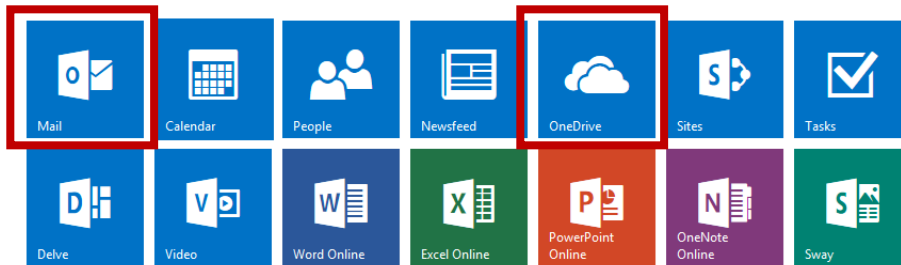


**STEP 1—LOGIN to Office365**

Your school Office365 account is accessed via any internet browser by navigating to [portal.microsoftonline.com](http://portal.microsoftonline.com) . You should bookmark this web address for easy access in the future. Sign in using your full school email address and password. Do NOT choose to “keep me signed in.”

- Your school email address is [lastname.firstname@north-haven.k12.ct.us](mailto:lastname.firstname@north-haven.k12.ct.us)
- Password is your lunch PIN code.
- Do NOT save your password (if offered).

From the Office365 homepage, you should now see the toolbar with all of the Office Online apps (below).



**STEP 2—CHECK EMAIL**

Check your school email through the Mail icon (1st in the Office Online toolbar). Teachers will use this to send you important messages.

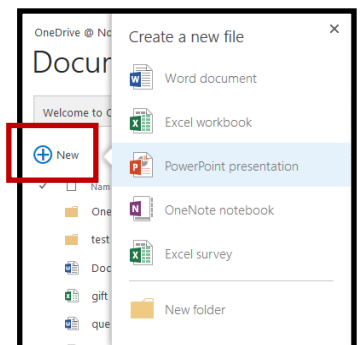


**NAVIGATE back to Office Online toolbar** - When done reading your mail, click the Office365 “squares button” in top left of screen to return back to the Office Online toolbar.

**STEP 3 —ACCESS DOCUMENTS**

Click on the OneDrive “cloud” icon in the toolbar to access your OneDrive documents. (At your first login, choose “No Thanks” at the screen about “getting social”).

To create new files, click “new” and choose the desired Office Online program. You will most likely be setting up school documents in folders created by each of your teachers.



**STEP 4 —ALWAYS LOG OFF**

Always remember to sign out of your Office365 account when you are finished. Click on the profile icon in top right corner of browser and choose Sign Out.

