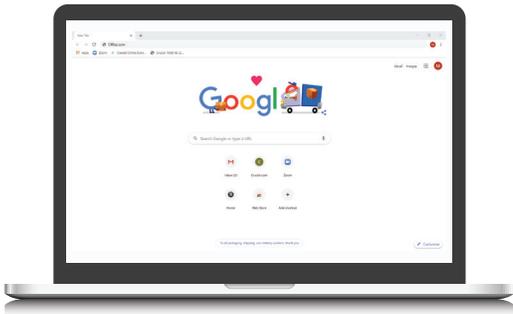


How to Access Email (or OneDrive) with Office 365

The steps below will show you how to access Email in Office 365 online, if you do not have these applications installed on your computer. These are also the steps to access OneDrive online.

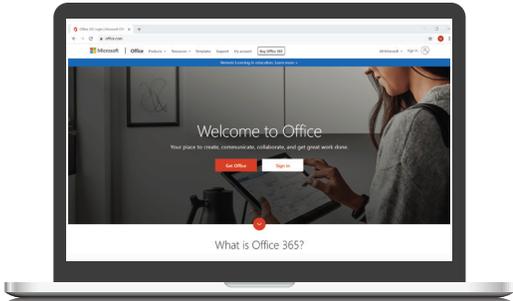
If you are unable to connect after following these steps, please contact the **Technology Help Desk (248) 823-5092 or helpdesk@troy.k12.mi.us - Monday-Friday 7am-3pm.**



Step 1

iPad Compatible Instructions

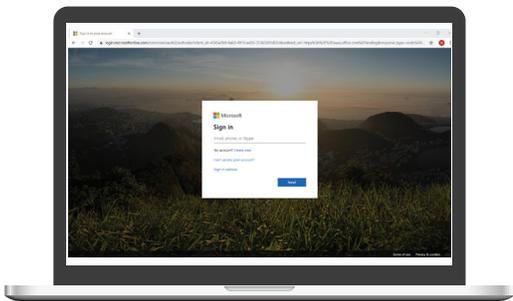
- Open your browser - Google, Firefox, Safari, Edge, etc...
- Type **office.com** in the address bar
- Click **Enter**



Step 2

iPad Compatible Instructions

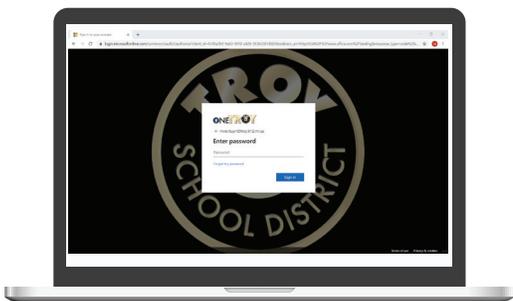
- Click  **Sign in**
- Sign in can also be found in the upper right corner



Step 3

iPad Compatible Instructions

- Type your **District Email** address in the assigned field
- Click 

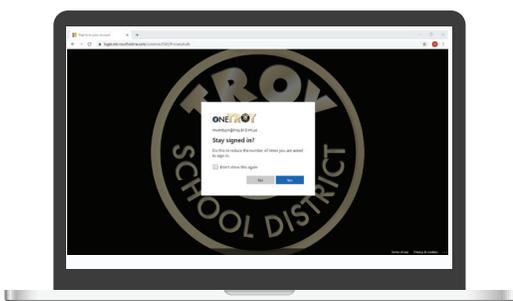


Step 4

iPad Compatible Instructions

- Enter your **District Password**
- Click 

- If you have 2-factor enabled - enter the code

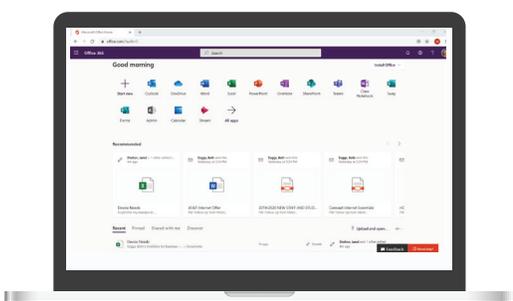


Step 5

iPad Compatible Instructions

- Decide if you want to **Stay signed in?**
- Click  **No** if you are on a shared computer

- If you are not on a shared computer, Click  **Yes**

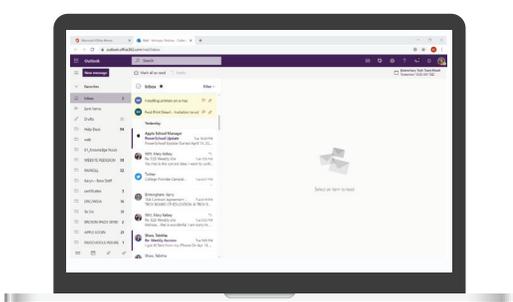


Step 6

iPad Compatible Instructions

- The **Office 365** landing page will open
- Click  **Outlook** to open your email account

- Other Microsoft applications can also be opened or installed from this landing page, such as  **OneDrive**



Step 7

iPad Compatible Instructions

- Your **Outlook 365** account will open
- Click on an email or **Inbox** from the menus to view
- Calendars, Contacts and To do lists can also be viewed

- *Reminder that this is a "lighter" version of Outlook than the installed application*

