

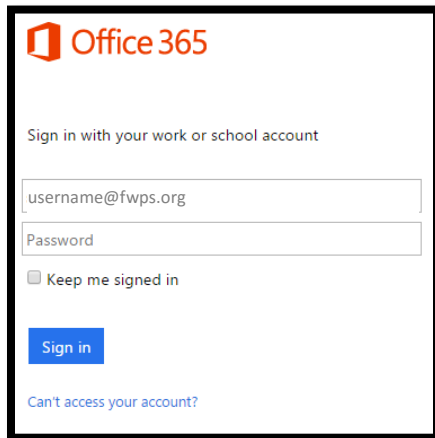
# Getting Started with Office 365

**Step 1:** Go to <http://login.microsoftonline.com>

**Step 2** – Login

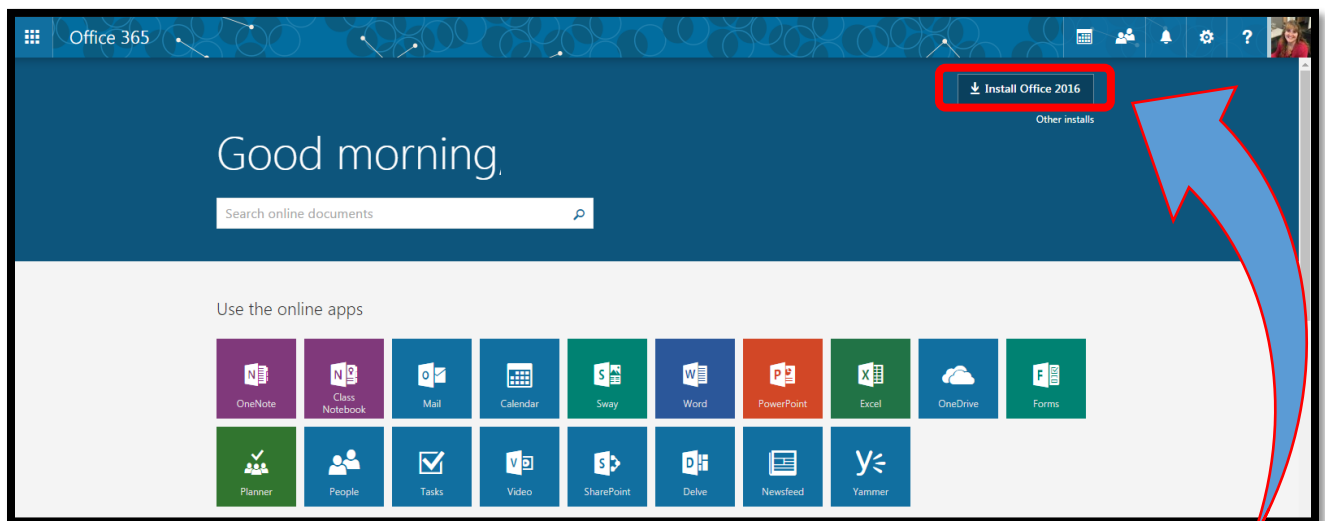
- Students use their student ID number @fwps365.org (example: 12345@fwps365.org)
- Teachers use their district email address (example: jdoe@fwps.org)

Use the same password that is used to log onto a district computer and click the “Sign in” button.



The screenshot shows the Office 365 login interface. At the top left is the Office 365 logo. Below it, the text reads "Sign in with your work or school account". There are two input fields: the first contains "username@fwps.org" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom left, there is a link that says "Can't access your account?".

**Step 3** – Select an app.



**Step 4** – Install Office on your personal devices. (Optional)

Click Install to download Office for free on your home computer.

*Do not install on your district computer or laptop.*