

How to Log onto Office 365 Account

1. Go to: www.coshoctonredskins.com

2. Click on **Students**

3. Click on Office 365



4

A screenshot of the Office 365 sign-in page. It features the Office 365 logo at the top left, followed by the text "Sign in with your work or school account". Below this is a text input field containing the email address "new.girl@coshoctonredskins.com", a password input field with masked characters "*****", and a checkbox labeled "Keep me signed in". At the bottom left are two buttons: "Sign in" (blue) and "Cancel" (grey). At the bottom right is a link that says "Can't access your account?". A yellow circle with the number "4" is overlaid on the top right corner of the form.

Log in with your new email address and your temporary password.

Click Sign in.

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A screenshot of the Office 365 "update password" page. The page has a black header with "Office 365" in white. Below the header, the text "update password" is displayed. A message states: "Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols." Below this is the "User ID" field with "new.girl@coshoctonredskins.com". There are three password input fields: "Old password" (masked with "*****"), "Create new password" (masked with "*****" and a green bar below it with the word "strong"), and "Confirm new password" (masked with "*****"). A green "submit" button is at the bottom left. A yellow circle with the number "5" is overlaid on the top right corner of the form.

Put your temporary password in first for Old password.

Create a new password.

Redskins1 works!

Type the new password in again.

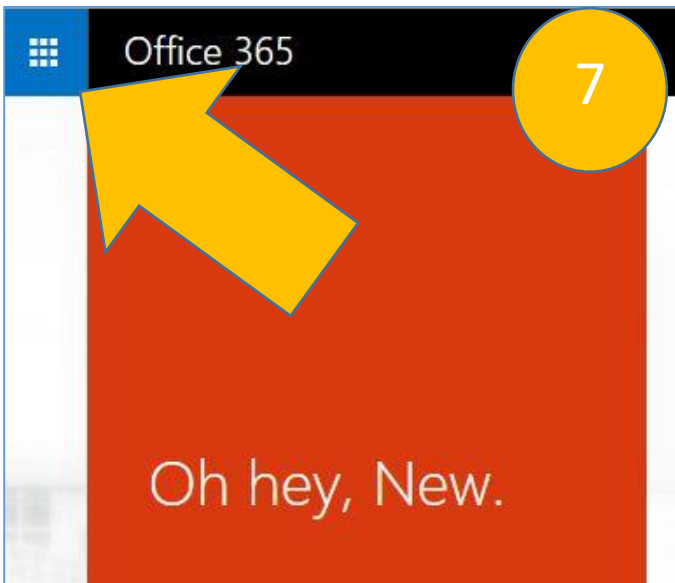
Click Submit.

6



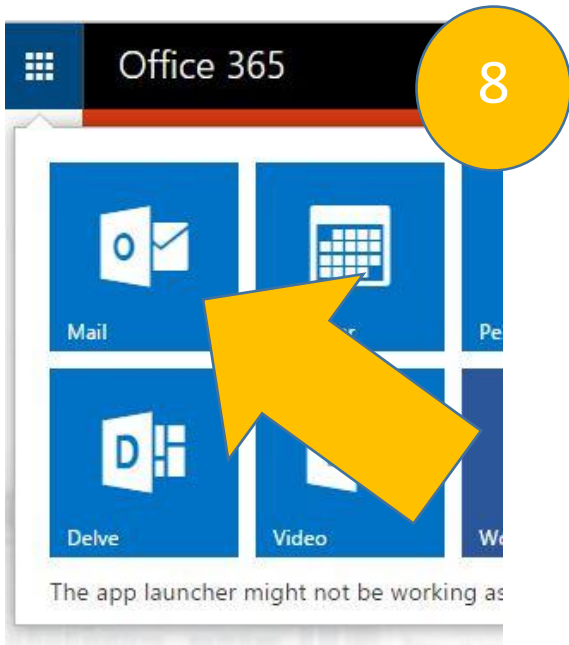
Ignore this!
You can use this at home if you want to install these products on your home computer for FREE!!

7



See the yellow arrow.
Click on the products box. Looks like tic-tac-toe!

8



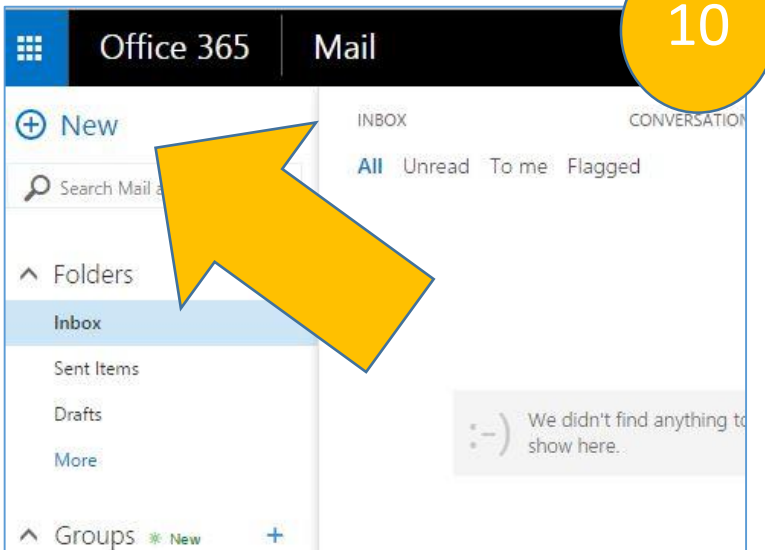
See the yellow arrow.
Click on Mail.

9



Make sure this says
English (United States)
And Eastern Time

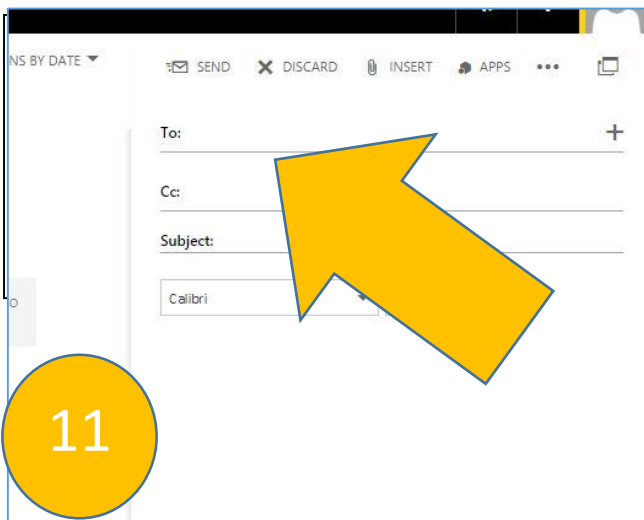
10



To send a new email, click on
the + New button.

See the yellow arrow.

11



Start typing a teacher's last
name into the To: field.

You might have to click
Search.