Tuesday, March 17, 2015 12:55 PM

When logging onto Office 365 the link to follow is <u>https://office.microsoft.com</u> you will then see a page like this.



-Sign In is locate in the upper right hand corner of the page, you want to sign in for Work, School, or University



-This will bring you to the login page.

	Office 365
	Sign in with your work or school account
	someone@example.com
	Password
	Keep me signed in
	Sign in
	Can't access your account?

-Your login will be your cl?? Last name first initial@students.clsd.net after putting these credentials in the username space the site will kick you to a new login page.



-At this login your username will be as follows:

User Name: students\cl??last name first initial

Password: your normal login password

-Once you are logged in the upper left hand corner will have all of the office products that are available for your use.



OneDrive for Business https://clsd-my.sharepoint.com/personal/sboyer_students_clsd_net/Documents/Forms/All.aspx 3/17/2015 1:24 PM - Screen Clipping