

## QUICK START GUIDE: HOW TO LOG INTO OFFICE 365

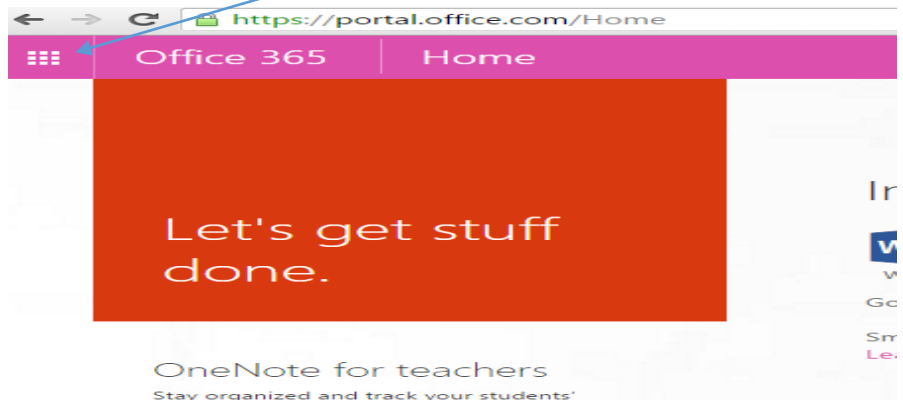
1. First, go to <https://login.microsoftonline.com> and sign in using the following credentials:

**Login name:** studentID#@leusd.k12.ca.us **Password:** 8 Digit Birthdate (2 digit month, 2 digit day, four digit year).

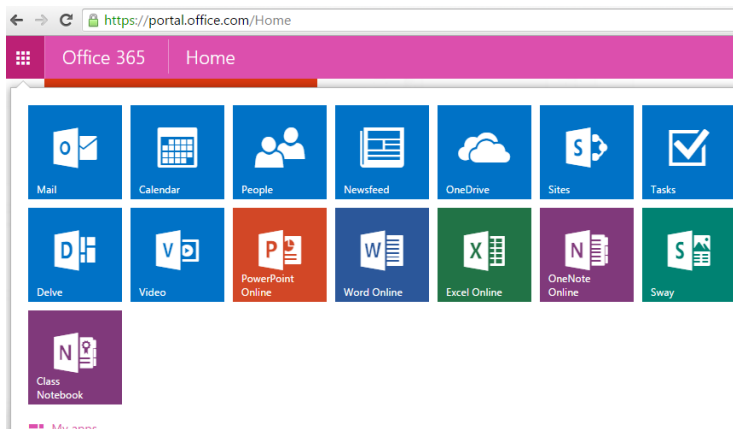


**PLEASE NOTE!** When signing in, it is NOT UNUSUAL for Office 365 to make you sign in twice! Once you put in your email address, it will automatically take you to a second log-in page where you must sign in again. The second log-in page will be the LEUSD Office 365 sign-in page (that you see above).

2. Once you are in your Office 365 account, click on the tiles in the top left hand corner, to see all the tools available to you such as your email, Word online, PowerPoint online.



3. Once you click on those tiles you will see all the different web-based programs you have access to, which include Mail, Calendar, People, Newsfeed, OneDrive, Sites, Tasks, Delve, Video, PowerPoint Online, Word Online, Excel Online, OneNote Online, Sway, and Class Notebook. Your teacher may ask you to use one, or all, of these applications throughout the school year. These free, cloud-based programs are also yours to use all year long! Your work will save automatically and you can easily share your work products with others!



4. Start using your Office 365 tools!!! Need more help? Contact your teacher, [ryan.mulvanny@leusd.k12.ca.us](mailto:ryan.mulvanny@leusd.k12.ca.us) or [amity.conkright@leusd.k12.ca.us](mailto:amity.conkright@leusd.k12.ca.us) or watch a tutorial [here](#). (Keep in mind, you are an Office 365 Business User for the purpose of trainings and set-up)