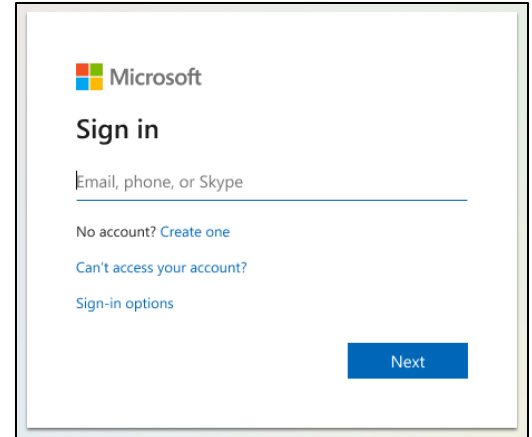
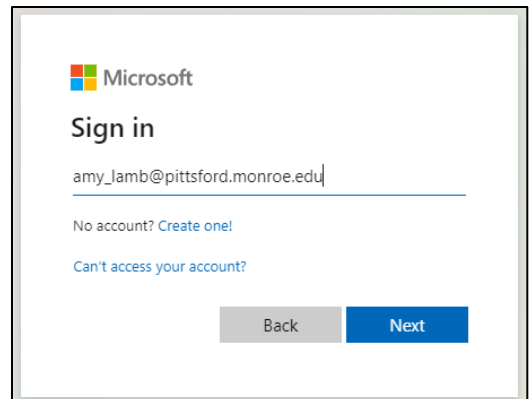


Logging Into Office 365

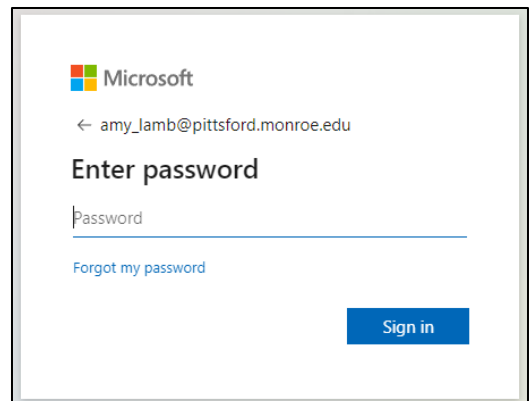
- 1.) Navigate to the Office 365 sign in page. You can do this in several ways:
 - a. **Staff** – go to the “For Staff” page on the PCSD website and then click “Office 365”
 - b. Launch Office 365 via ClassLink
 - c. Simply type the URL <https://portal.office.com> in your web browser



- 2.) For faculty/staff, your username is your PCSD email address (firstname_lastname@pittsford.monroe.edu). For students, the username is your school email address (firstname_lastname@students.pittsford.monroe.edu).



- 3.) You will then be prompted to enter your password. Your Office 365 password is the same as your Active Directory password (the same one you use to log in to your district computer).
 - a. **Staff** – If you are on a new computer or have not signed in within the last seven days, you will be asked to enter the code from your authenticator app.



- 4.) Once you have entered your username and password, you will be asked if you would like to remain logged in. Check the box “Don’t show this again”, and then select either “Yes” or “No” to proceed to the Office 365 homepage.

Note If you are on a shared computer, click “No” when asked if you want to stay signed in.

