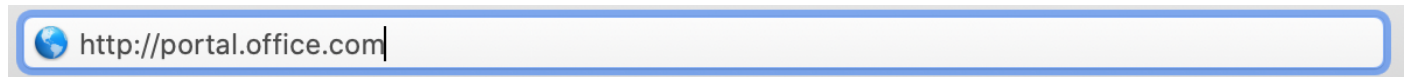


Remote Learning Office 365 Setup

- Open a web browser (Chrome is the preferred option)

In the address bar

- Type <http://portal.office.com>
- Press Enter



The Portal Login page opens

- Enter student email
- Click Next



You will be redirected to the EduPass login page

- Enter UserID
- Enter Password
- Click Login

Security (show explanation)

- This is a public or shared computer
- This is a private computer

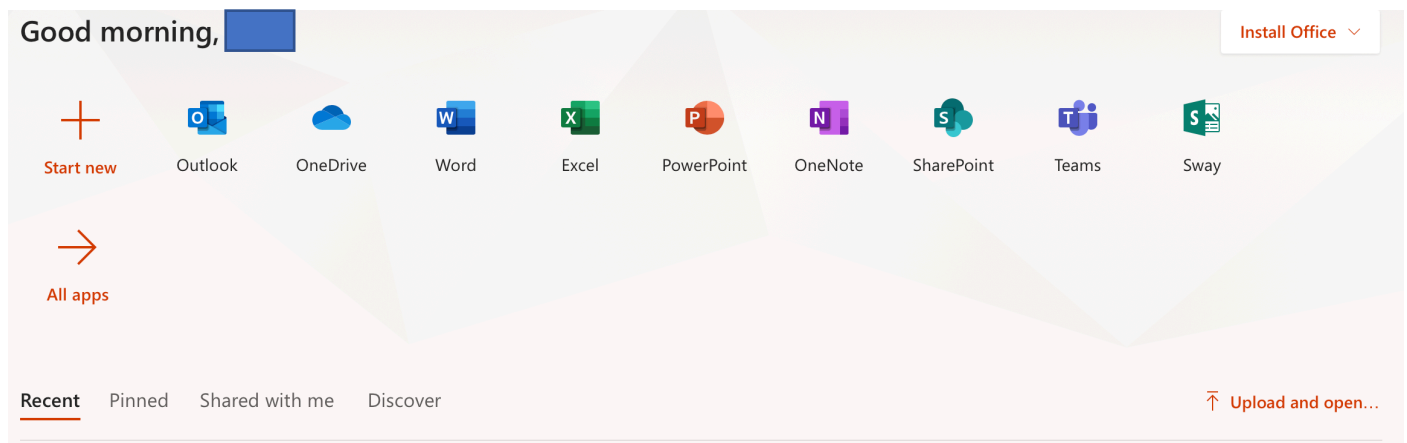
User ID:

Password:

[Reset Forgotten Password](#) | [Log in](#)

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The Office365 Landing Page will open.



Each of the tiles represents an online version of a desktop app.

OUTLOOK: student email service

ONEDRIVE: Cloud storage for documents and files

WORD: word processing software

EXCEL: Spreadsheets

POWERPOINT: Presentation software

ONENOTE: Workbook

SHAREPOINT: Collaboration tool, and site creator

TEAMS: Collaboration and communication tool

SWAY: Simple website creation