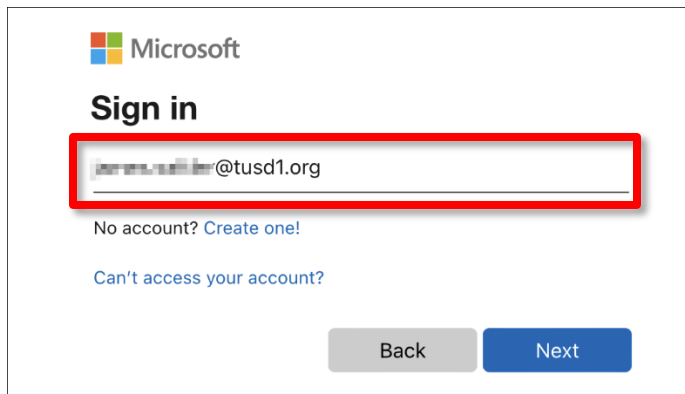


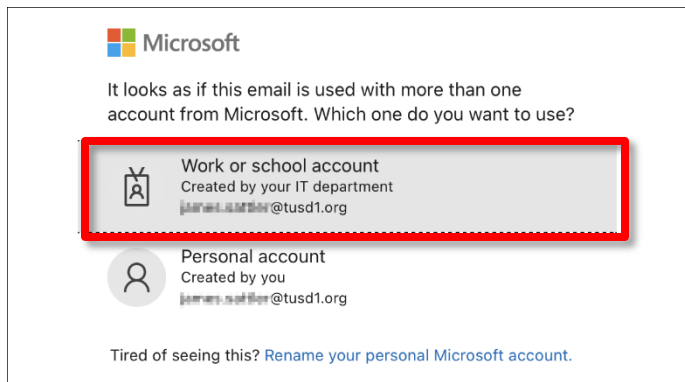
How do I log in to Office 365?

1. On your computer or mobile device, open your browser and go to the **Microsoft Login** page:
portal.office.com
2. You are prompted for your district email. Enter your district email address and click **Next**.
 - Staff: `firstname.lastname@tusd1.org`
 - Student: 10-digit Student ID (Matric) number@s.tusd1.org (example: `1300101011@s.tusd1.org`)



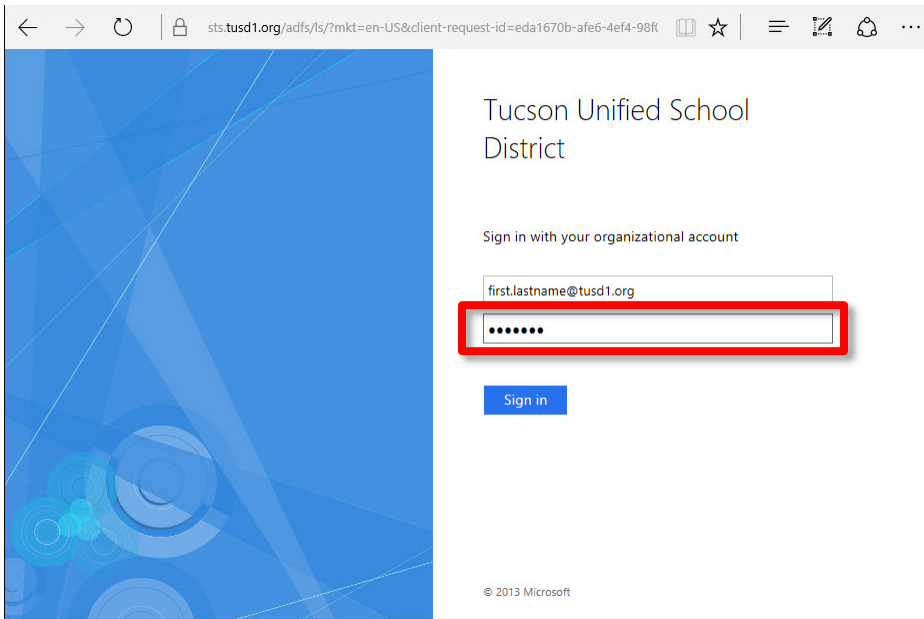
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "james.naffler@tusd1.org", which is highlighted with a red rectangular border. Below the input field are two links: "No account? [Create one!](#)" and "[Can't access your account?](#)". At the bottom are two buttons: "Back" (grey) and "Next" (blue).

3. If you are be prompted to identify the kind of account, select **Work or school account**.



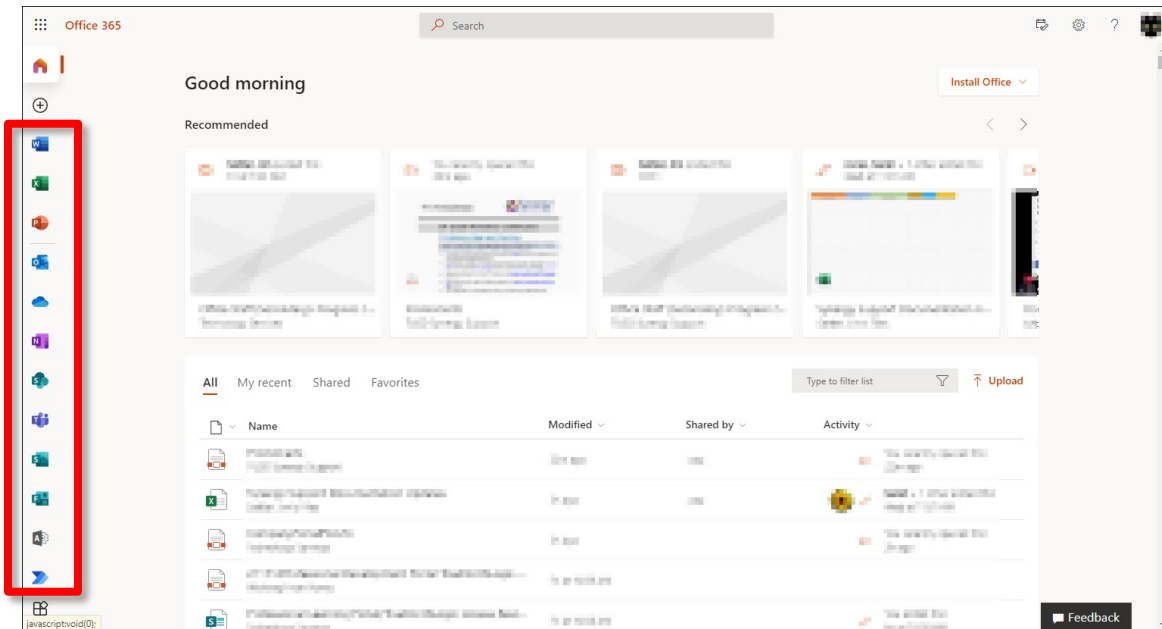
The screenshot shows the Microsoft account selection page. At the top left is the Microsoft logo. Below it is the text: "It looks as if this email is used with more than one account from Microsoft. Which one do you want to use?". There are two account options, each with a red rectangular border around it. The first option is "Work or school account", "Created by your IT department", with the email "james.naffler@tusd1.org" and a small icon of a person with a checkmark. The second option is "Personal account", "Created by you", with the email "james.naffler@tusd1.org" and a small icon of a person. At the bottom is the text: "Tired of seeing this? [Rename your personal Microsoft account.](#)"

4. You will be redirected to the TUSD sign in page.



5. Enter your district network password and click **Sign in**. (Student Password at beginning of year is 8-digit date of birth MMDDYYYY.)

6. The **Microsoft Office 365** dashboard opens. All your applications appear as tiles at the top.



7. Just click an application on the left to get started!