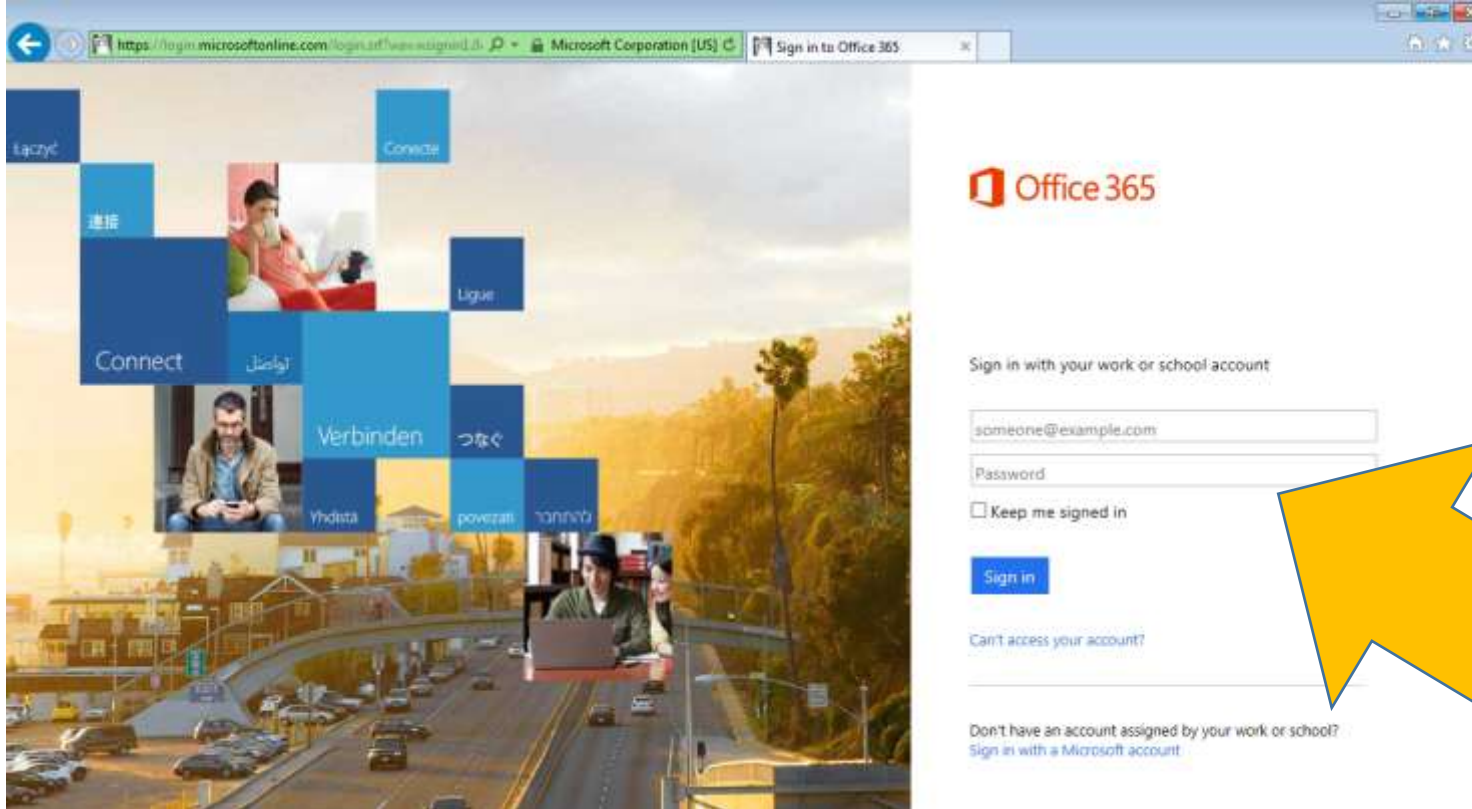


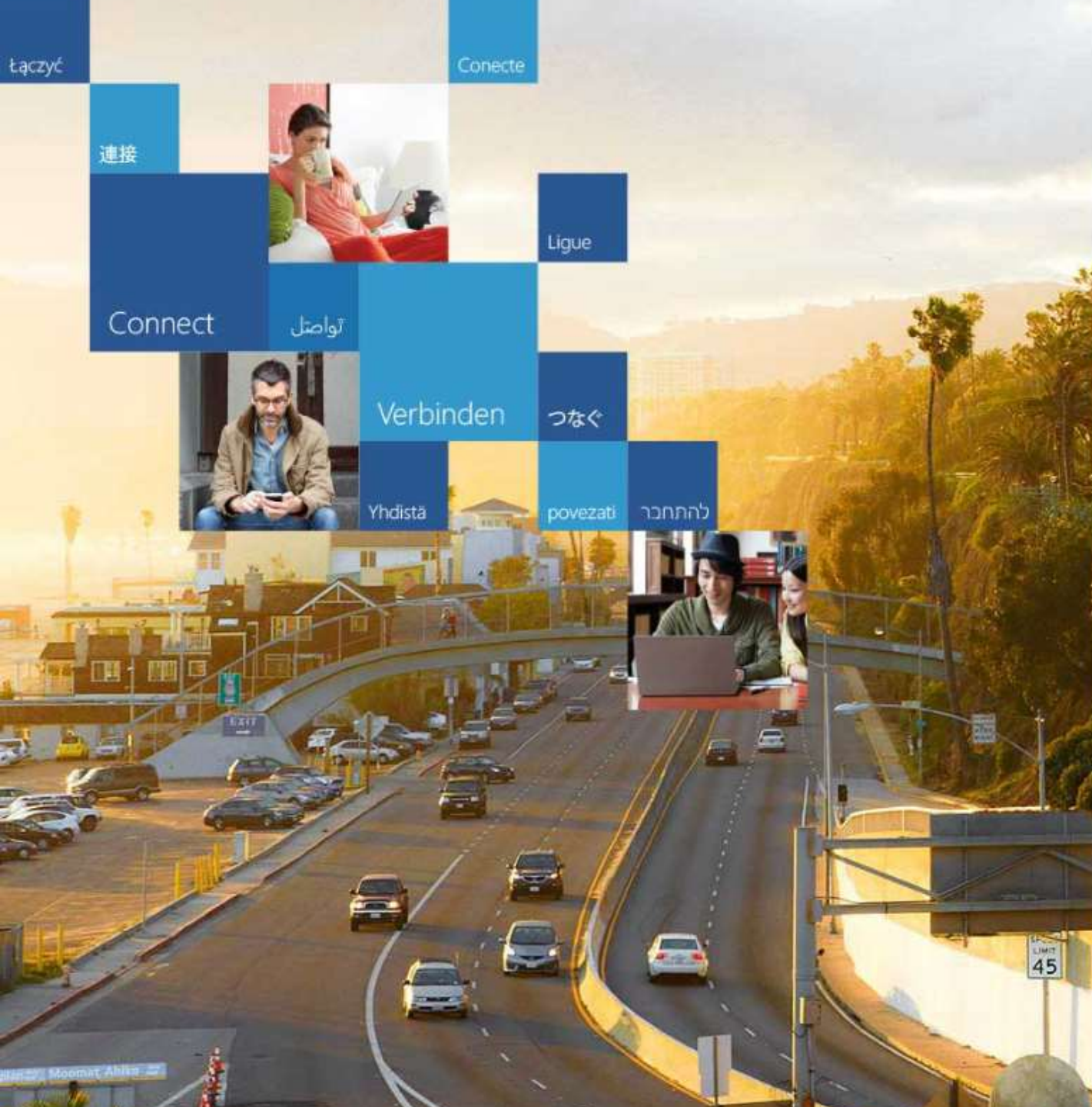
There are two ways to access your Office 365 account.

1. Students have a direct link on their desktop when on logged in to a school computer.
2. The website for logging in is: portal.office.com



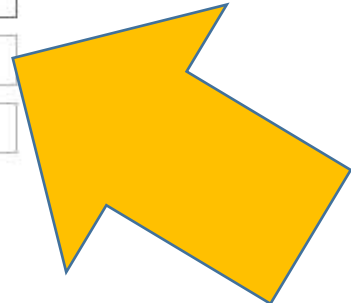


To begin, log in to your Microsoft account using your username (firstname.lastname@student.douglas.k12.ga.us) and password (DOB in the following format: YYYYMMDD).



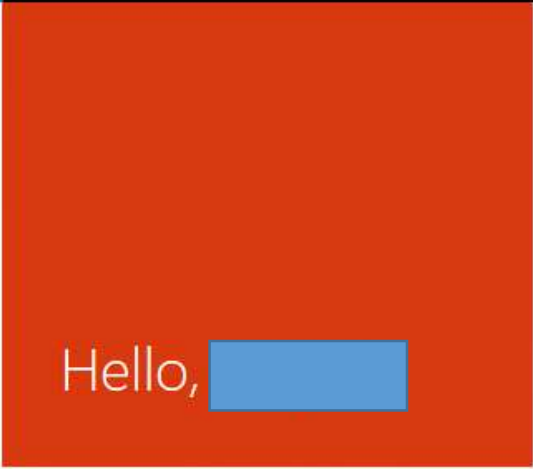
Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.



Update password and sign in

You will be required to change the password on your initial login.



Install Office on your PC



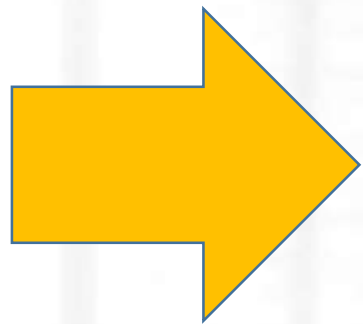
Got a Mac? Sign in to Office 365 on your Mac to install.

Smartphone or tablet? [Get Office on your devices](#)
[Learn how to set up email and Office 365 apps on your device](#)

Save your files online for easy access

Get schoolwork done with 1 TB of free cloud storage. Use OneDrive for Business

Click here to install the software on your personal device.



Language: English [Change](#)

- Make Bing your search engine
- Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

Install now

[Troubleshoot installation](#)

Collaborate with Office Online





Row of app tiles: Newsfeed, OneDrive, Delve, Word Online, Excel Online, PowerPoint Online, OneNote Online

Sway app tile

My apps

Your Microsoft account contains your online collaboration apps. You can access these by clicking on the app icon in the upper left corner of your page.

Learn now to set up email and Office 365 apps on your device

Save your files online for easy access

Get schoolwork done with 1 TB of free OneDrive for Business storage

Language: English [Change](#)

- Make Bing your search engine
 - Make MSN your browser homepage
- Applies to Internet Explorer, Firefox, Chrome, and Safari

[Install now](#)

[Troubleshoot installation](#)

Collaborate with Office Online

Row of app tiles: Newsfeed, OneDrive, Delve, Word Online, Excel Online, PowerPoint Online, OneNote Online

OneDrive Information

- You have unlimited storage in OneDrive
- Files are available anywhere there is an internet connection
- Files can be shared with other people
- Documents can be used collaboratively with a group