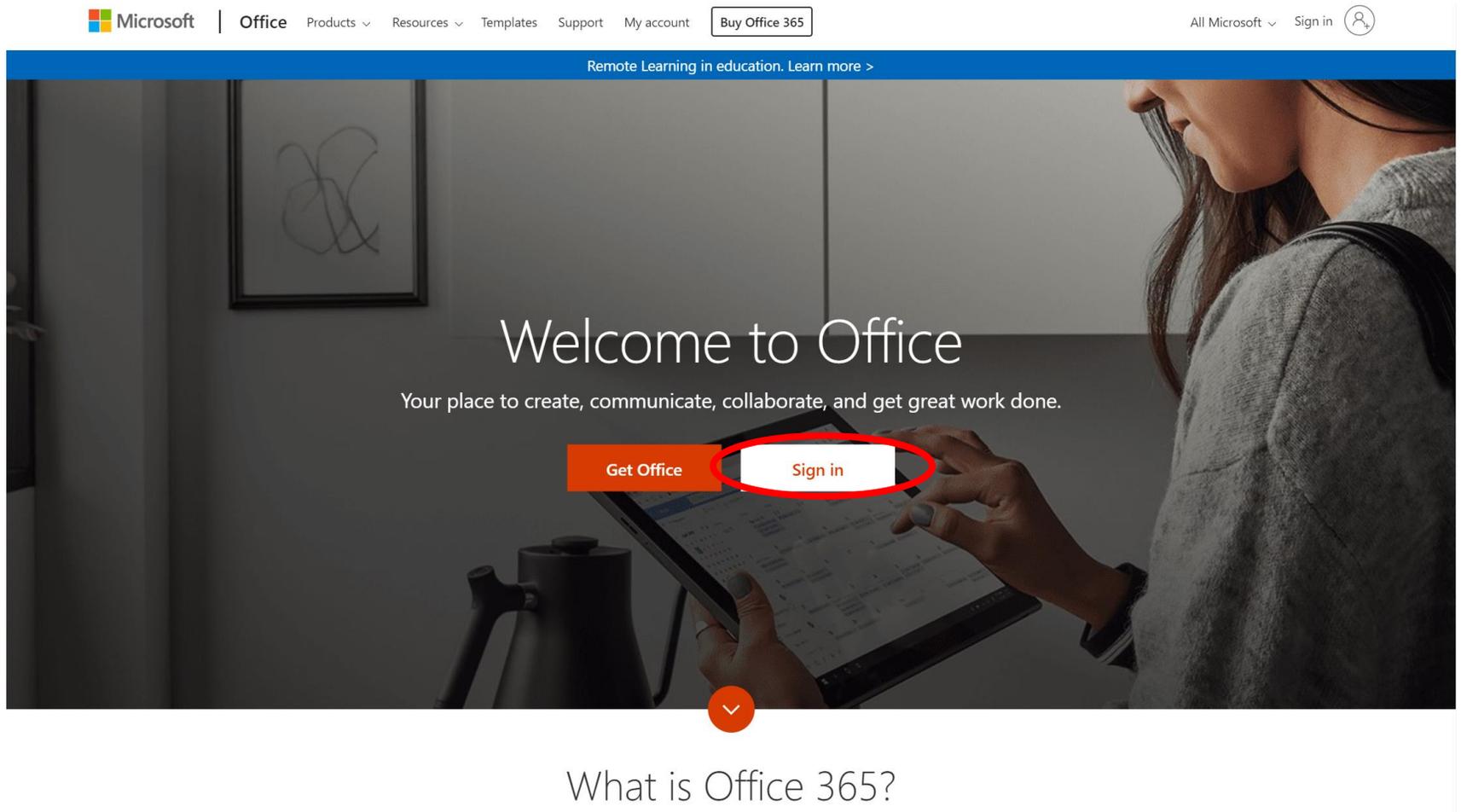


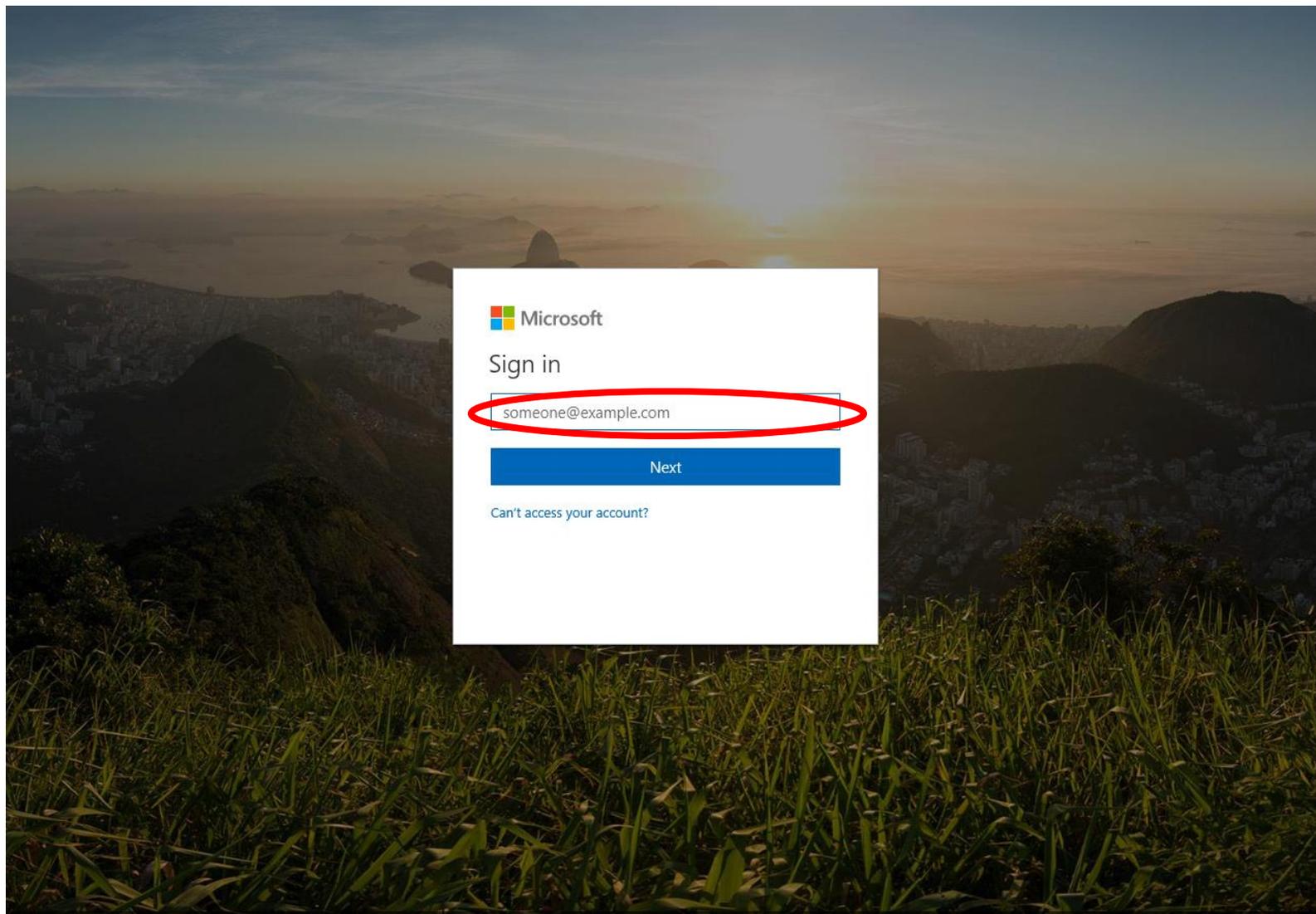
Accessing the Office 365 Email

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

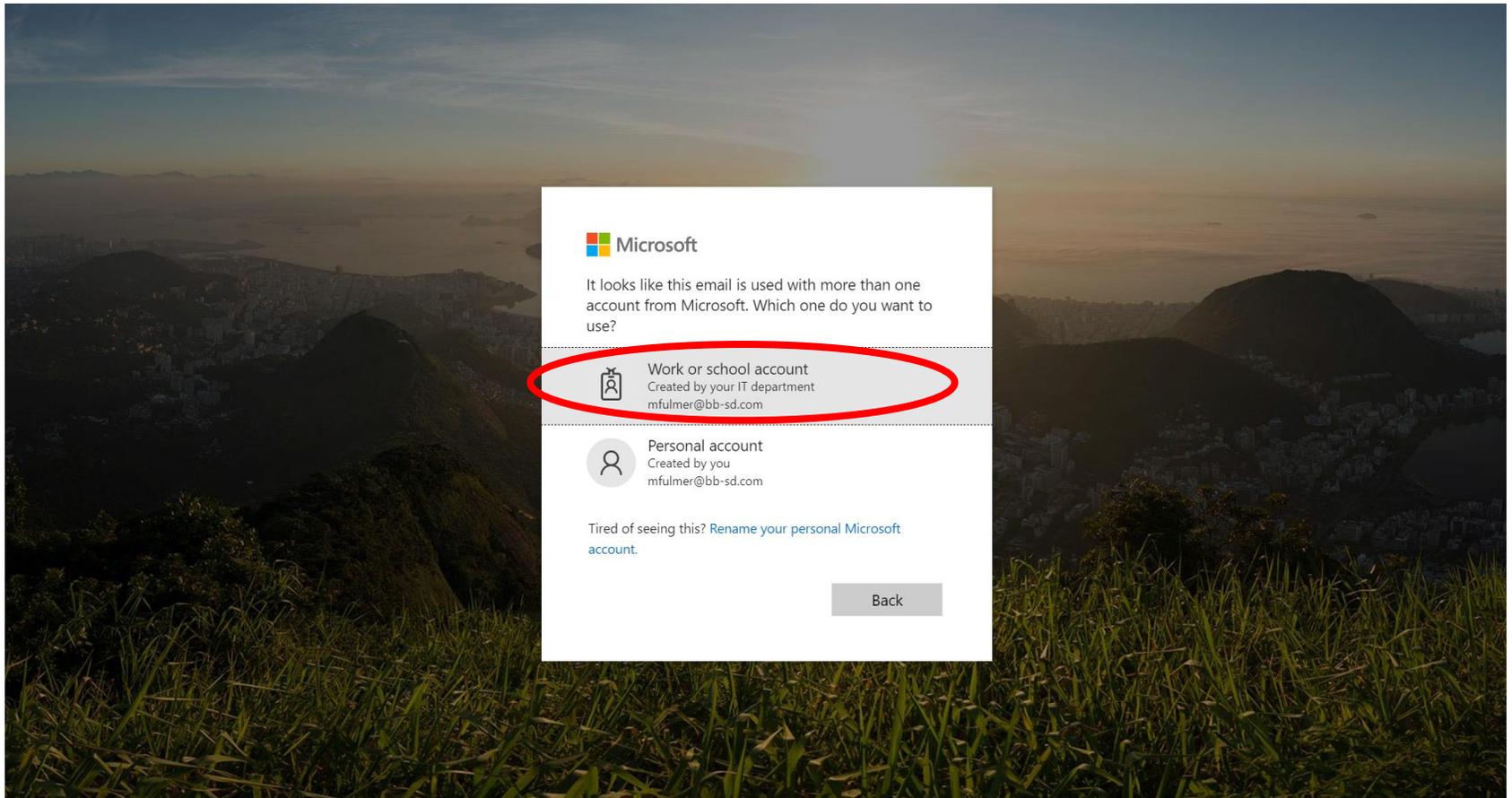


The screenshot shows the Microsoft Office website homepage. At the top, there is a navigation bar with the Microsoft logo, 'Office' with a vertical separator, and links for 'Products', 'Resources', 'Templates', 'Support', and 'My account'. A 'Buy Office 365' button is also present. On the right side of the navigation bar, there are links for 'All Microsoft' and 'Sign in' with a user icon. Below the navigation bar is a blue banner with the text 'Remote Learning in education. Learn more >'. The main content area features a large image of a woman using a tablet. Overlaid on this image is the text 'Welcome to Office' and the subtitle 'Your place to create, communicate, collaborate, and get great work done.' Below this text are two buttons: 'Get Office' and 'Sign in'. The 'Sign in' button is circled in red. At the bottom of the image, there is a small orange circle with a white downward arrow. Below the image, the text 'What is Office 365?' is displayed.

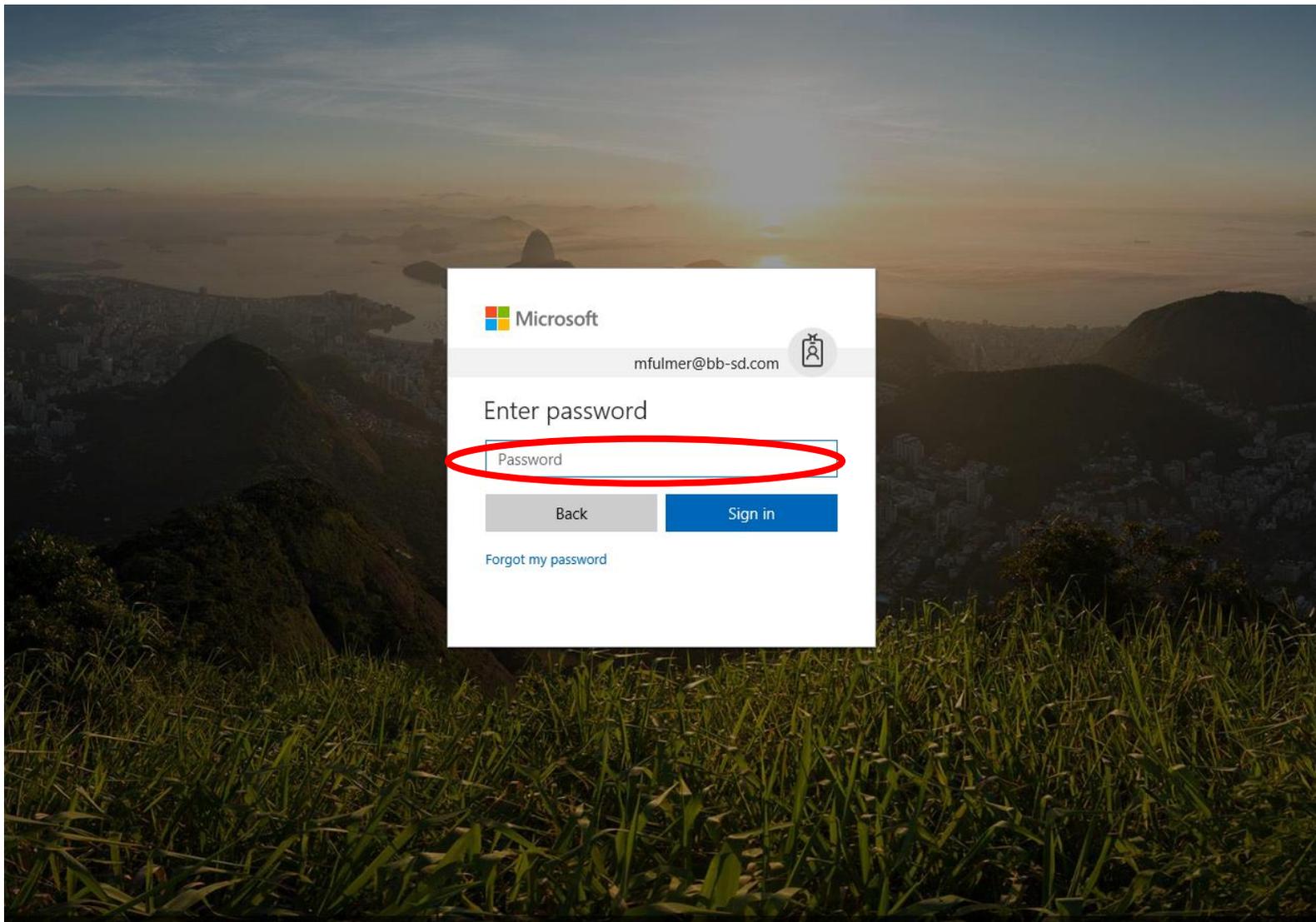
2. Type in your full email address into the sign in box. For example: mfulmer@bb-sd.com Click Next.



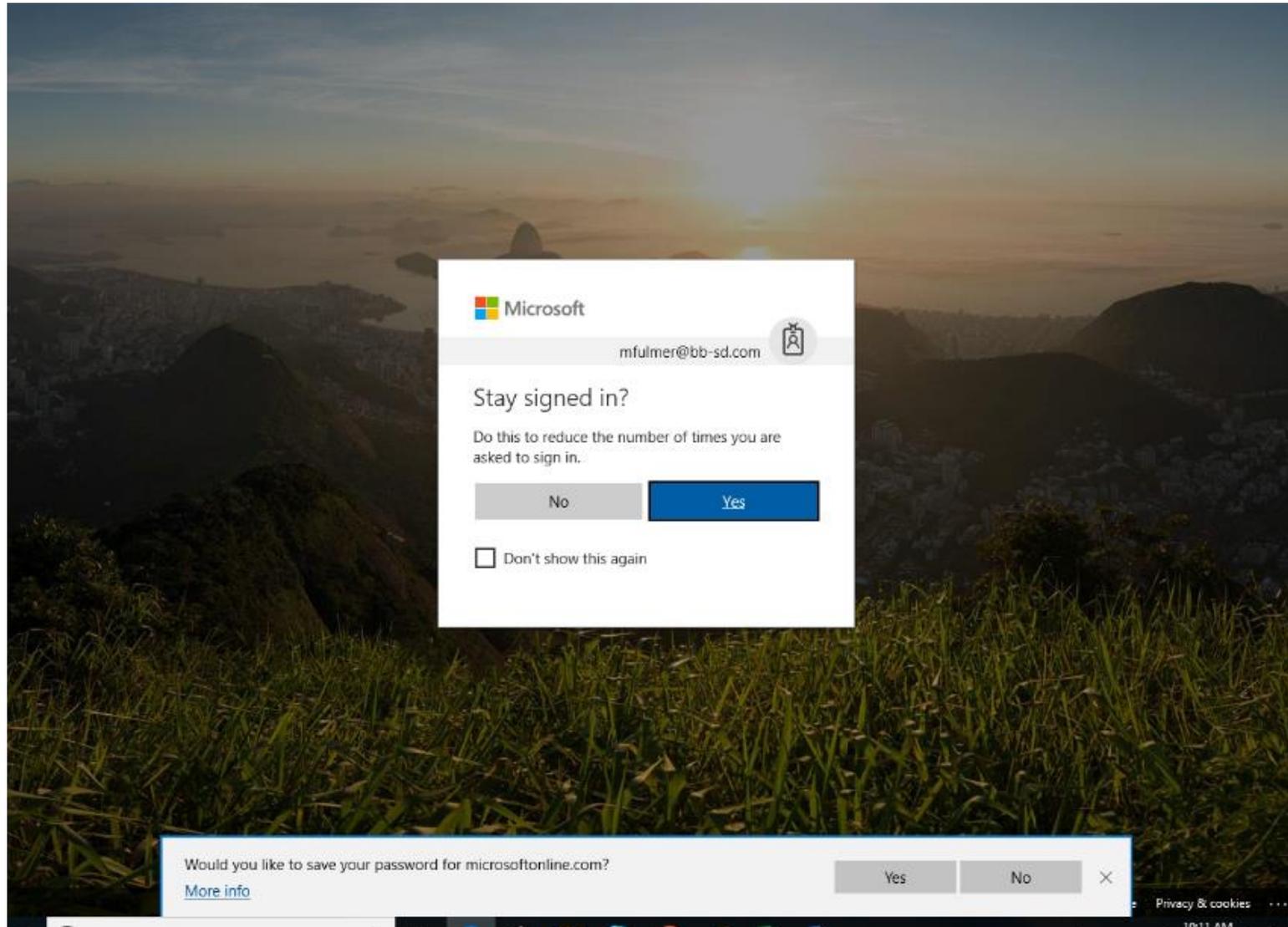
3. Click on Work or School Account.



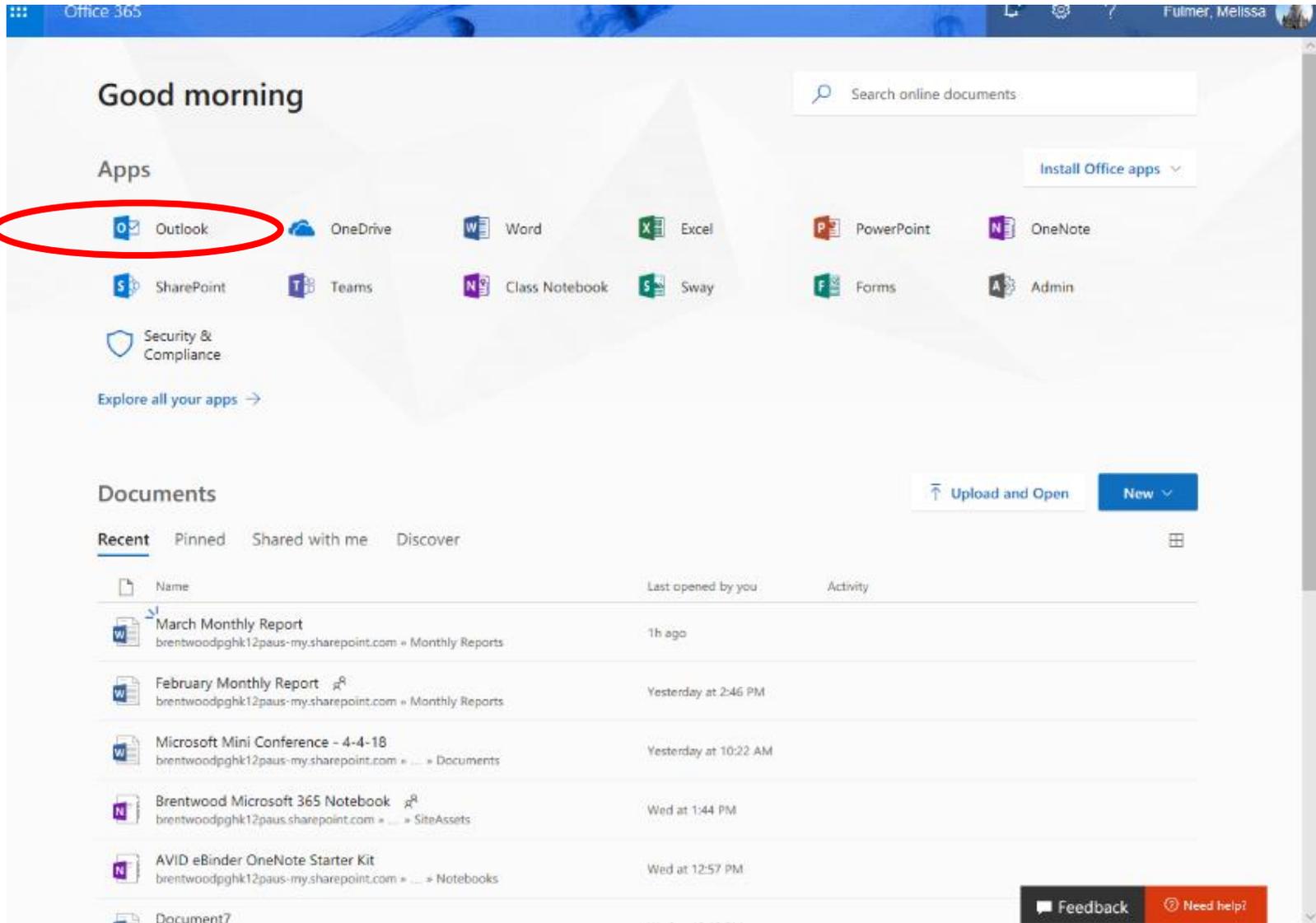
4. Type the same password that is used to login to the computer. Click Sign In.



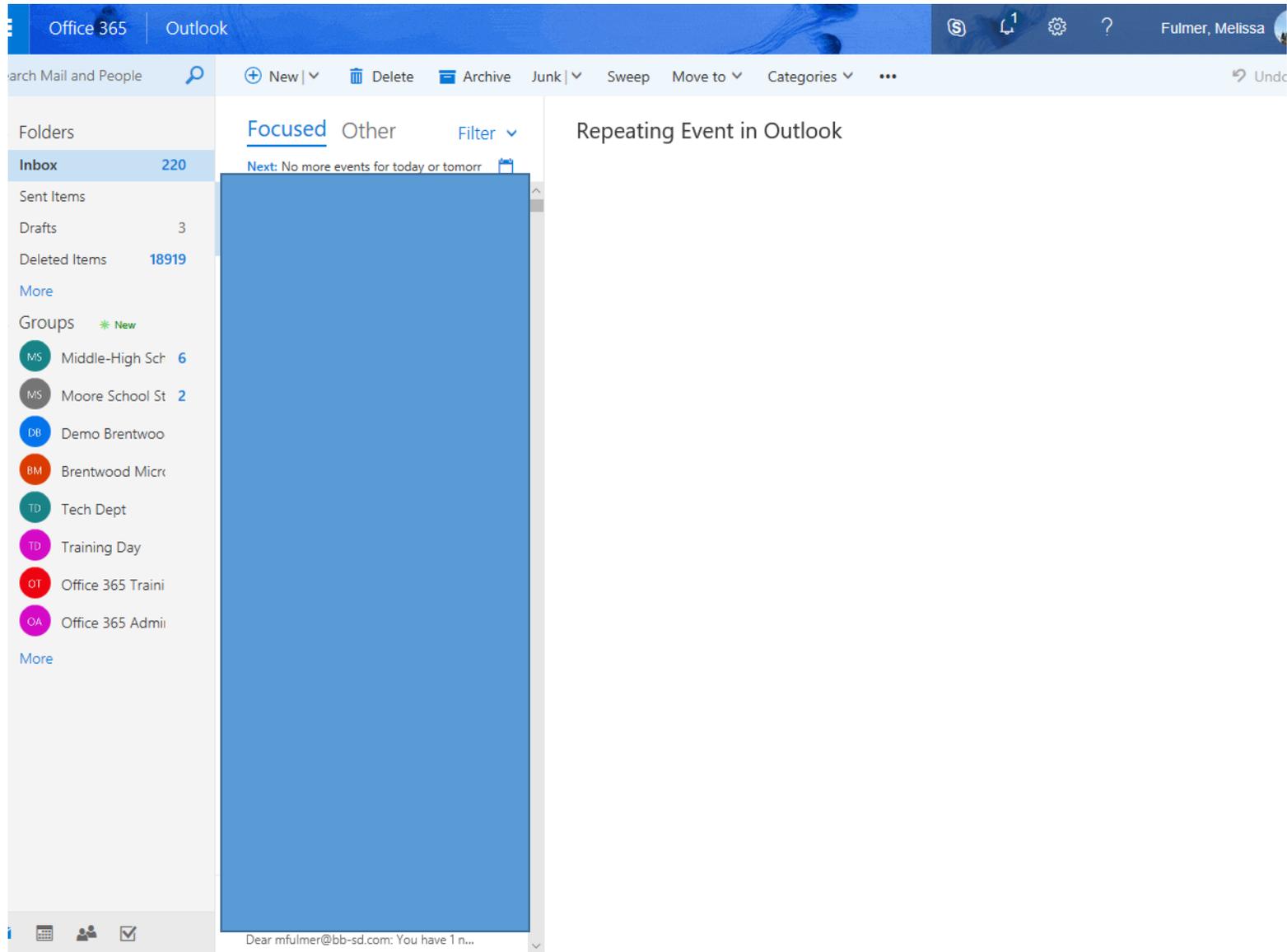
5. The screen to stay Signed In. This is a preference if the account needs to stay logged in or not. Also, at the bottom of the screen the browser may also ask to remember the password to your account. It doesn't matter which answer is chosen, this just preferences.



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

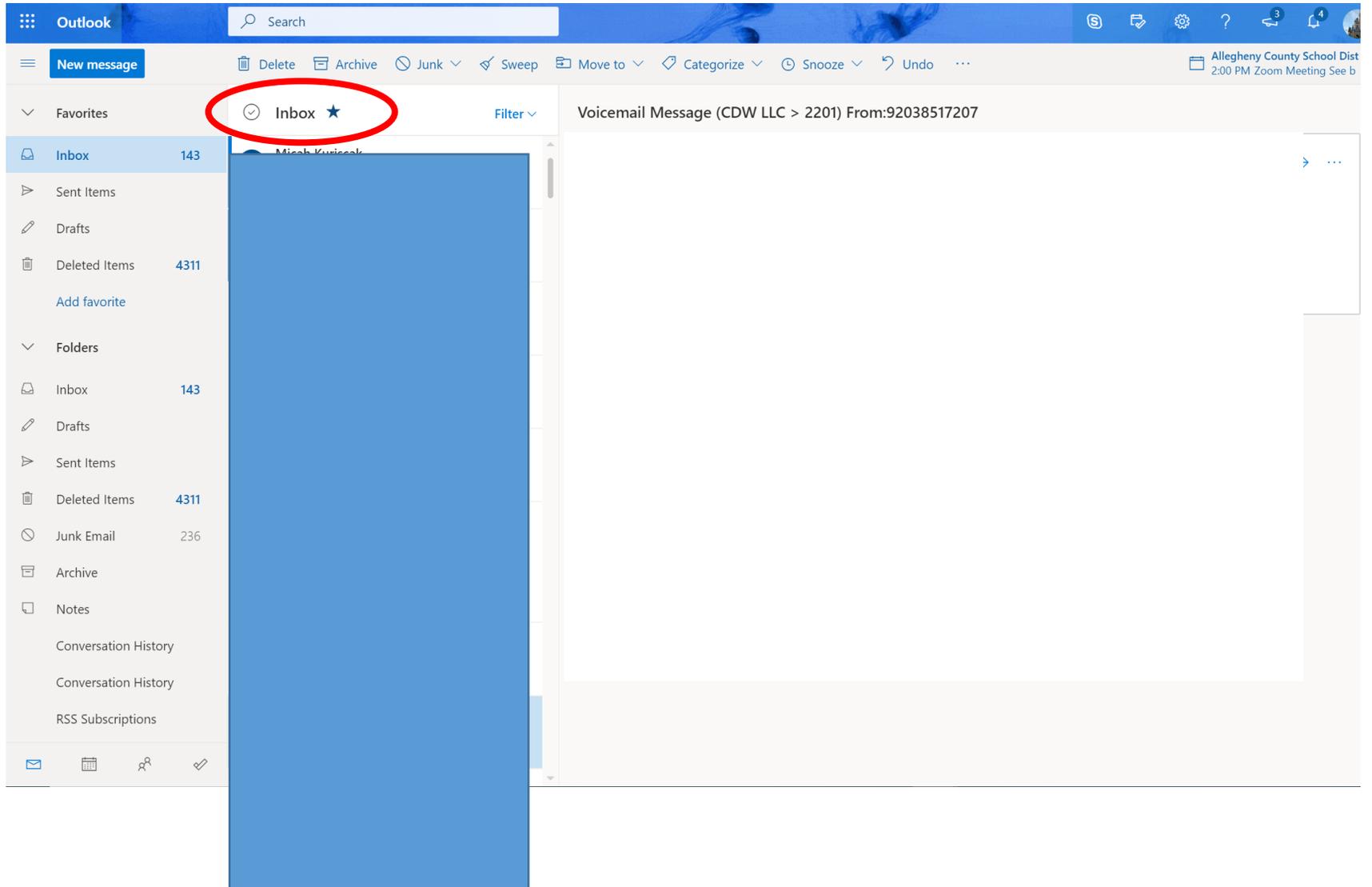


7. The email application will open and look like the following:

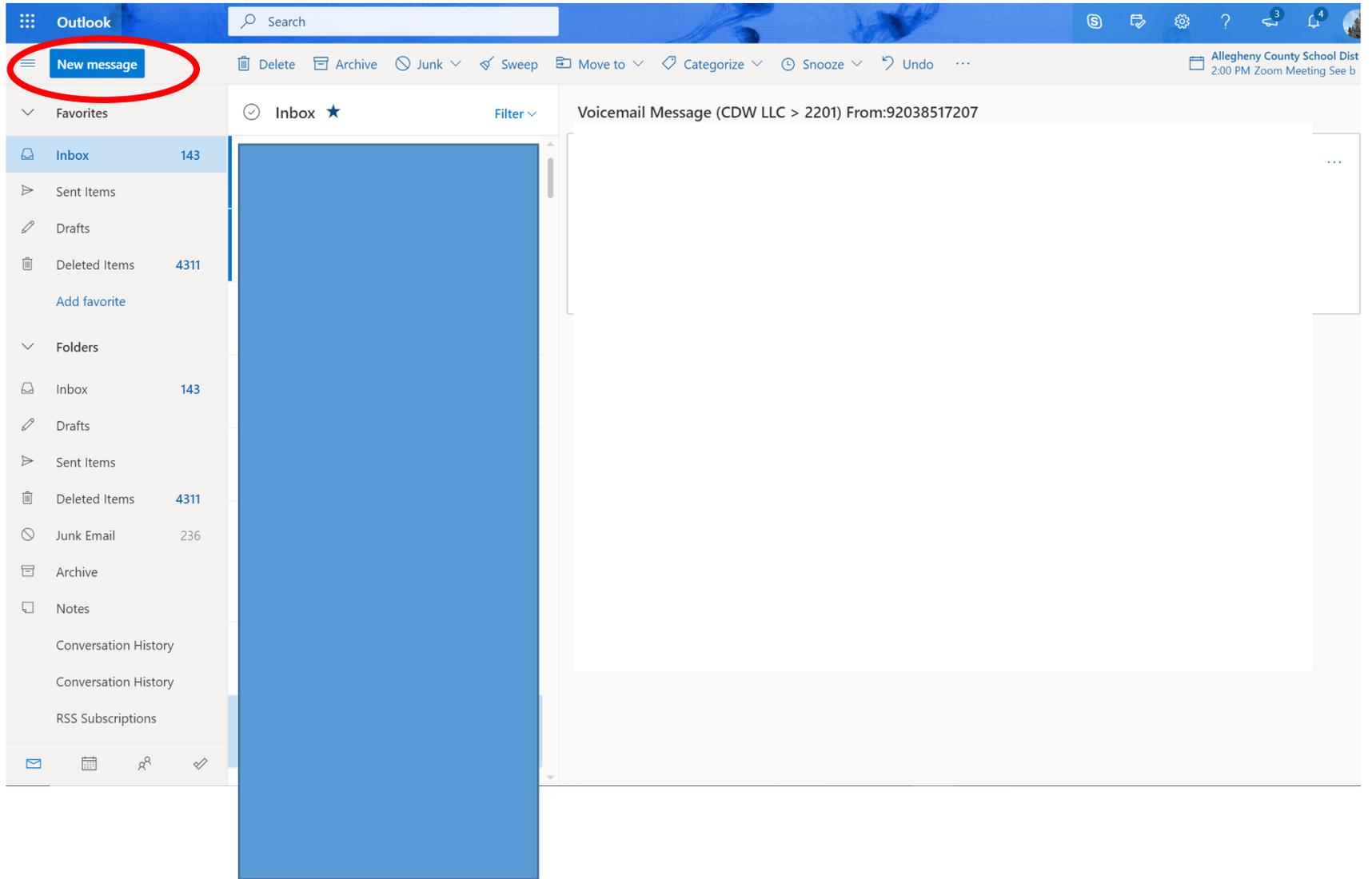


8.

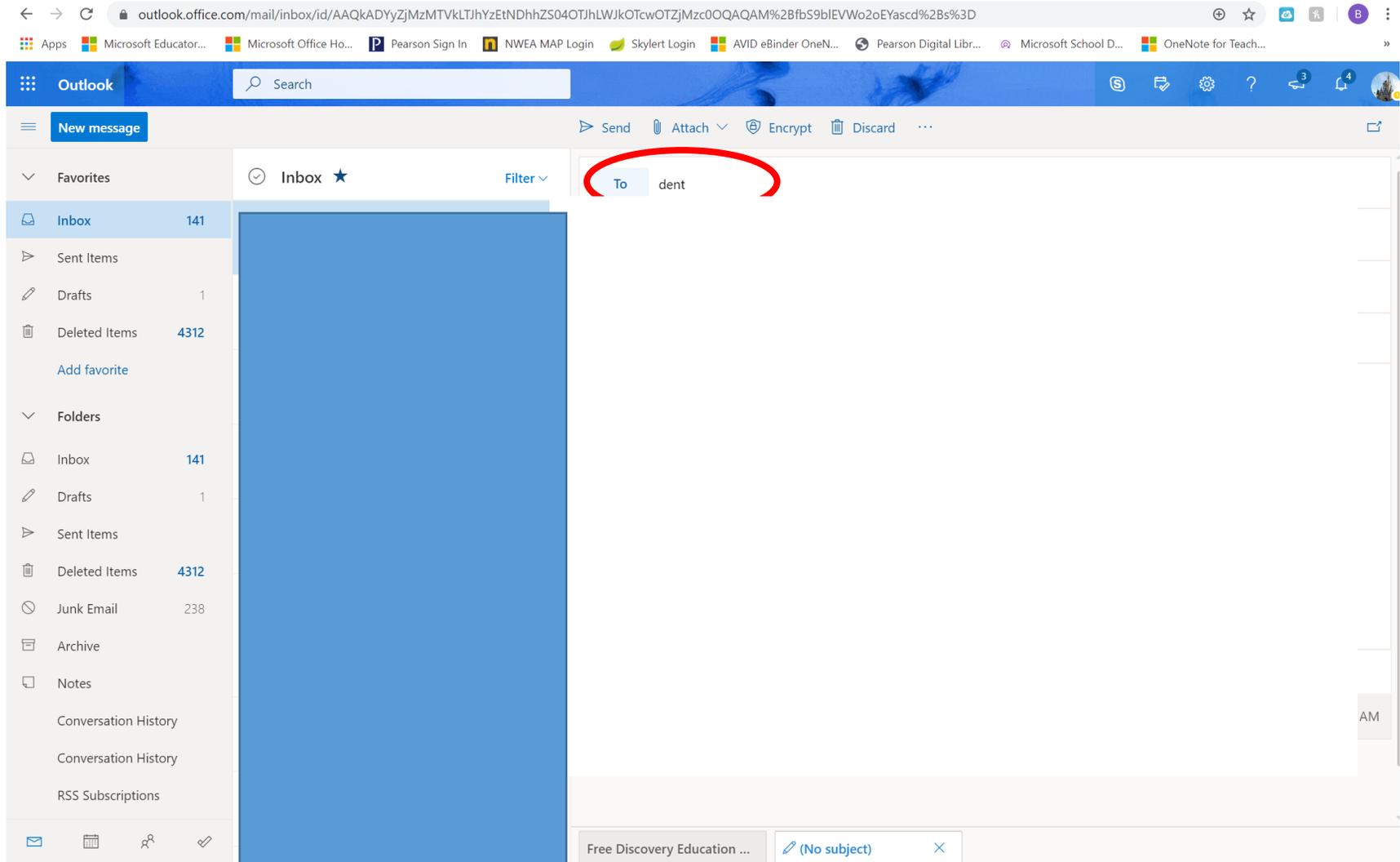
9. All of your emails will appear under the Inbox Section of the screen.



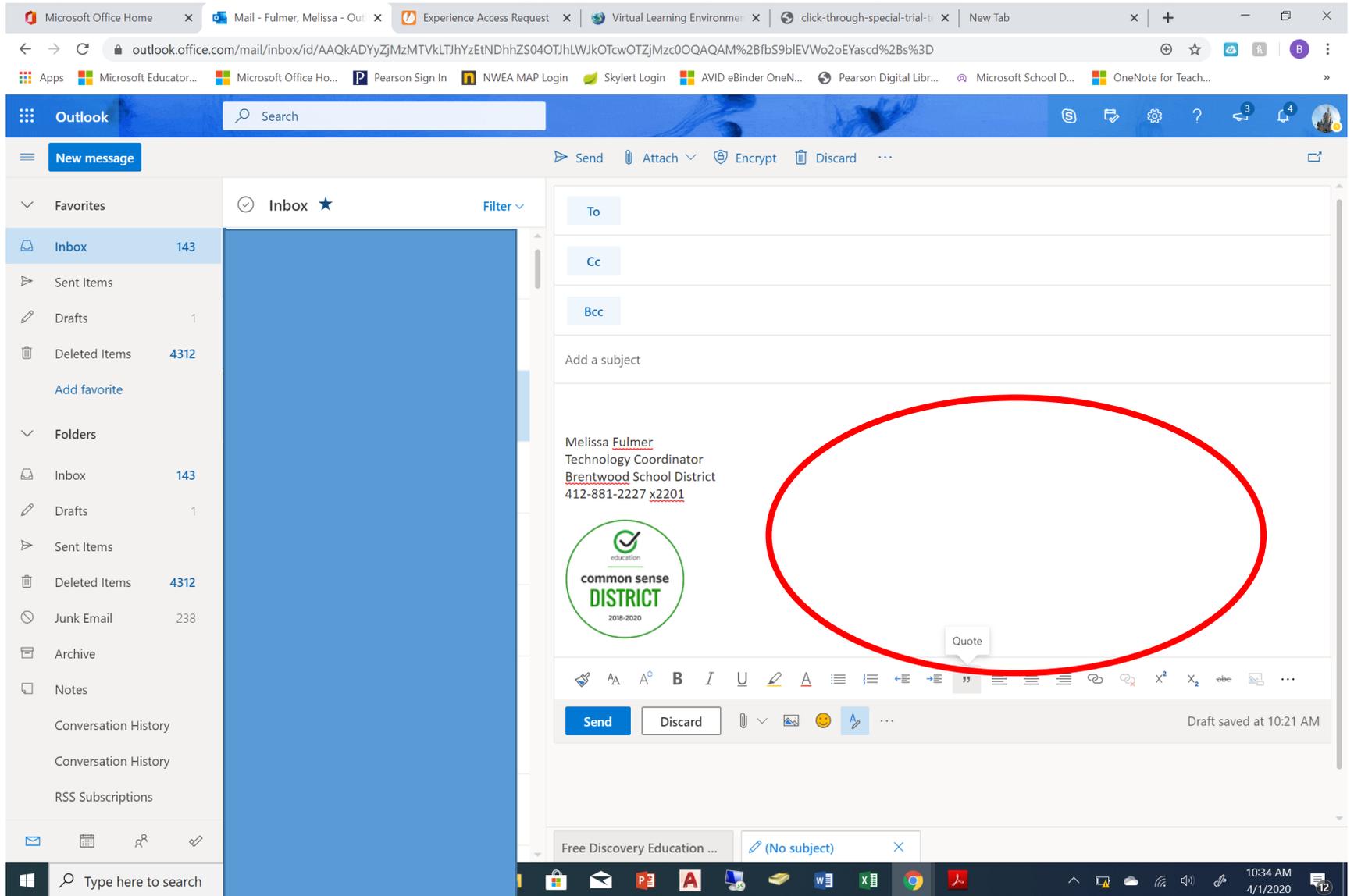
10. To create an email message, click on the button New Message.



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.

The screenshot shows the Microsoft Outlook web interface. The browser address bar displays the URL: outlook.office.com/mail/inbox/id/AAQkADYyZjMzMTVvKlTjYzEtNDhhZS04OTJhLWJkOTcwOTZjMzc0OQAQAM%2BfbS9bIEVWo2oEYascd%2Bs%3D. The Outlook header includes a search bar and navigation icons. The left sidebar shows the 'Inbox' folder selected, with 143 items. The main composition area is titled 'New message' and includes fields for 'To', 'Cc', and 'Bcc'. The subject line is empty, with the placeholder text 'Add a subject'. The body of the email contains the following text:
Melissa Fulmer
Technology Coordinator
Brentwood School District
412-881-2227 x2201
Below the text is a circular logo for 'common sense education DISTRICT 2018-2020'. At the bottom of the composition area, there is a rich text editor toolbar with various icons. The 'Send' button is highlighted with a red circle. To the right of the 'Send' button is a 'Discard' button. The status bar at the bottom right indicates 'Draft saved at 10:21 AM'.

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)

The screenshot shows the Outlook web interface. The browser address bar displays the URL: outlook.office.com/mail/inbox/id/AAQkADYyZjMzMTVjLTJhYzEtNDhhZS04OTJhLWJkOTc0OTZjMz00OQAQAM%2BfbS9blEVW02oEYascd%2Bs%3D. The top navigation bar includes the Outlook logo, a search bar, and several utility icons. A red circle highlights the user's profile picture in the top right corner. On the right side, the 'My account' panel is open, showing the user's name 'Fulmer, Melissa', email 'mfulmer@bb-sd.com', and profile picture. Below the profile information, the 'Sign out' link is circled in red. The main content area shows an email draft with the following details:

- To:
- Cc:
- Bcc:
- Add a subject
- Melissa Fulmer
Technology Coordinator
Brentwood School District
412-881-2227 x2201
- common sense DISTRICT logo (2018-2020)
- Rich text editor with Send and Discard buttons.
- Footer: Free Discovery Education ... (No subject)