

# HOW TO ACCESS OFFICE 365

- ❖ Click on Google or another web search engine.

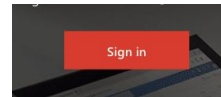


- ❖ Type Office 365 in the Search Bar.

- ❖ Click on Office 365 Login | Microsoft Office.

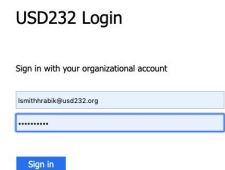


- ❖ Click on Sign in.



- ❖ Type in your email address ([username@usd232.org](mailto:username@usd232.org)), click on password.

- ❖ This takes you to the login screen, type your password (lowercase first initial and last initial - lunch code) for example John Doe would be jd-12345 and click Sign in.



- ❖ You can click Yes to stay signed in or No.

- ❖ You should now see Office 365 products. Outlook is your email.

