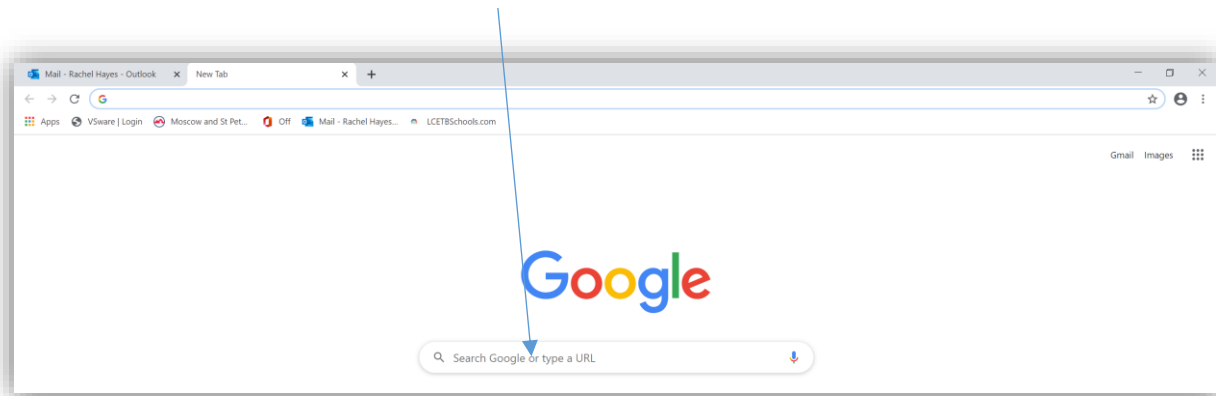


## How to log in to your Office Account

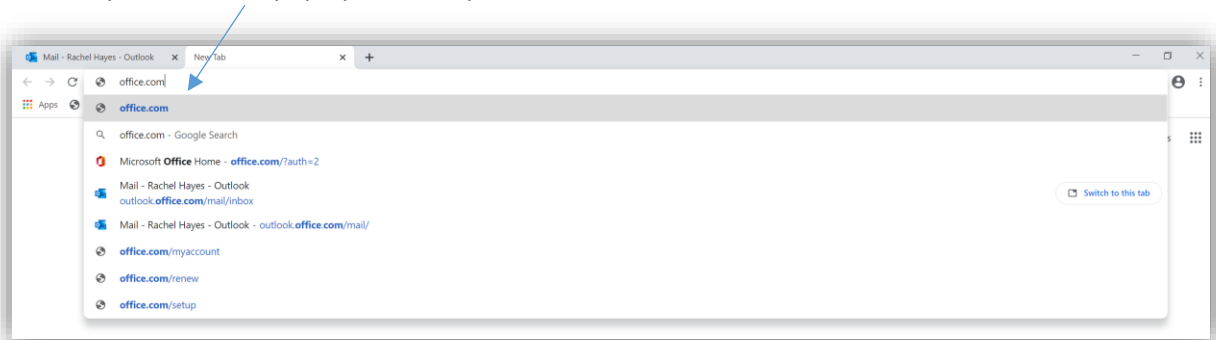
This might seem difficult but it just takes time and practice.

Please follow the steps.

1. Look up Google on your phone or on a computer
2. Type "Office.com" into the Google search box by clicking into the box



Don't worry if the words pop up at the top of the screen – this is normal.



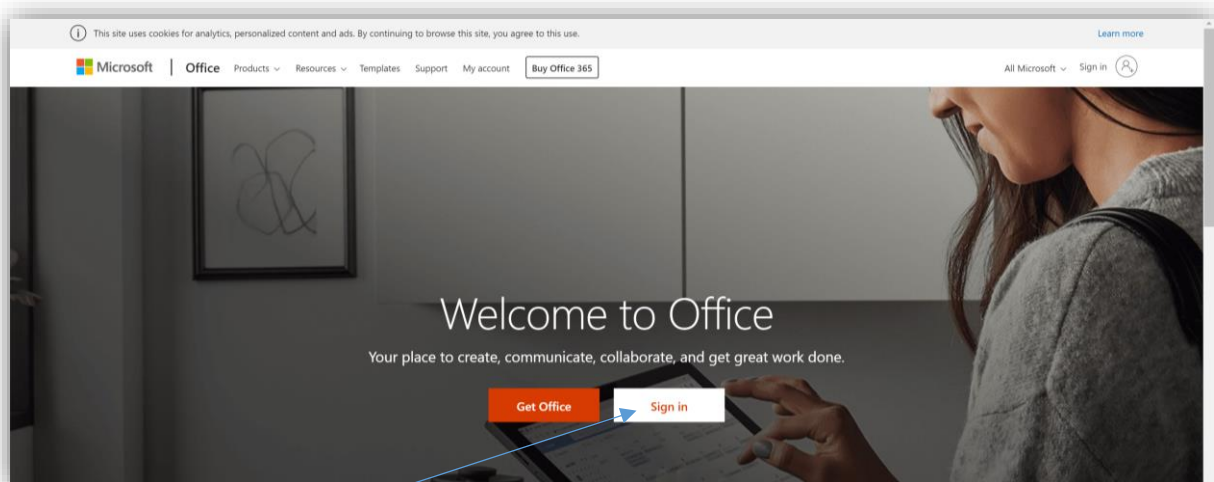
Click "return or enter" button on your computer

or click on "search" on your phone

It might look something like this:

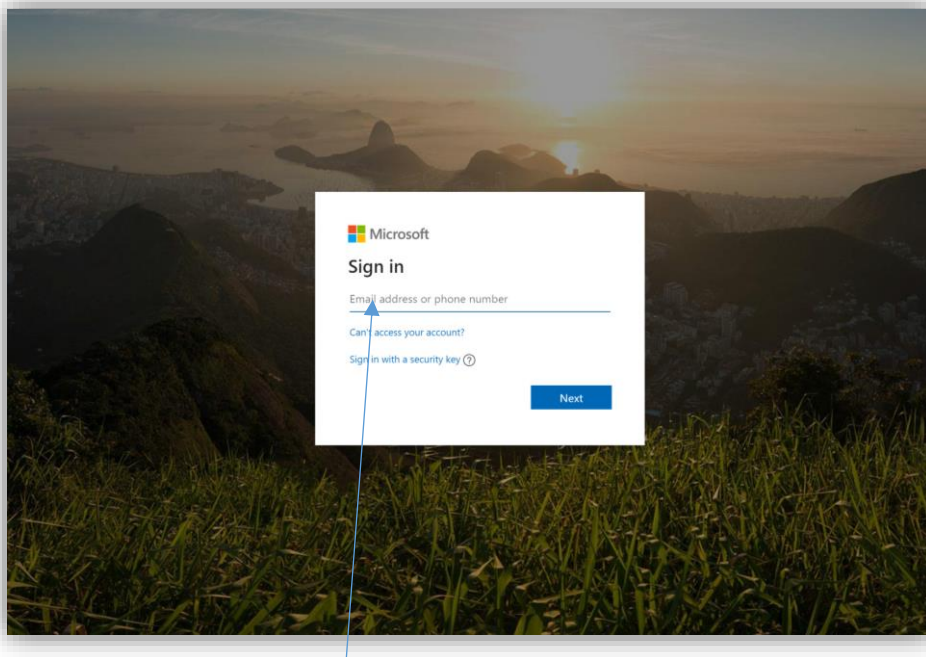


3. A new page will appear that looks like this:



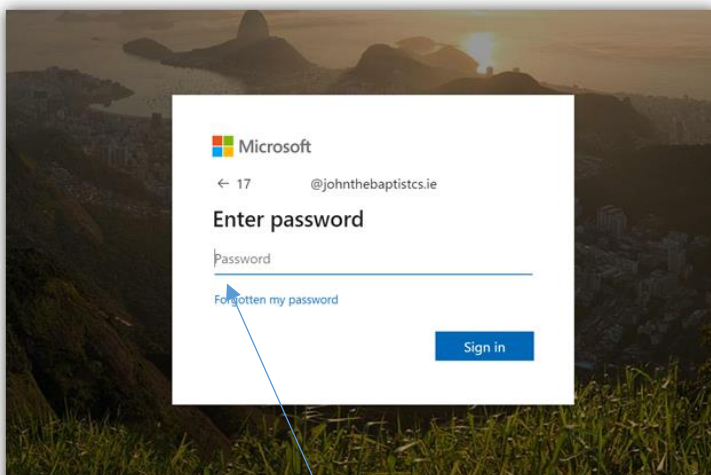
4. Click on "Sign In"

5. A new page will pop up that looks like this:



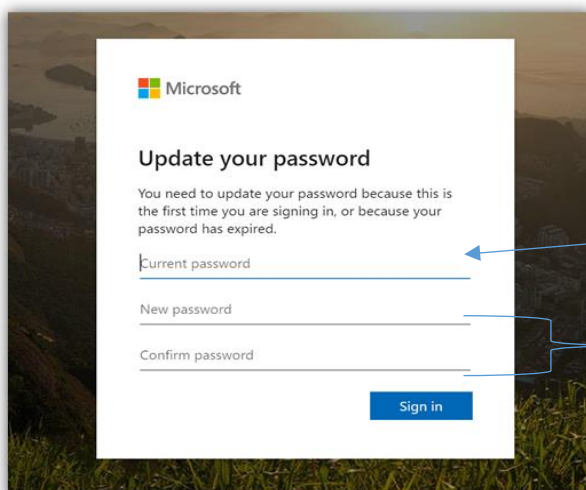
6. Click where it says "Email address or phone number". Type in your email address.

7. A new box will pop up that looks like this:



8. Click on where it says "Password". Type in your temporary password that was given to you.

9. A new box will appear that looks like this:



In the space that says "Current Password", type in your temporary password: **Jtbcs2019**

This is where you put in your new password twice

You will have to create a new password that is just yours. The school cannot see this password. If it is lost, it will need to be reset by Ms. Hayes/Mr. Stack/Mr. O'Connor.

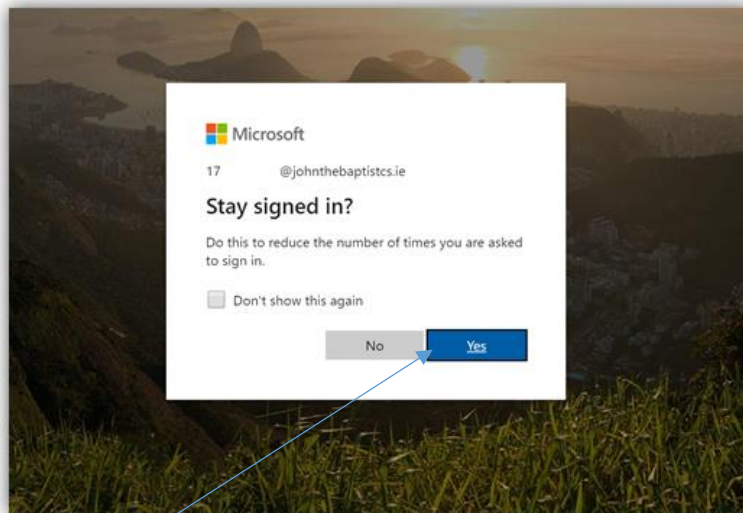
Your new password must:

- Be **8 characters** in length
- Have at least **one capital letter**
- Have at least **one lower case letter**
- Have at least **one number**

Click "Sign In"

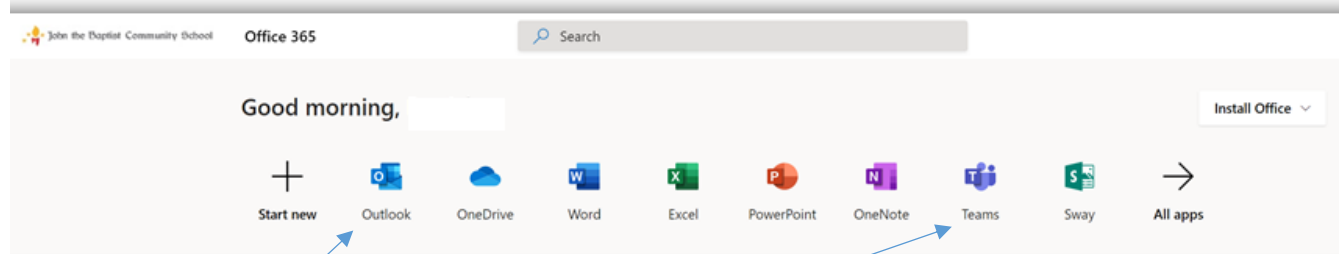


10. A new box will appear that looks like this:



Click "Yes" if you are on your own computer

11. Your dashboard will now appear:



12. Click on "Outlook" for emails

13. Click on "Teams" for classwork