

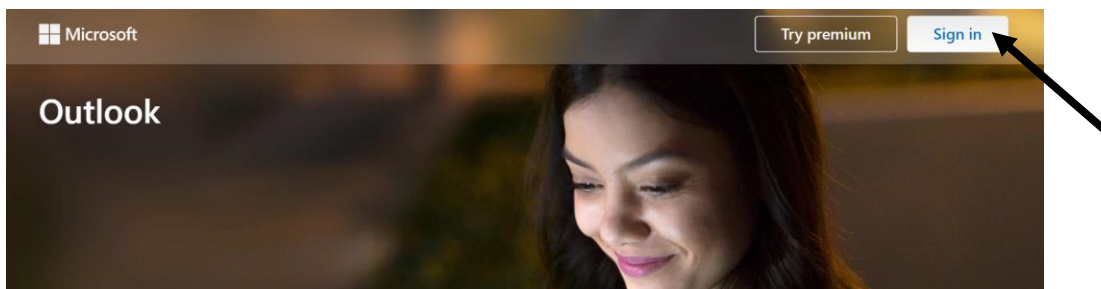
Logging into your child's Microsoft Office 365

1. Type the following address into the web browser: **outlook.com**.

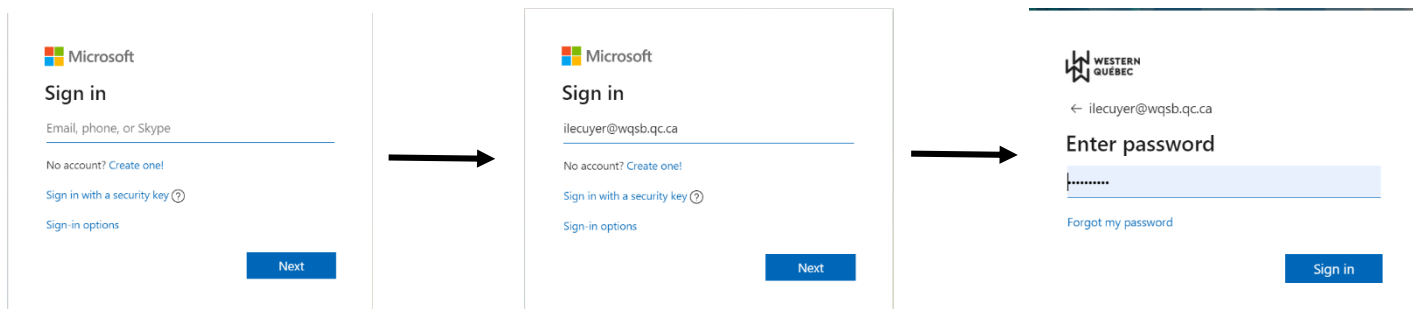


This will bring you to a sign in page.

Select "Sign in" in the top right corner.



2. Clicking on "Sign in" will bring you to a sign-in page for Microsoft. Do not worry if it is not **Office 365**. Once you enter the email address, **Microsoft will immediately locate the corresponding Office 365 account**. As such:



3. Enter the password. Remember that the password is case-sensitive; the password typically begins with a capital letter. Press Sign in.

4. This will bring you directly to the email inbox. For safety purposes, please do not open any emails that you do not recognize.

5. If the prompter asks you to stay signed in, this is a preference at home. **At school**, students must press "No" in order to keep their emails confidential. In order to ease access to the account the following time, check the box "Don't show this again."

