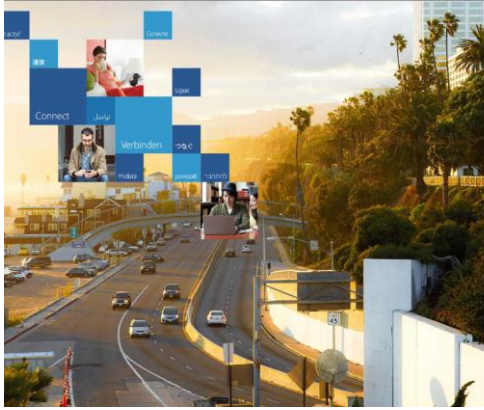


Login Instructions for Office 365 and Email



Office 365

Sign in with your work or school account

Keep me signed in

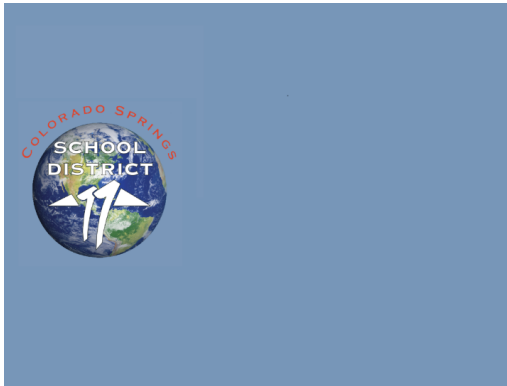
Can't access your account?

Your work or school account can be used anywhere you see this symbol.
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1. Go to portal.office.com and enter your District 11 email in the top box. DO NOT enter anything in the bottom box. Click the "Sign In" button.

Your District 11 email is:

firstname.lastname@d11.org



Please log in using your D11 username and password

Sign in with your organizational account

You will be sent to a page that looks like this. Your email will already be filled in.

In the password box type and your District 11 password. Example: **smile**

You are now logged into Office 365.

You can download Office 2016 (Microsoft Word, PowerPoint, Excel) to your computer, laptop, tablet, or phone for free.

You can download it to up to 5 devices.

You can use online versions of any of the Office 2016 products or Skype by clicking on the icon.

You can check your email by clicking on Mail.

You can also access anything you have saved to your One Drive at school when you are at home, the public library, or from any computer with internet access. You can also create and save new documents to your One Drive.