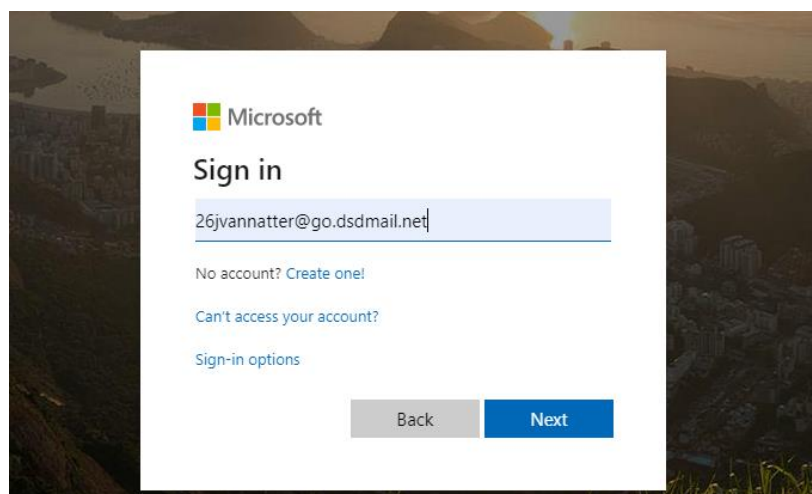
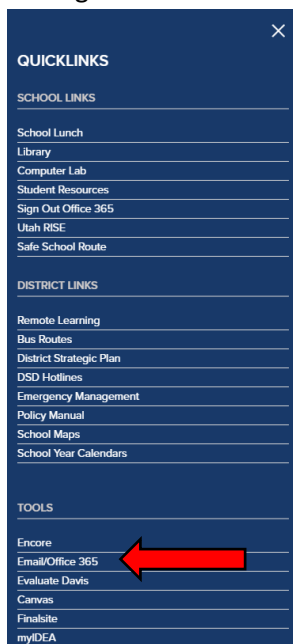


Getting into the Office 365 Apps and Clever

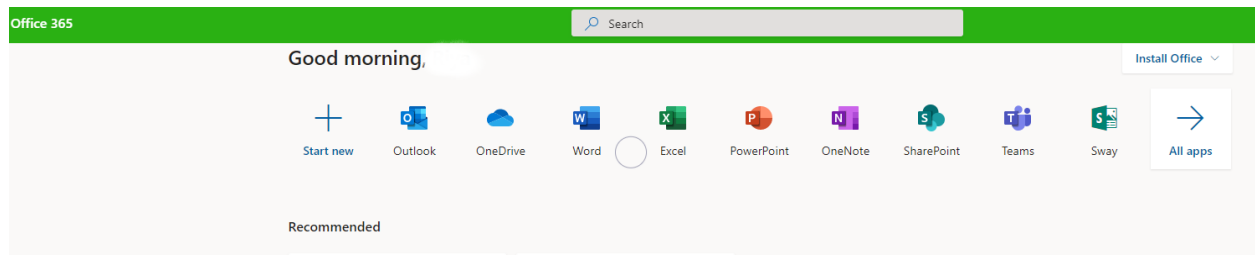
- Navigate to the [District](#) or [school](#) homepage.
- Click on Quicklinks in the top right-hand corner.



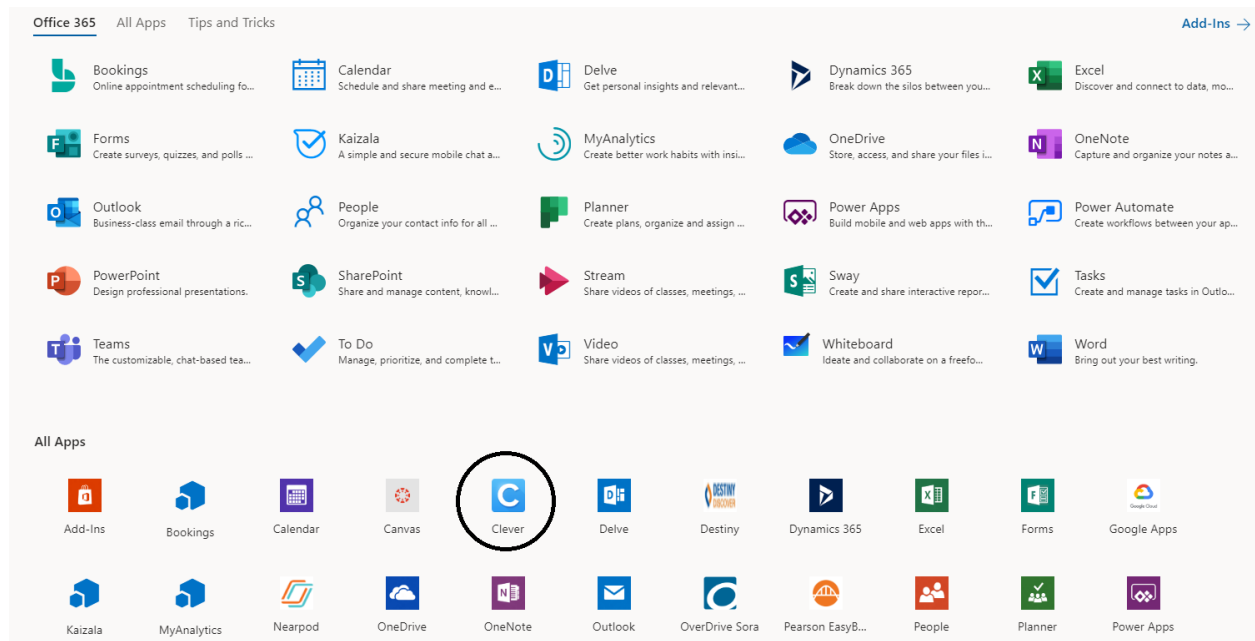
- From the Quicklinks menu, click on Email/Office 365 under Tools.
- Sign in with the student credentials.



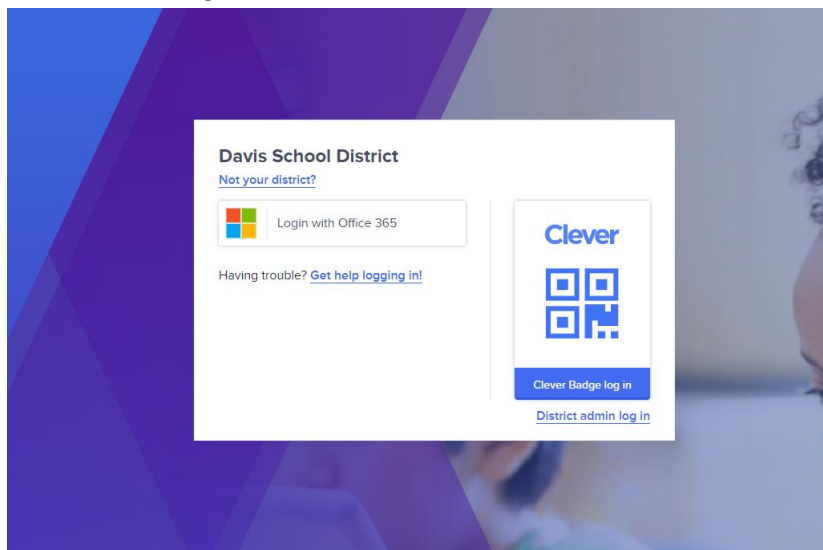
- This brings up the Office 365 menu. From here, you can access Microsoft apps that students use.
 - Outlook is the student's email
 - OneDrive is where saved word is stored
 - Word is for documents
 - Teams is an important app where students can connect to their teacher—not all teachers currently use Teams
- To reach the Clever login for third-party apps, find it on the list. If it doesn't appear on the abbreviated list, click on All apps at the far right.



- Click on Clever (it is circled on this image)



- Because you are already logged into Office 365, when the Clever login screen appears, simply click “Login with Office 365.”



- The Clever app screen looks like the image below. It includes all the third-party apps a student has access to. The most common that our students use are going to be Lexia Core5 for reading and ST Math for math.

