



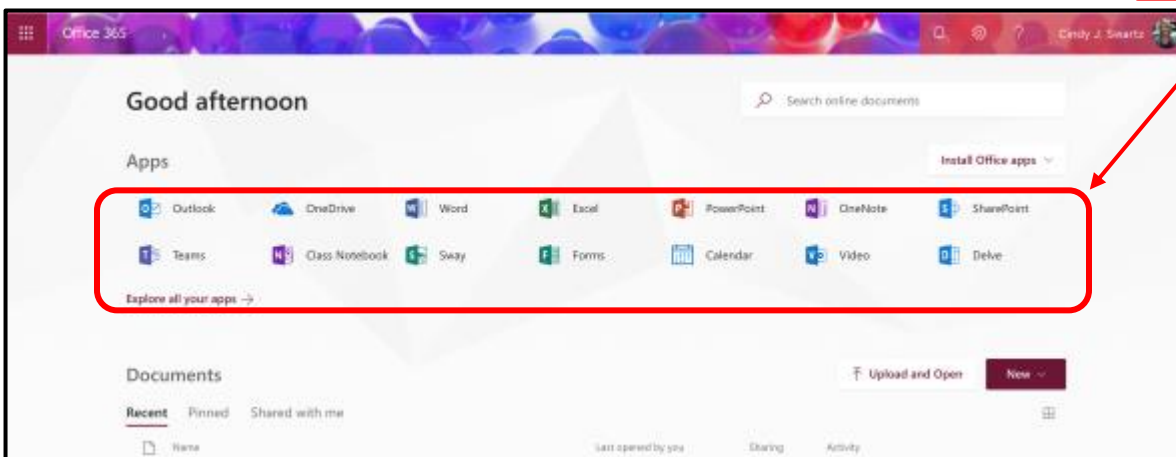
## - Access and Use Office 365 -

### Access Office 365

Go to [portal.office365.com](https://portal.office365.com) and login with your district email and password.

### Home Screen

Office 365 Tools



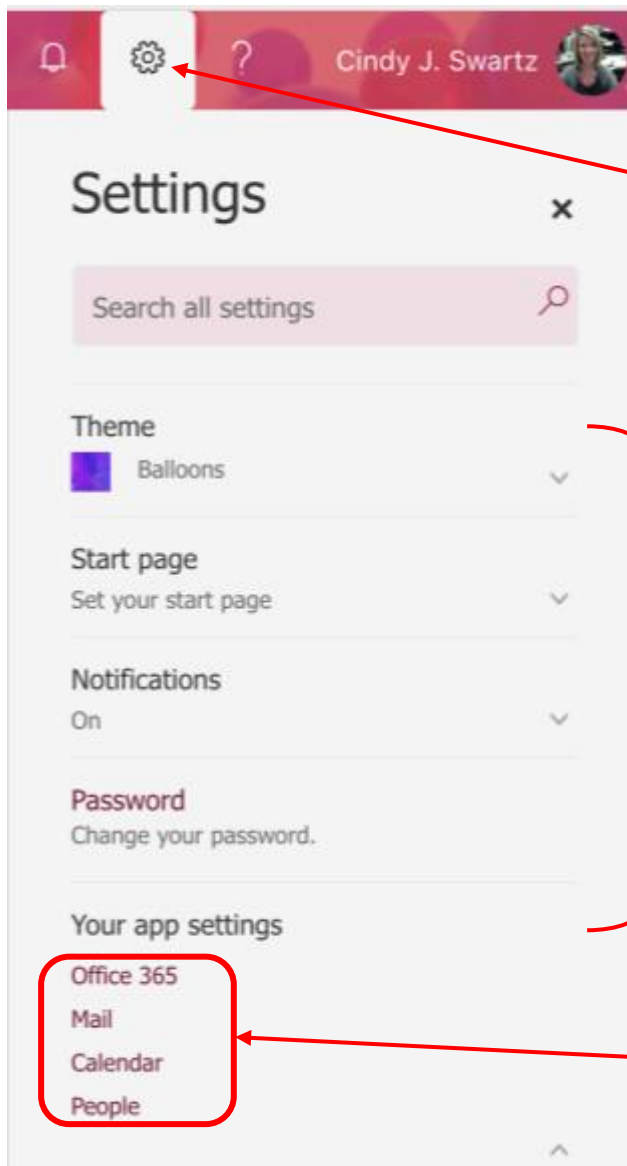
Link to install Office software on up to five computers – PC or Mac





Changing your settings, theme, password, etc.

Explore your Settings



The upper-right hand corner of the Home Screen displays the Settings icon.

Explore your options for themes, etc.  
Or change your password (if needed.)

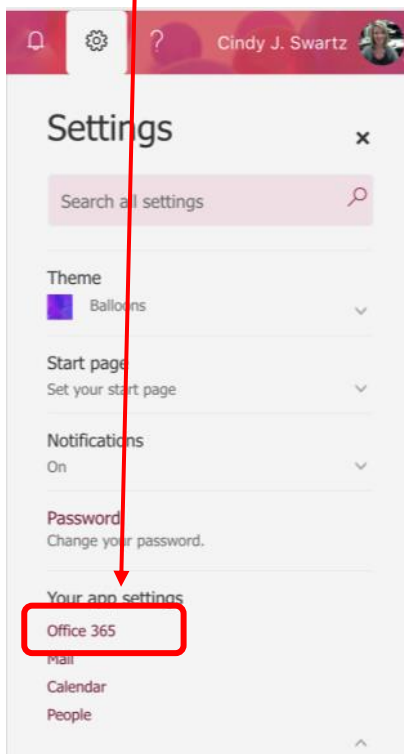
More settings to explore, including "out of office" reply settings in Mail.



## Explore Your Account

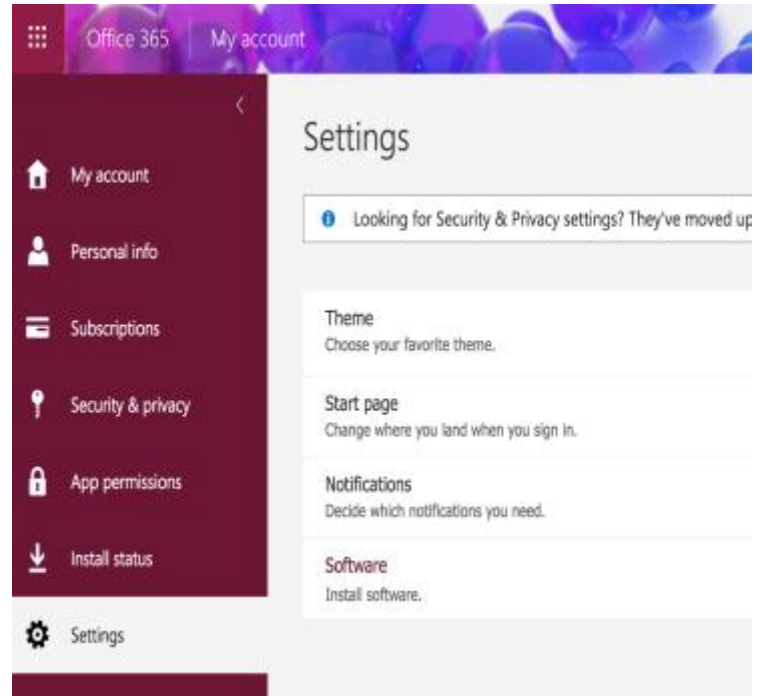
STEP ONE:

Click on "Office 365" to access FULL account information.



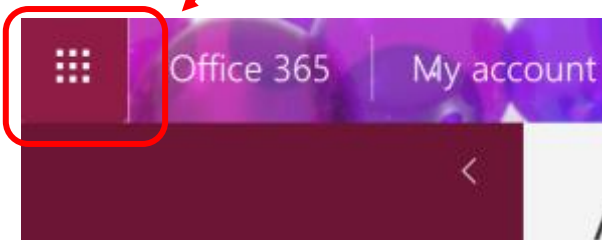
STEP TWO:

This screen displays tabs to access your account, including how many times you accessed the Link to install Office software on up to five personal devices – PC or Mac



## Navigate to the Office Tools

Click the waffle icon to return to the Office 365 Tools.





## Change Your Picture



Click on the picture, to open up the profile settings (in order to add or change your photo).



Click on the picture above the profile/account settings to add or change your photo. Another window will open up to provide a location in which to upload a photo.

