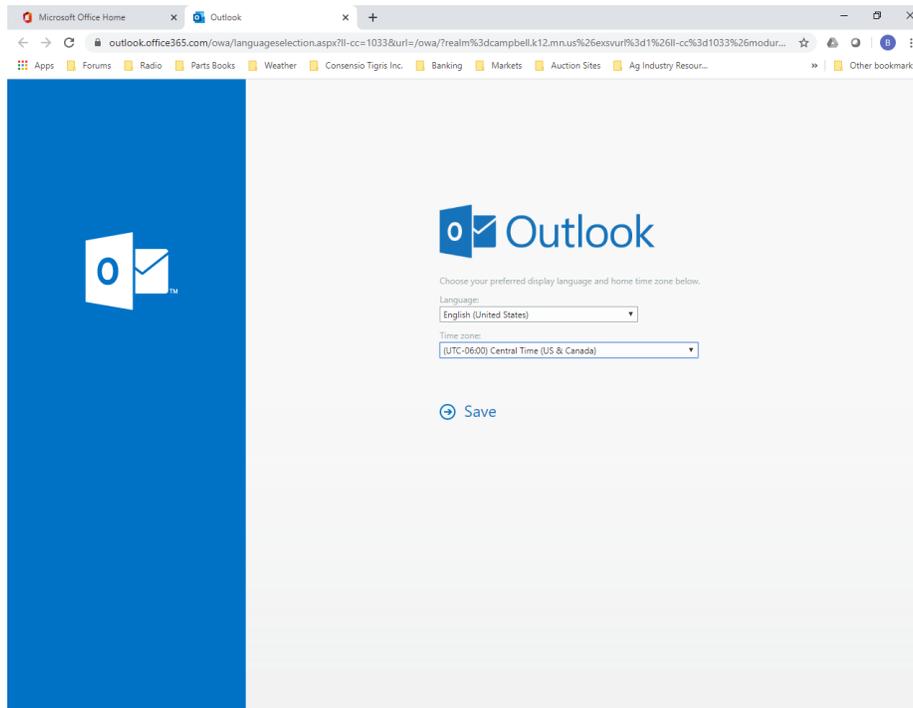
9. Make sure you click the **Time zone** drop down and select **(UTC-06:00) Central Time (US & Canada)**



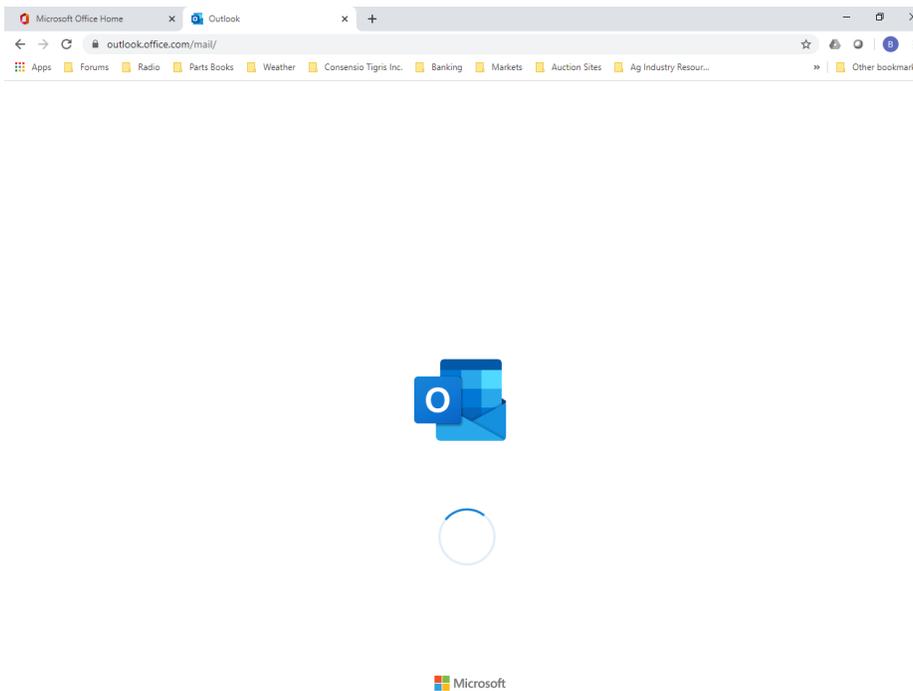
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10. Click **Save**

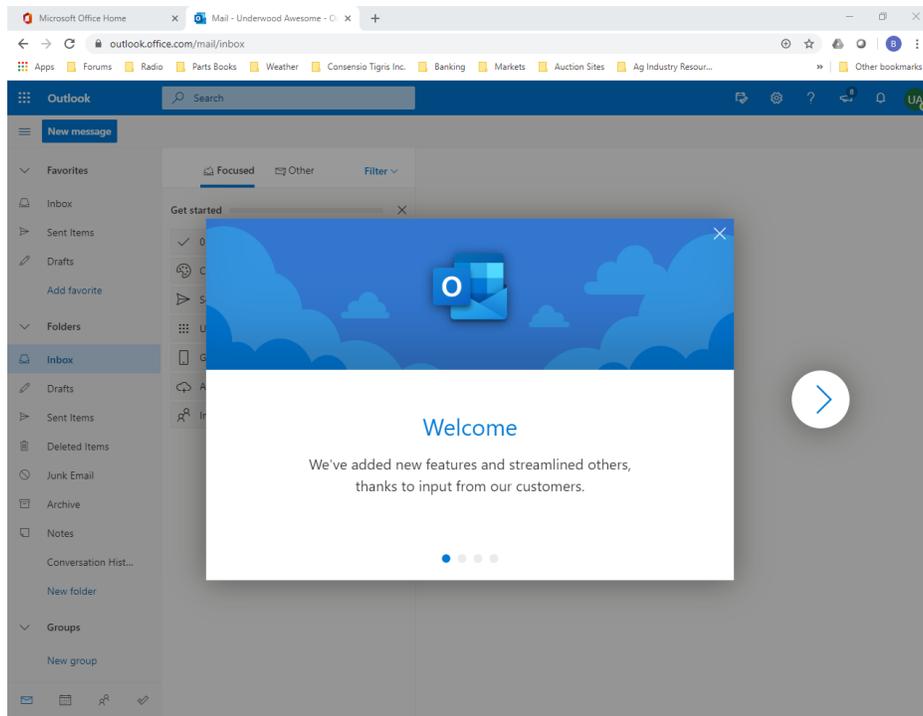


11. Wait while outlook loads (this won't take long).

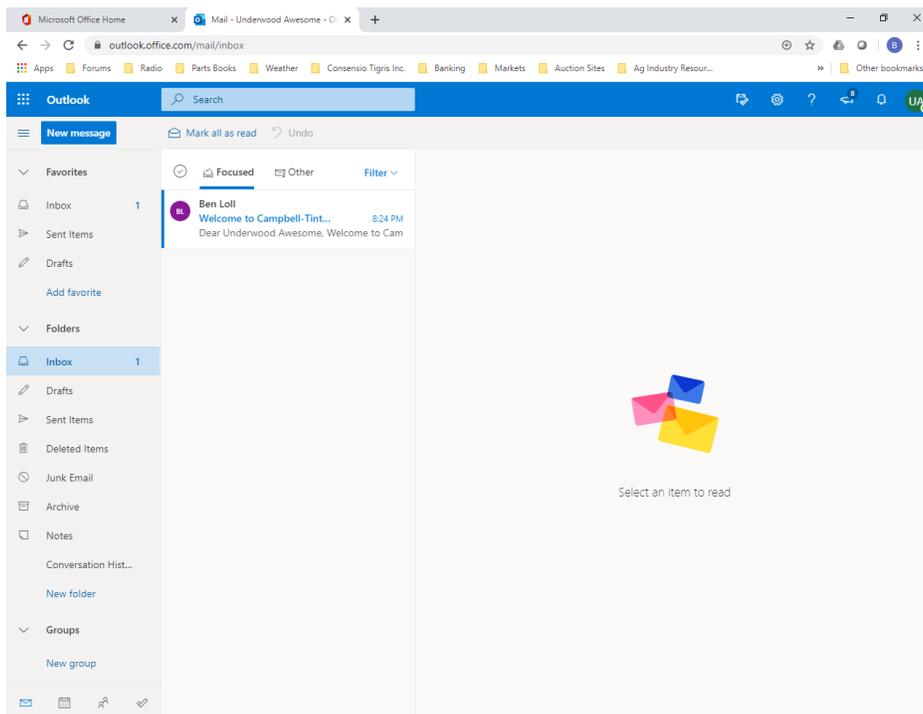


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12. Click through the welcome screen if you like.



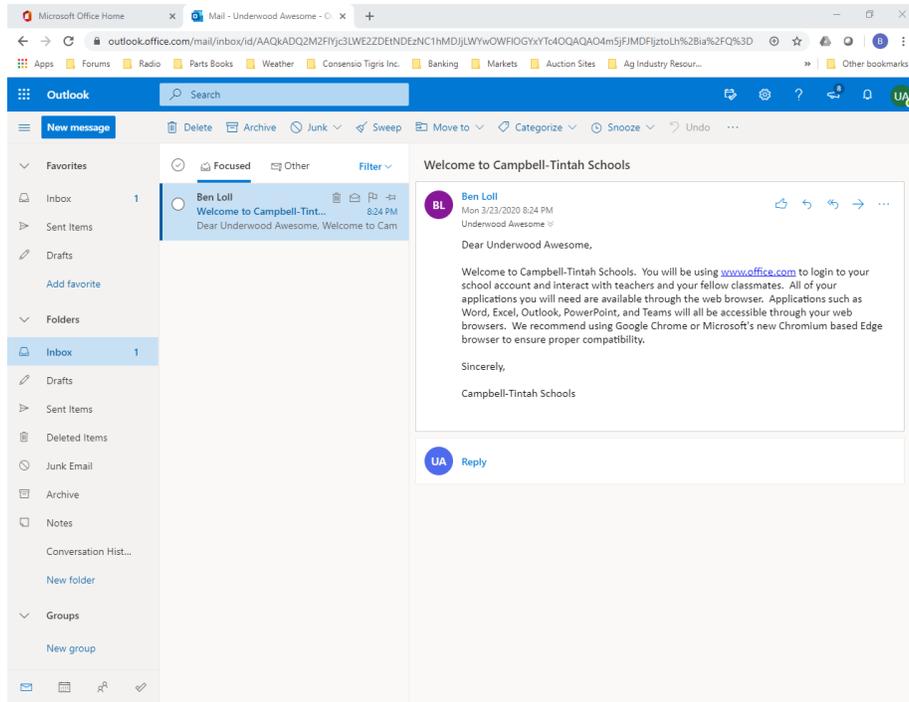
13. See that you have a new email.



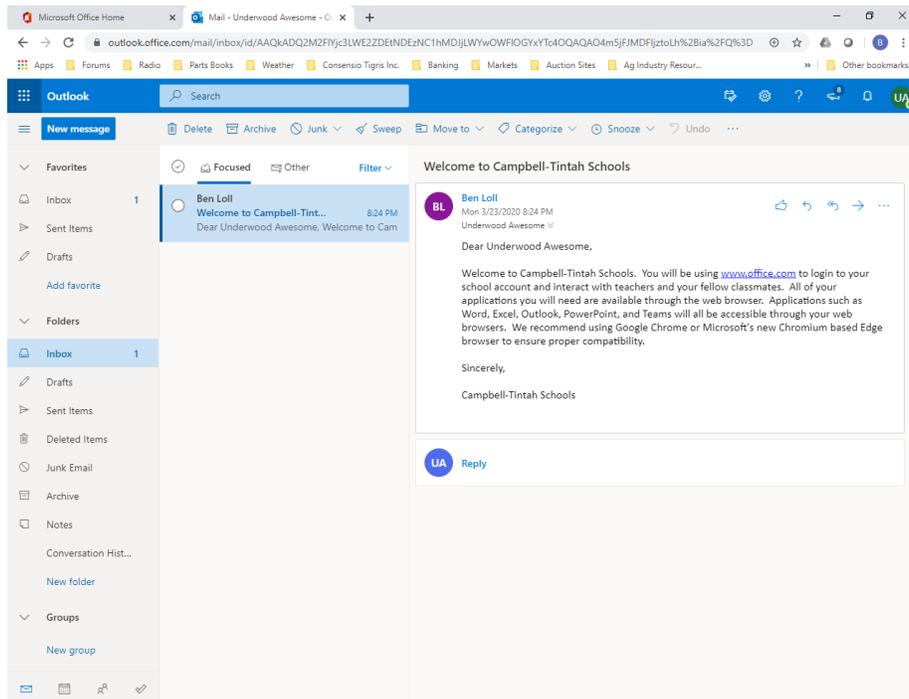
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14. Click on your new email and read.

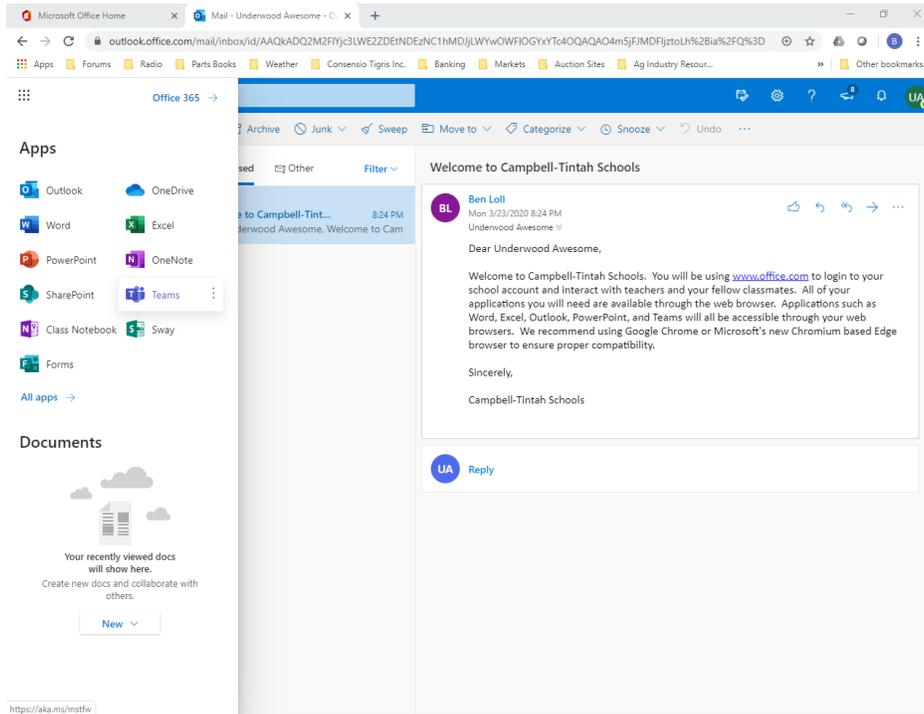


15. To select another app, click on the **App Launcher** in the upper left-hand corner.

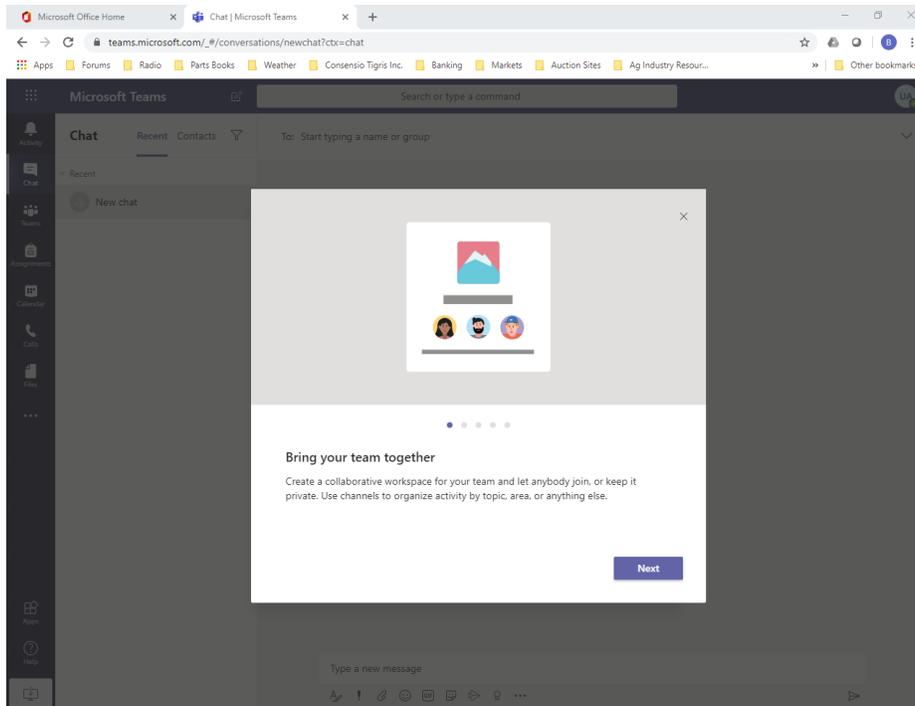


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16. Let's select **Teams**.



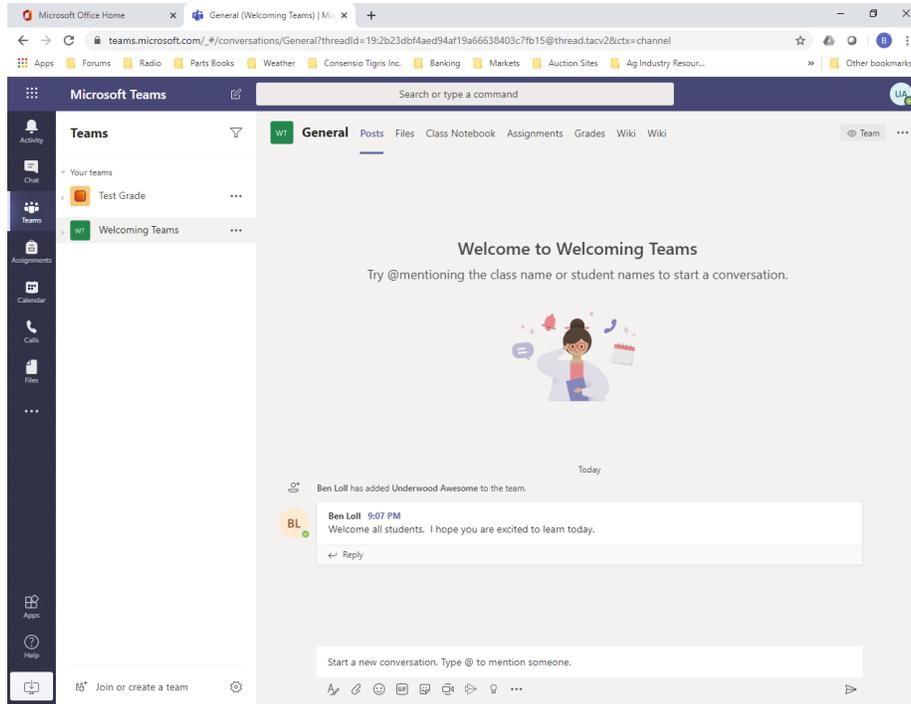
17. Click through the welcome screen to learn more.



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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**.

