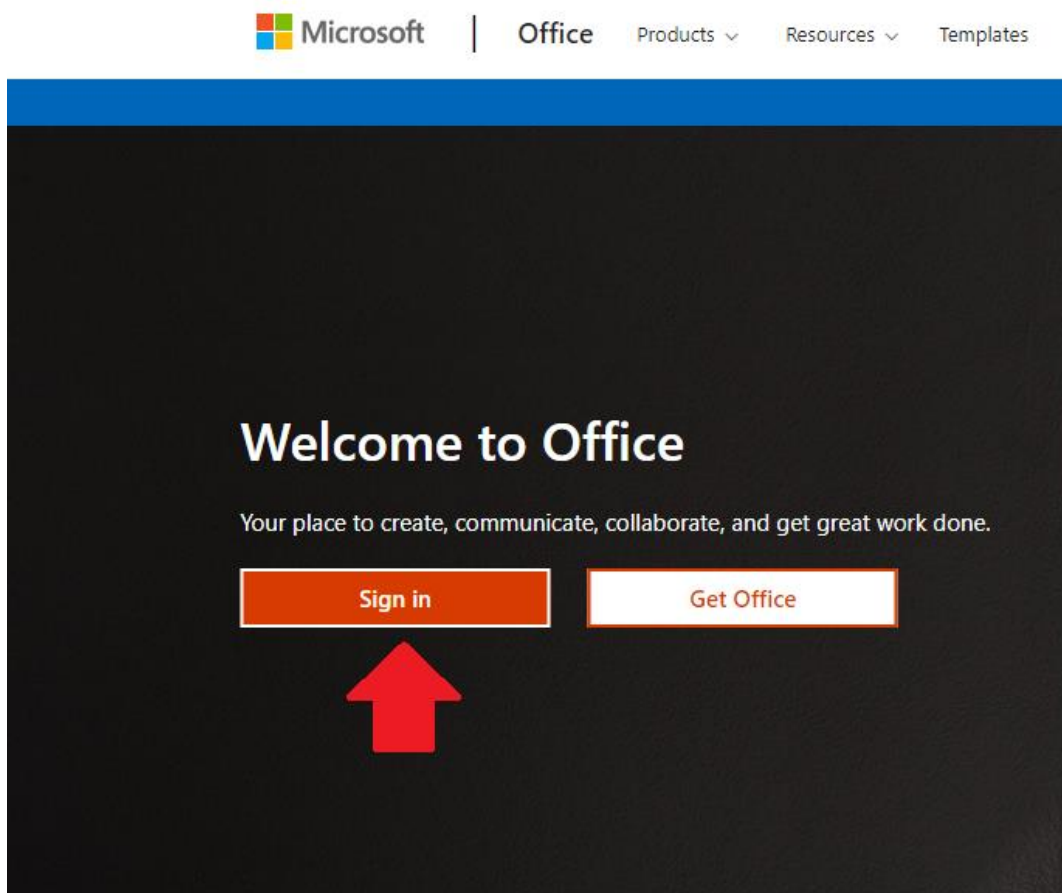


# How to Sign Into Office.com for Student Emails

## Step 1:

Open a web browser (Google Chrome, Microsoft Edge, Mozilla Firefox, etc.) and go to **www.office.com**

Once you get to the web page you should see this:

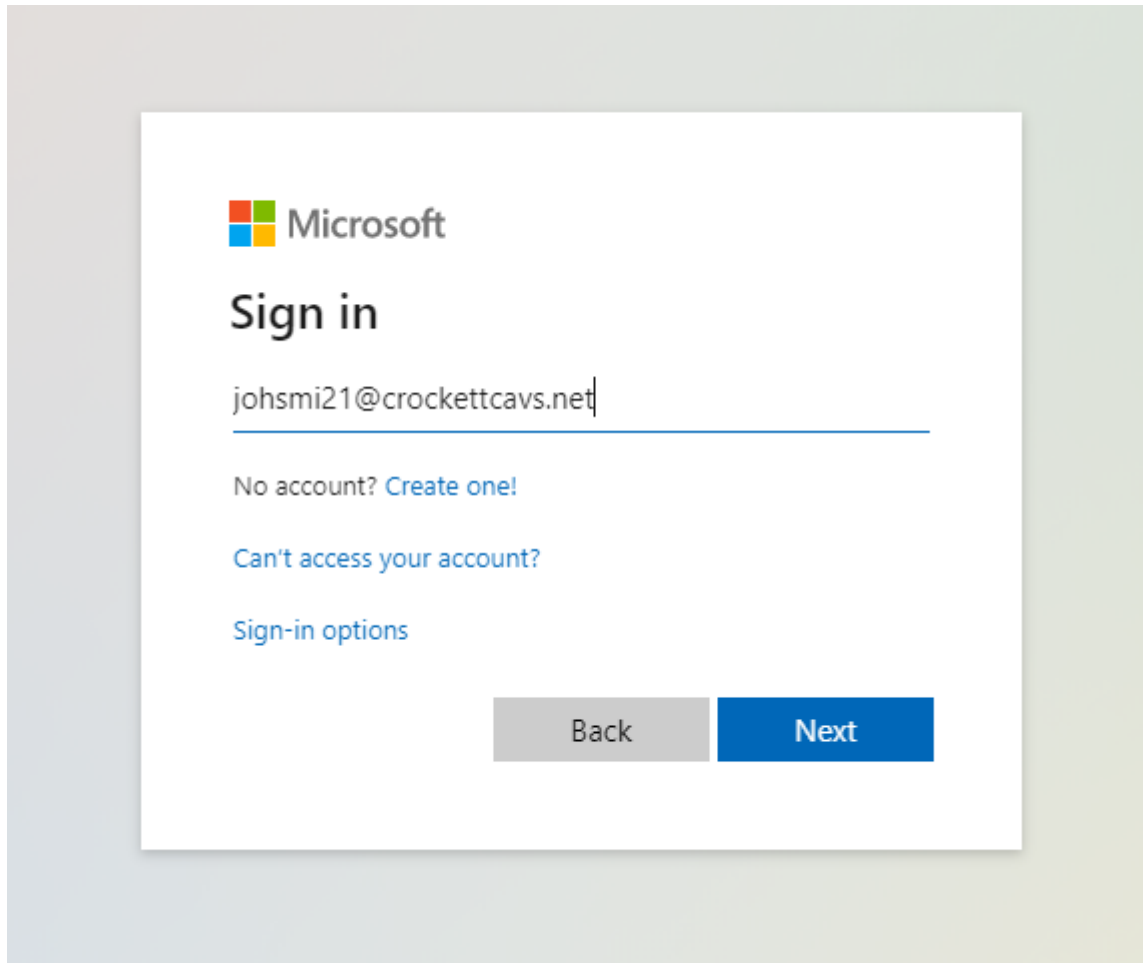


Click on Sign In.

## Step 2:

Enter your crockettcavs.net email address and click next. If you do not know what your email address is, it should be the first 3 letters of your first name, the first 3 letters of your last name, and the last 2 digits of the year you will graduate.

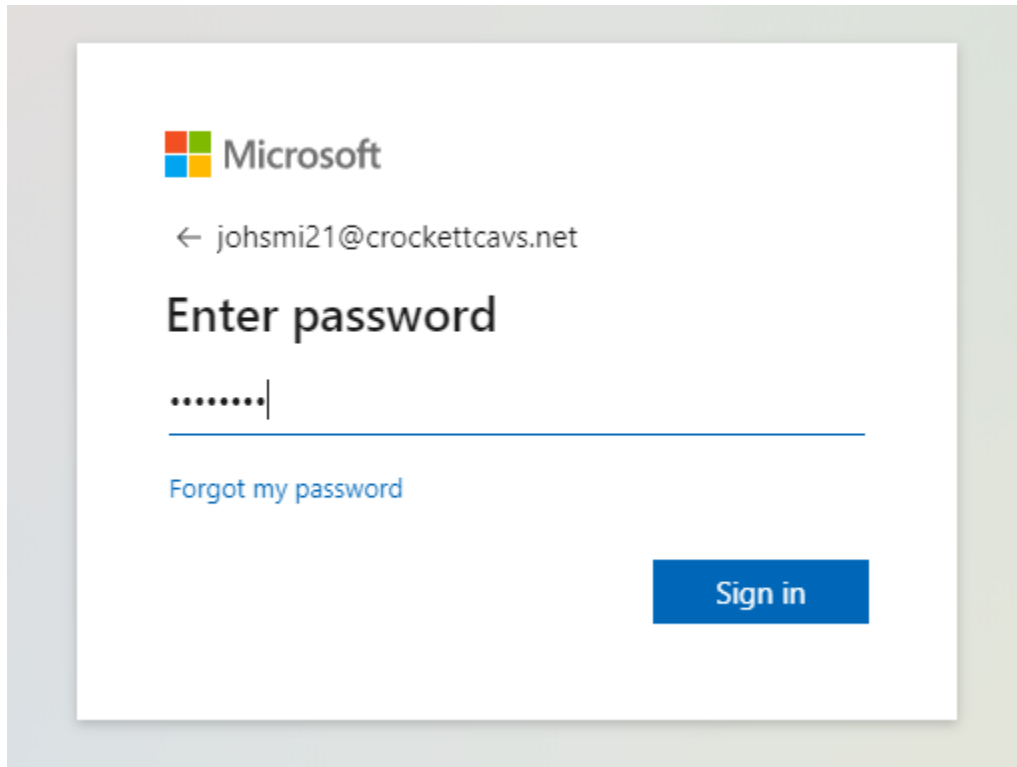
Example: John Smith is a senior and will graduate in 2021. His email address would be **johsmi21@crockettcavs.net**



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "johsmi21@crockettcavs.net". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there are two buttons: a grey "Back" button and a blue "Next" button.

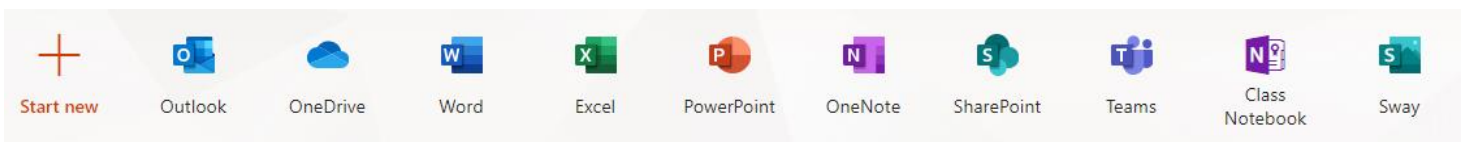
### Step 3:

Enter your password and click Sign in. **PLEASE NOTE:** The first letter of your password is capitalized.



### Step 4:

Once signed in, you will see icons for your available web apps like the picture below:



If you need to check your email, click on Outlook.

OneDrive is used for storing files on the cloud.

Click on Teams if your teacher has a class set up for it.

Word, Excel, and PowerPoint will open a web version of the application.

**If you have any questions about this process or questions regarding username/password, please contact the school's office.**