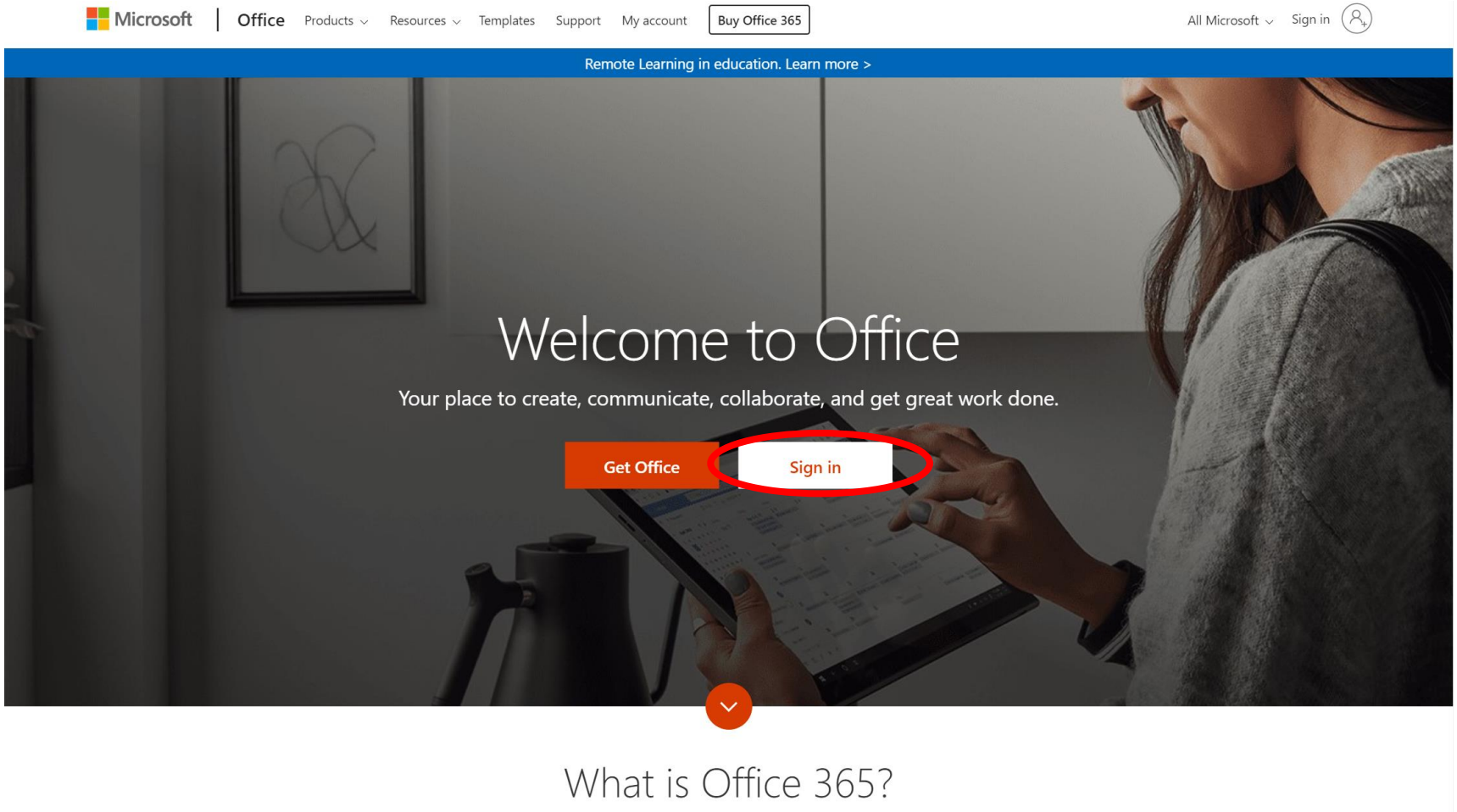
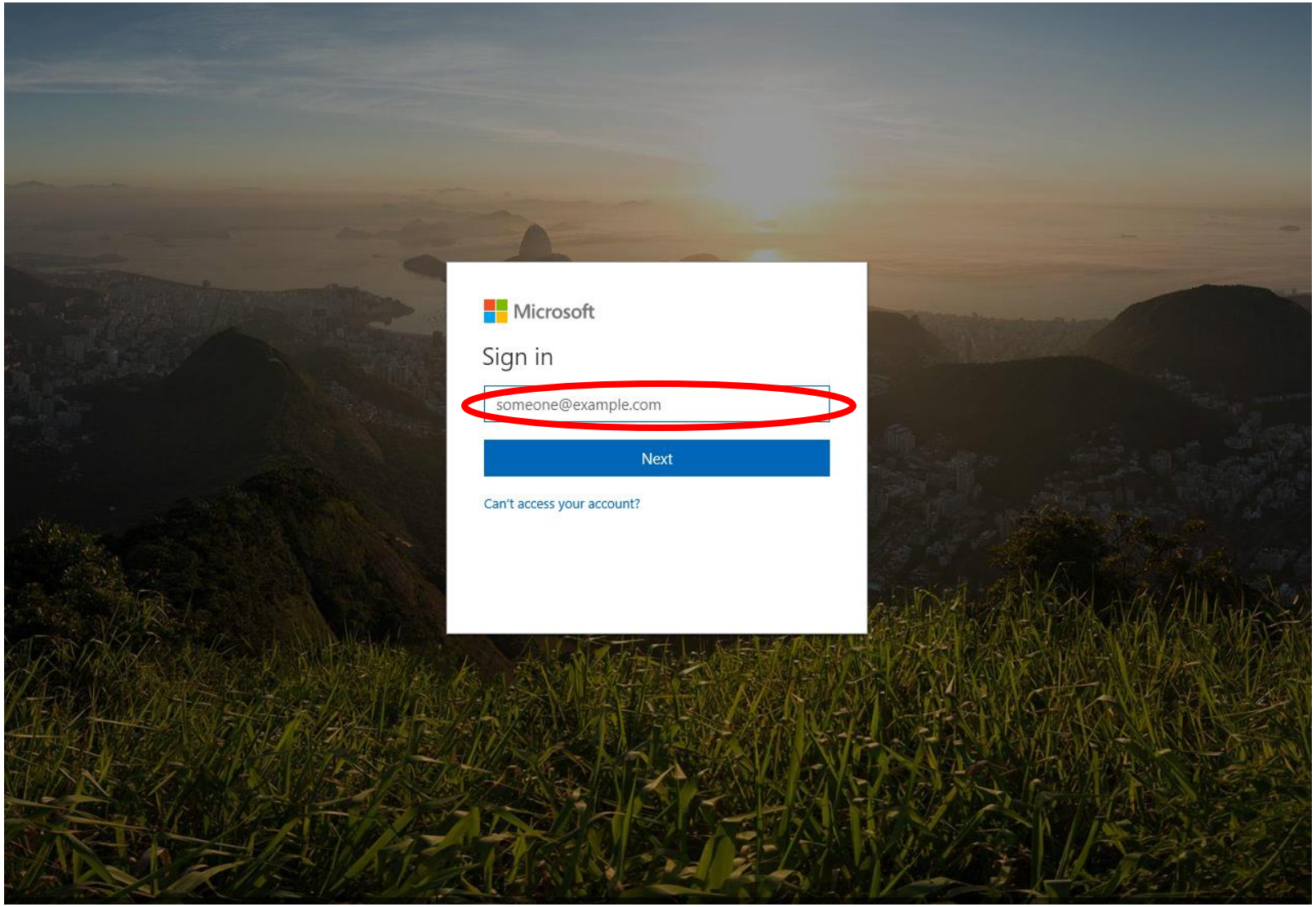
Accessing the Office 365 Email

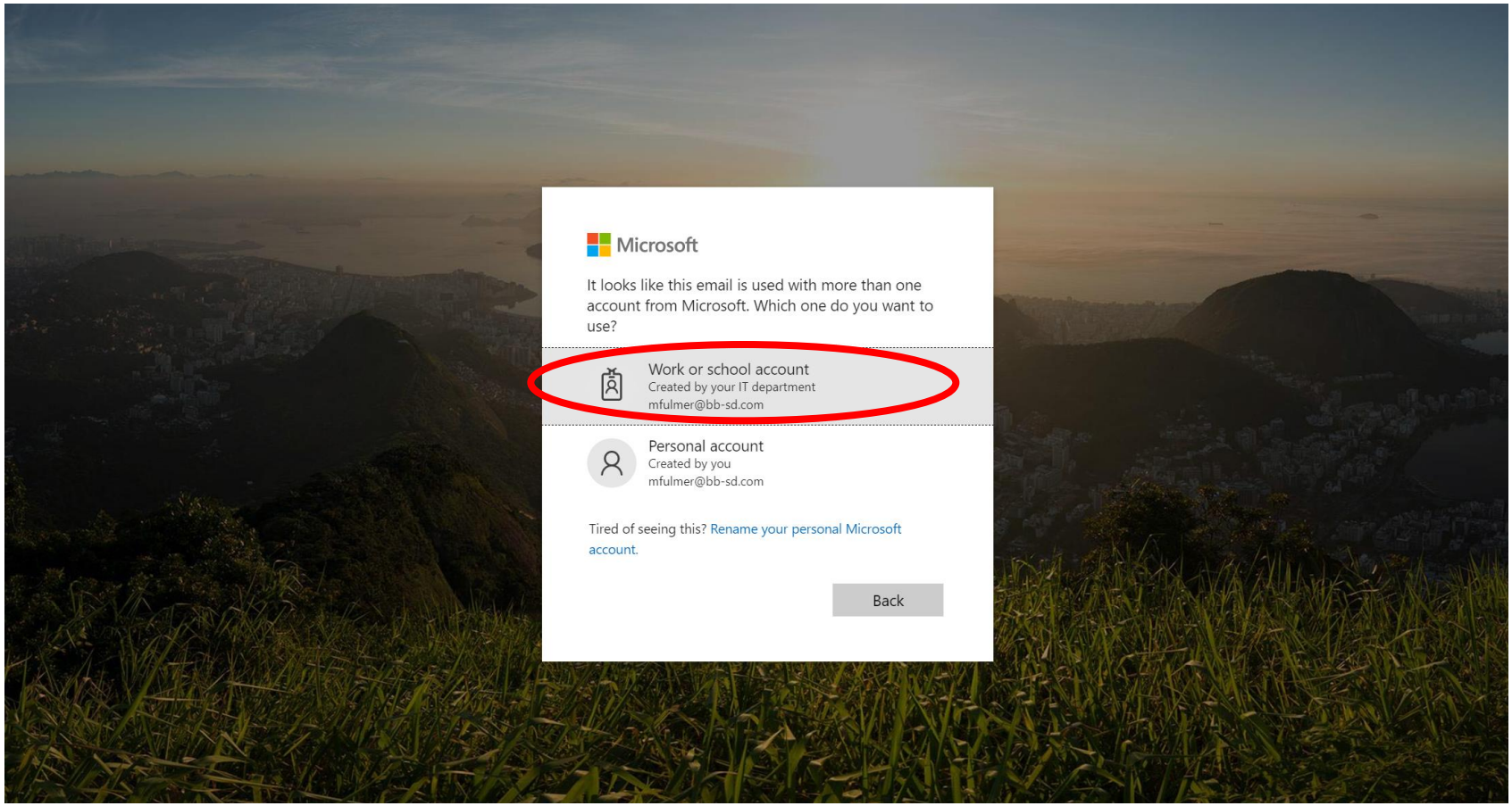
1. In any web browser go the website office.com and click sign in.



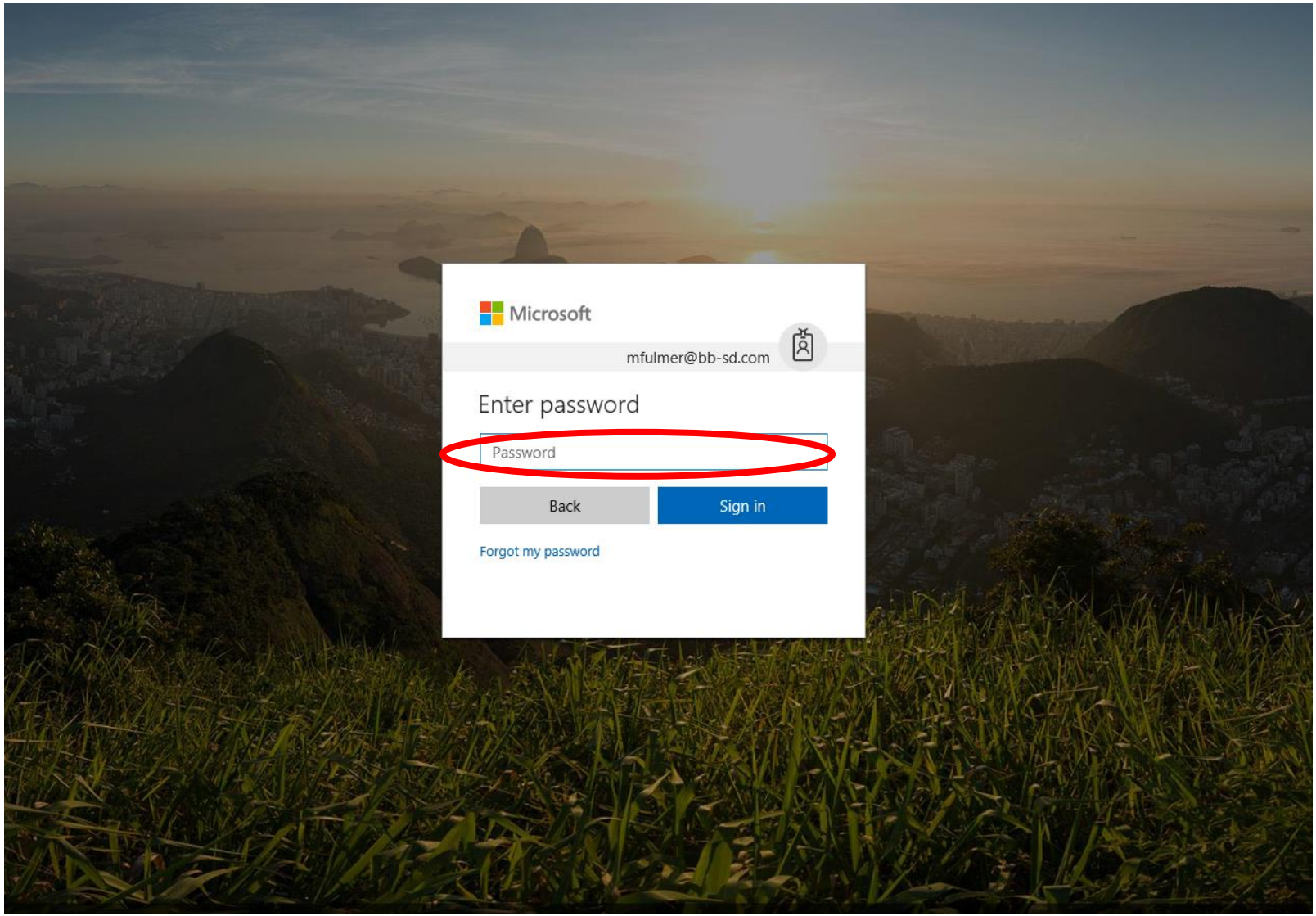
2. Type in your full email address into the sign in box. For example: mfulmer@bb-sd.com Click Next.



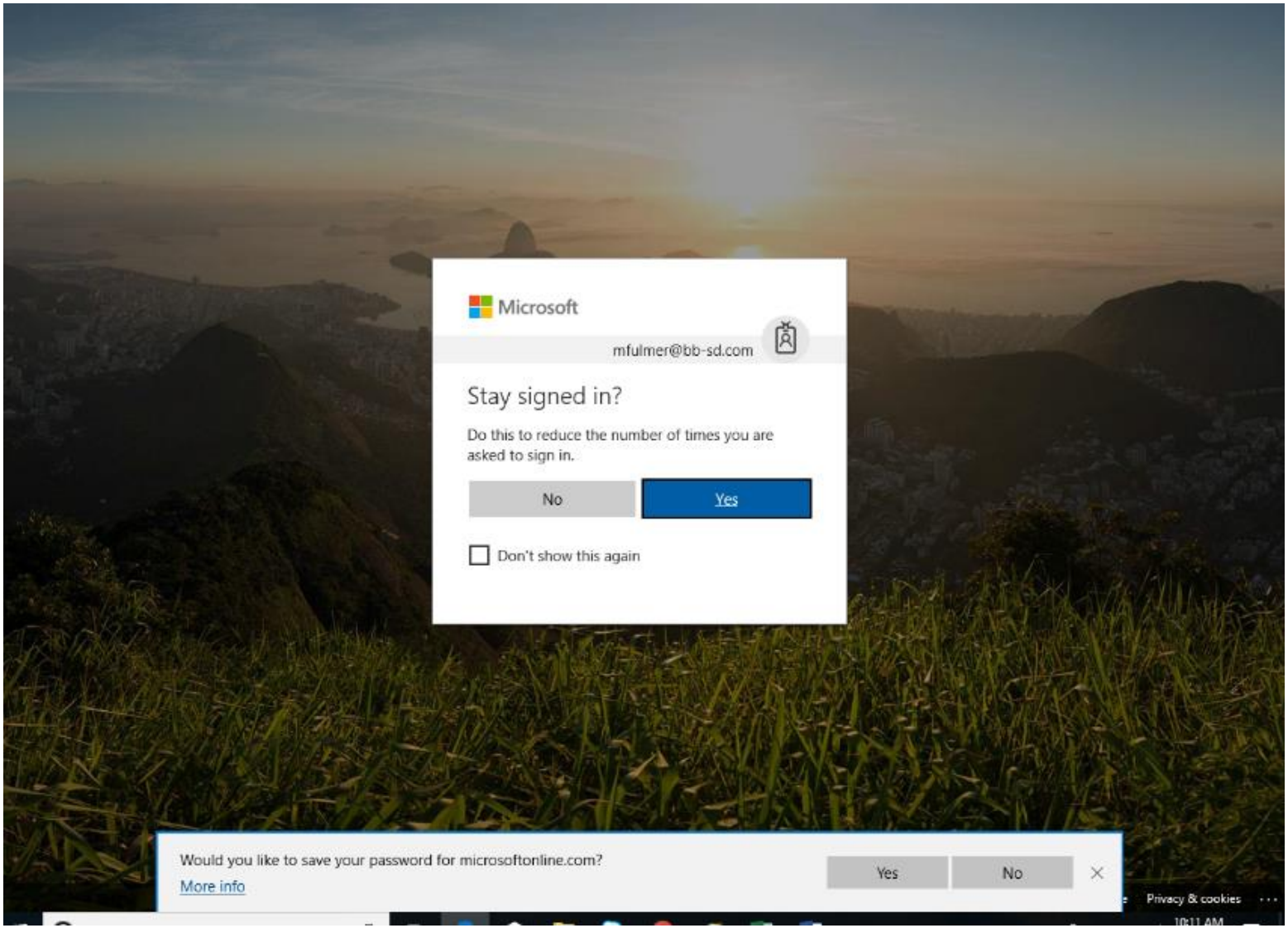
3. Click on Work or School Account.



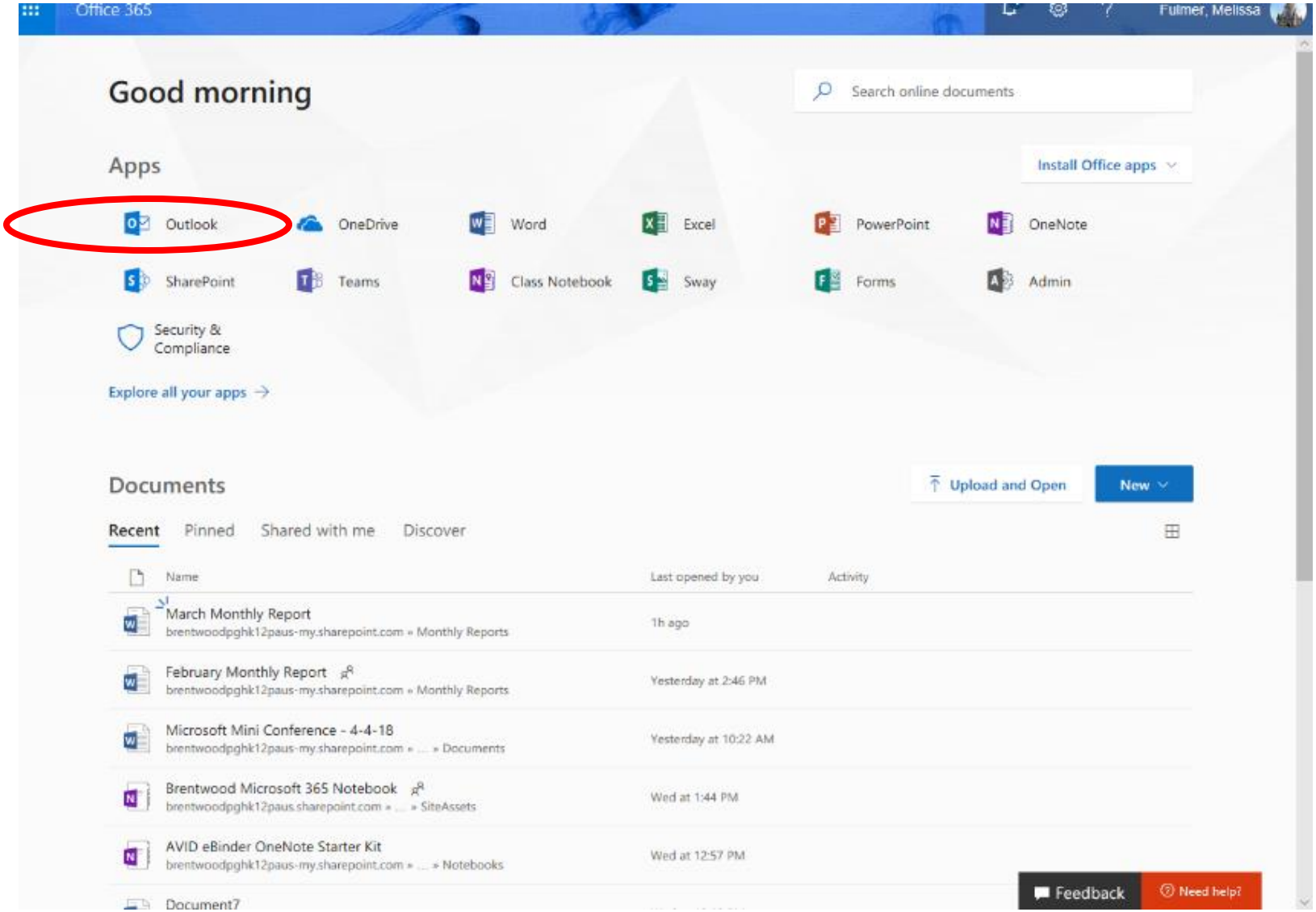
4. Type the same password that is used to login to the computer. Click Sign In.



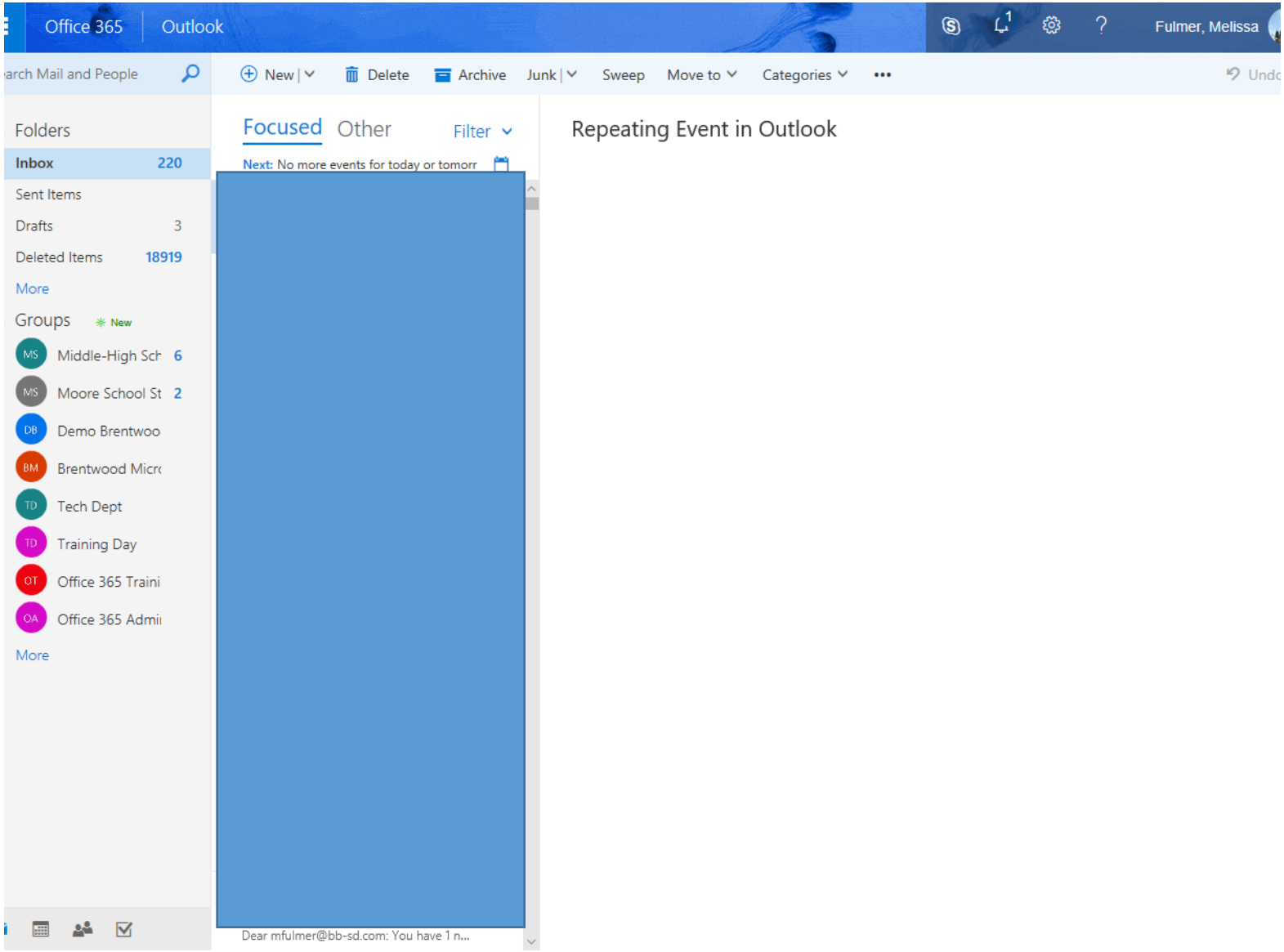
5. The screen to stay Signed In. This is a preference if the account needs to stay logged in or not. Also, at the bottom of the screen the browser may also ask to remember the password to your account. It doesn't matter which answer is chosen, this just preferences.



6. Click on the Outlook Icon to enter into your email.

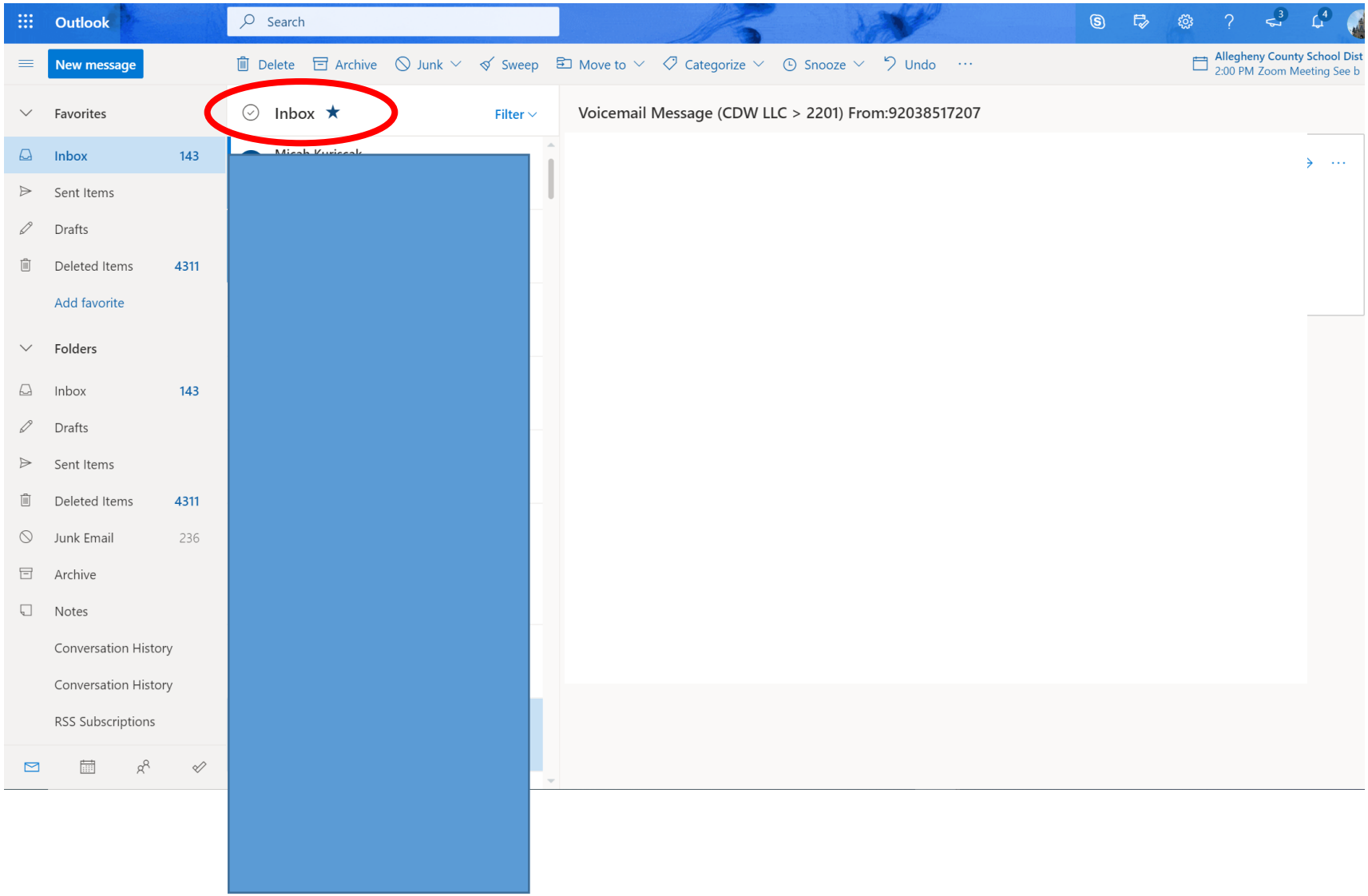


7. The email application will open and look like the following:

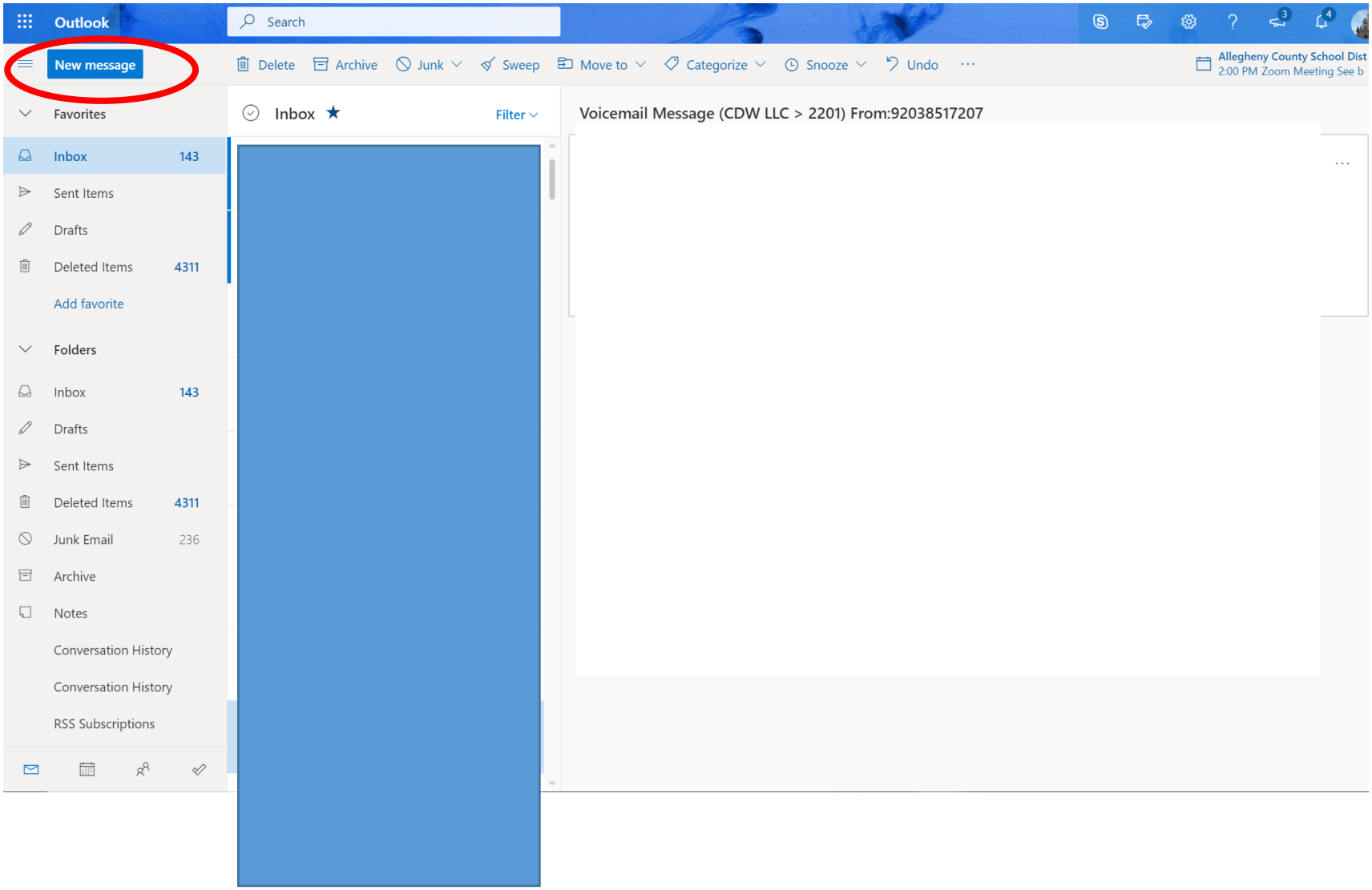


8.

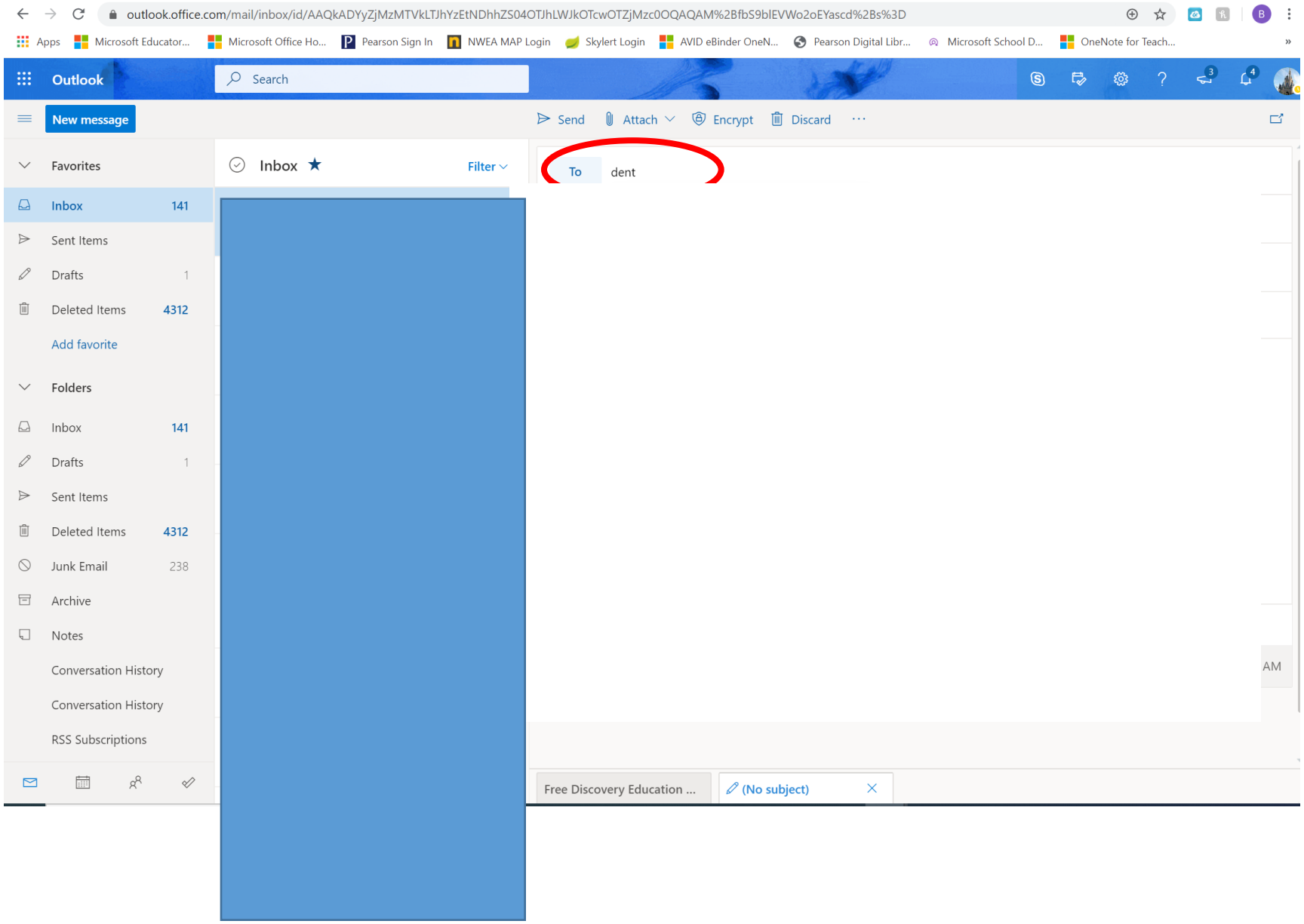
9. All of your emails will appear under the Inbox Section of the screen.



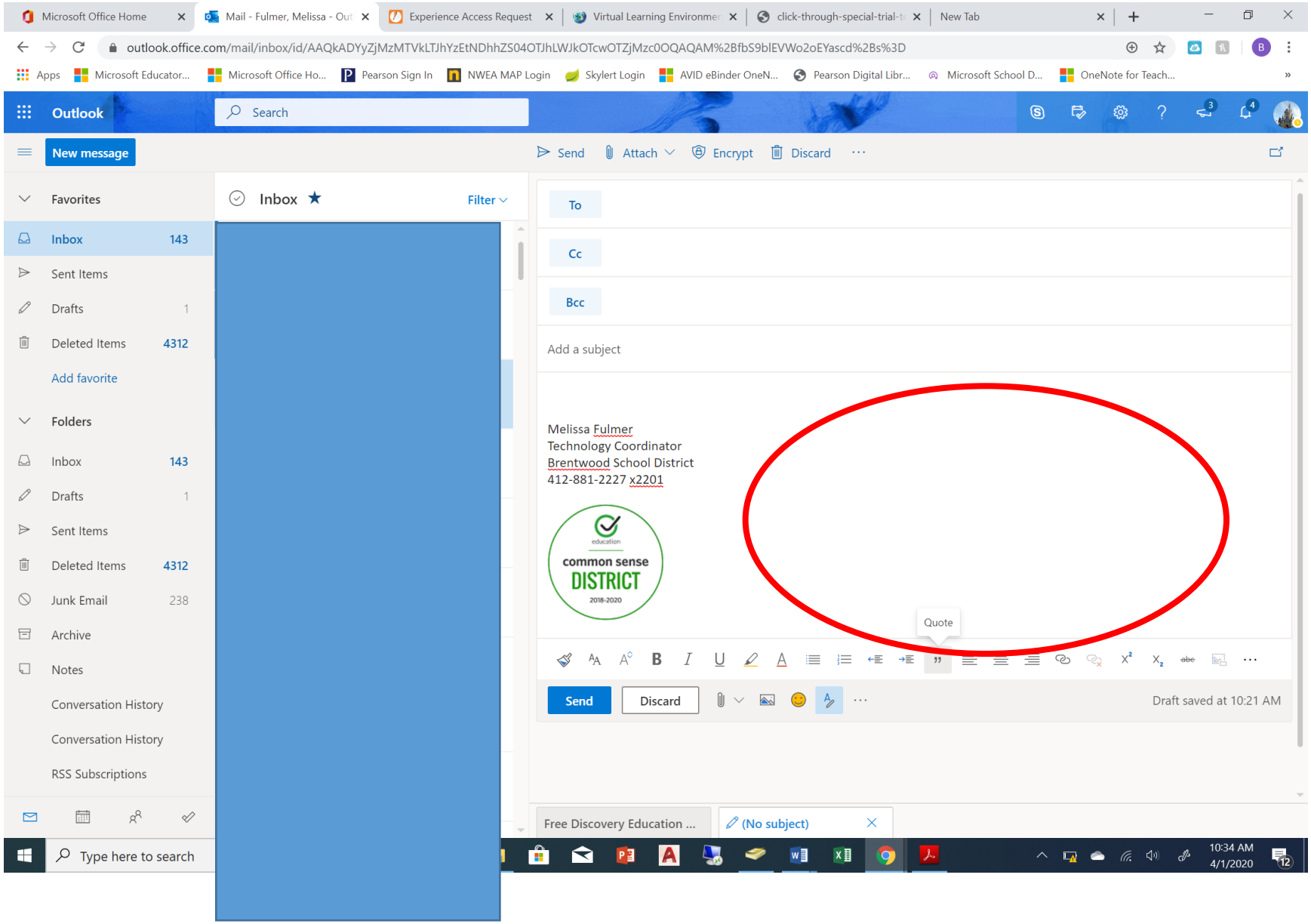
10. To create an email message, click on the button New Message.



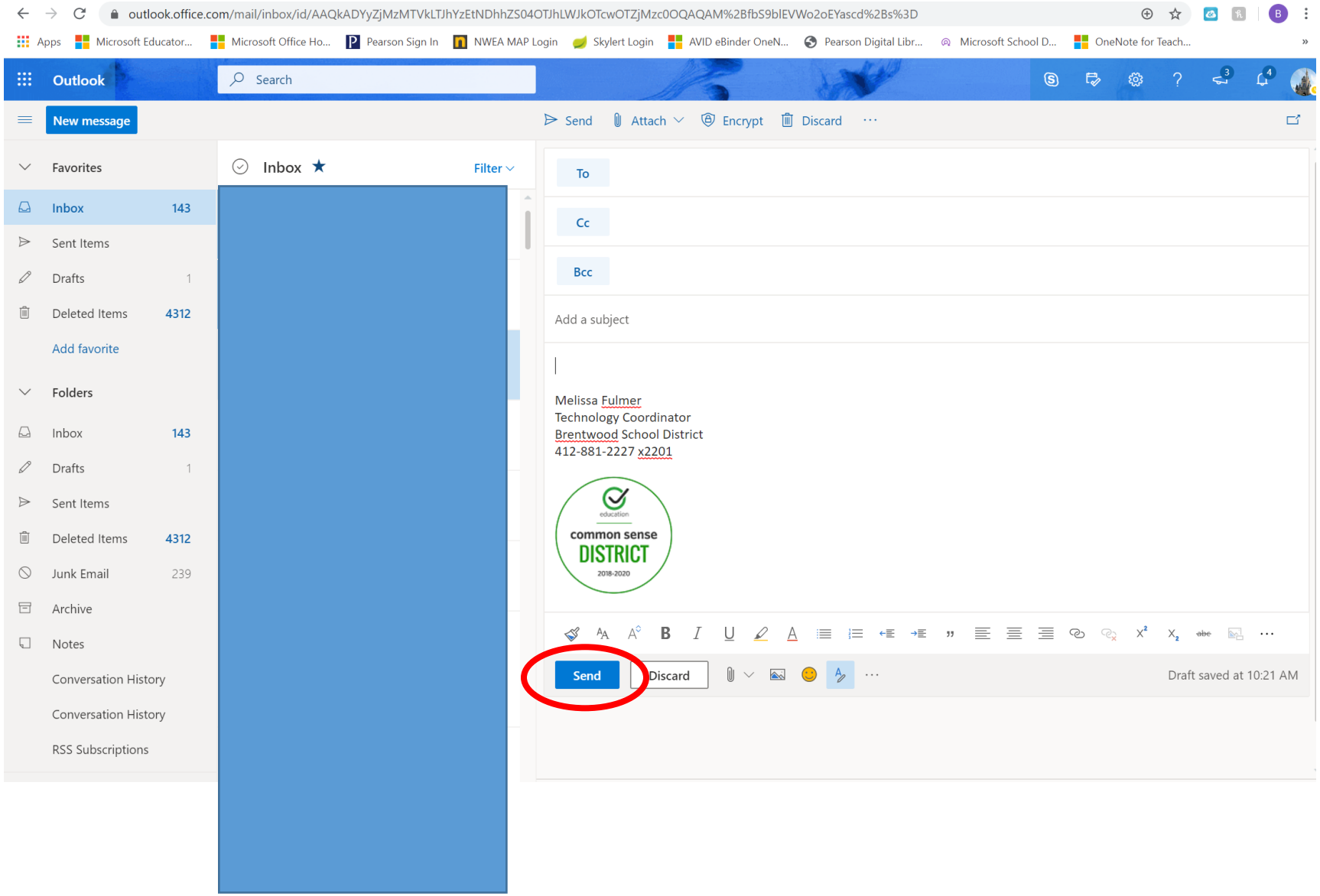
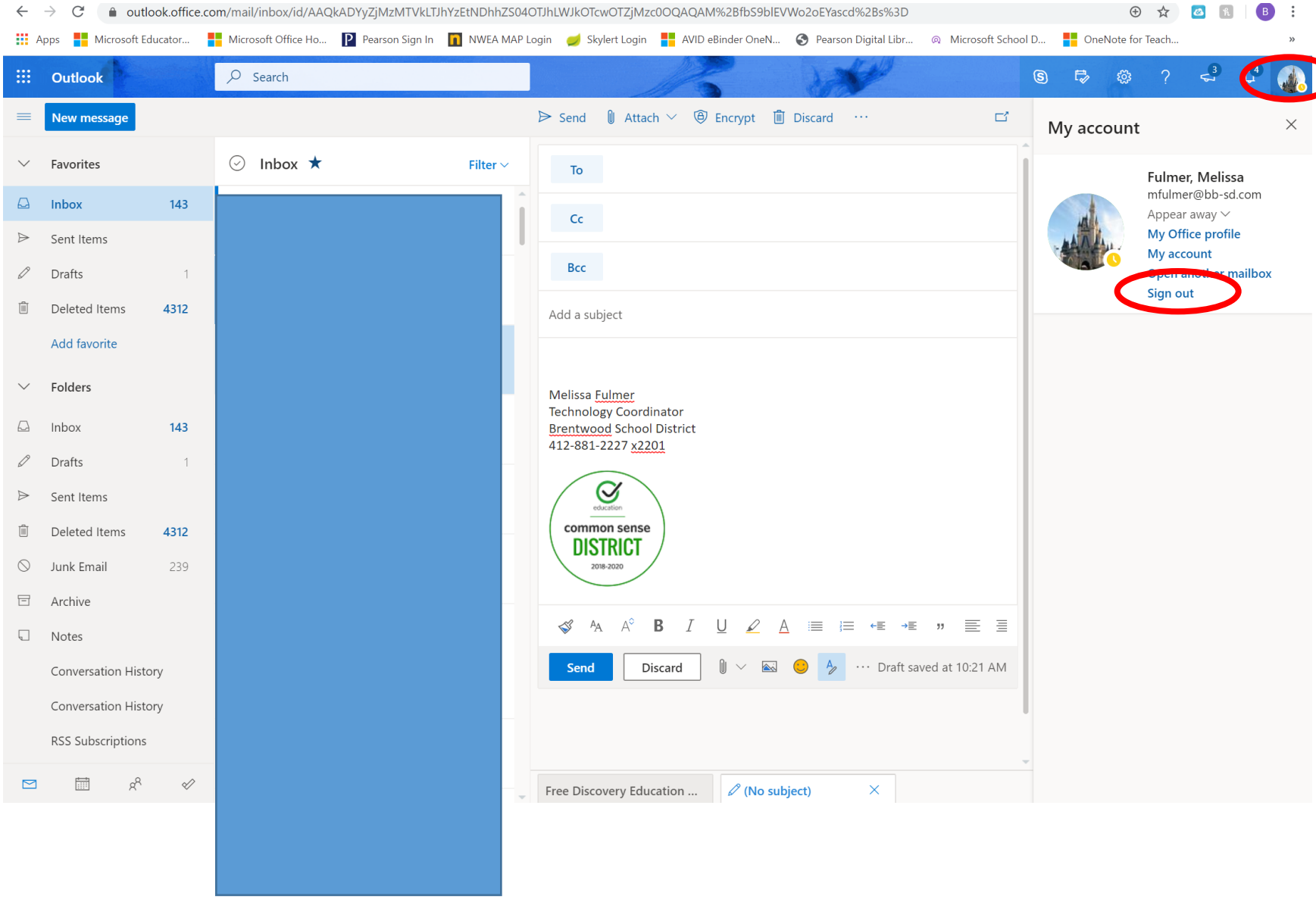
11. After clicking on New Message, in the TO: line, start typing the first couple of letters of the person's last name (INSIDE THE DISTRICT ONLY) or if sending someone outside the district an email, just type the email address.



12. After the TO: line, you can choose to CC: (carbon copy) another person on the email, BCC (blind carbon copy) another person on the email, and Add a Subject for the email. To type a message, click in the area just below the subject line.



13. When the email is complete, click send.



14. When you would like to logout of Office 365, click on the upper right corner of the screen (it will most likely be your initials)