

Office 365

Follow the steps below to access your Office 365 Account. This will be your email account for school and used to communicate with your teachers.

Go to <http://portal.office.com>



Sign in with your work or school account

Keep me signed in

[Can't access your account?](#)

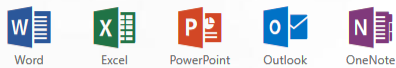
Don't have an account assigned by your work or school?
[Sign in with a Microsoft account](#)

Sign in with your full email address: firstname.lastname.graduationyear@comfortisd.net

Your **Password** was given to you at device pick up. The first time you login to Office 365 you will be required to **change** the password. Please remember the new password you set and keep it safe. **DO NOT** share your password with other students.

Now you are on the **Office 365 Home Page**. This is how you will access your Email, Calendar, Contacts, Word App, Power Point App, Excel App, OneNote App and One Drive. Please **DO NOT** click install. Office is already installed on your laptop.

Install Office on your PC

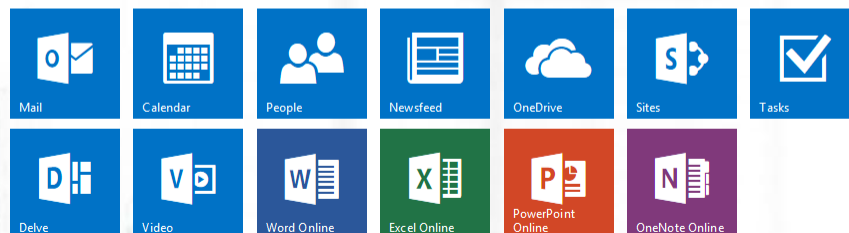


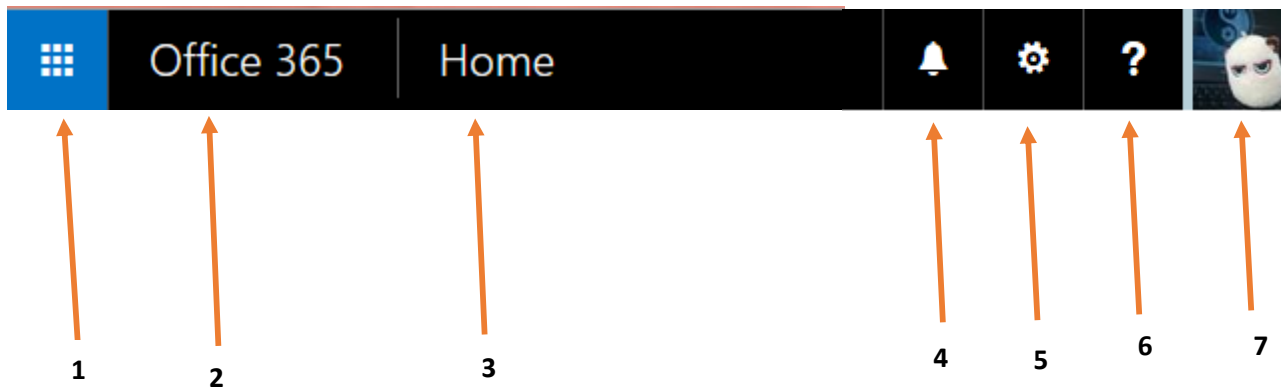
Language: English
[Change language](#)
[Troubleshoot installation](#)

Got a Mac? Sign in to Office 365 on your Mac to install.

Smartphone or tablet? [Get Office on your devices](#)
[Learn how to set up email and Office 365 apps on your device](#)

Collaborate with Office Online





1. Apps Menu – This can be used to toggle between apps.
2. Click here to return to the Office 365 Home Page.
3. The App or page you are currently working in.
4. Notifications – for example new email.
5. Settings for Office 365.
6. Help from Microsoft.
7. Profile picture, About Me section and Sign Out.

Office 365 allows you to be able to access these apps anywhere you can connect to the internet. Simply log in and all your work you have saved to your Office 365 OneDrive will be there. The Word app, Power Point app and Excel app automatically saves your work to your Office 365 OneDrive as you make changes to your document online. You will receive help using these online apps from your teachers and other CISD staff.