

# HOW TO LOG INTO OFFICE 365 - OUTLOOK

Use this guide to access Microsoft - **OUTLOOK**.

## STUDENTS WHO HAVE ALREADY CHANGED THEIR PASSWORD

- Open a web browser (*preferably Google Chrome*)
- In the Search bar at the top of the page type: Office 365 Login
- Click the first search result
- Click on the Orange Sign-in button
- Type the School Email where it asks for EMAIL – (remember the format is *First Name.Last Name@sjhsknights.com*) with no spaces
- Click the NEXT Button
- Next, type in the Password
- Click enter and you will be taken to your account



## STUDENTS WHO NEED TO CHANGE THEIR PASSWORD

**If you have not changed your password, then follow these steps:**

- Enter your temporary password given by Mr. Stark's onboarding email
- Next, it will ask to reset your password - this is where you will need to create a new password.
  - Guidelines to follow:
    - Make it at least 8 to 12 characters long
    - Have at least one upper case letter
    - Have at least one number
    - Have at least one special character
    - Make sure to put some lowercase letters in your password
    - Finally make it rememberable
- Once Microsoft Accepts the password please click the **BLUE** - Next button
- Microsoft will then require a second authentication:
  - Click on the Cell Phone option
  - Enter Country
  - Enter Cell Phone
  - Click on **Text Me**
  - A text will then be sent to your cell phone with a code - enter that code into the text box where it asks for the verification code
  - **Click Verify**
  - **Click Finish**
- You should be taken straight into your new Microsoft Office 365 Online Account

A screenshot of the Microsoft account verification screen. The title is "Additional security verification". Below the title, it says "Secure your account by adding phone verification to your password. View video to know how to secure your account". The main heading is "Step 1: How should we contact you?". There are two options: "Send me a code by text message" (unselected) and "Call me" (selected). The "Call me" option is highlighted in yellow. There is a "Next" button at the bottom right.

## MICROSOFT OUTLOOK IS YOUR SCHOOL EMAIL

**To get to your email do the following:**

- Click on the icon that has a white O and blue envelope (*should be the first app in your office*)
- The first column is your folders, click on inbox and all your new emails will appear
- In the second column click on the email you wish to read
- Under the word **OUTLOOK** at the top of the page is a button labeled – New Message, (this is how you will begin a new email)
- When finished typing your email click **SEND** at the bottom of you page or on your keyboard click (*Ctrl+Enter*)

