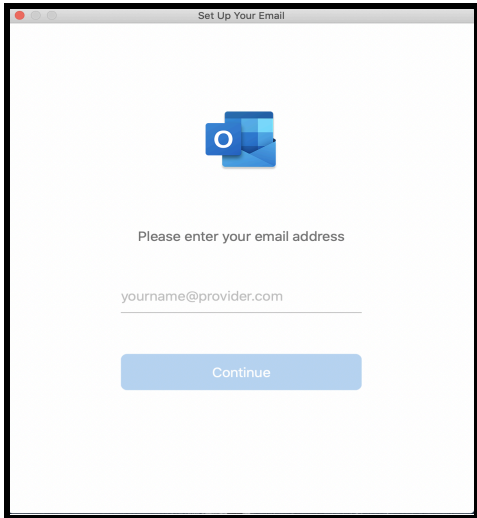
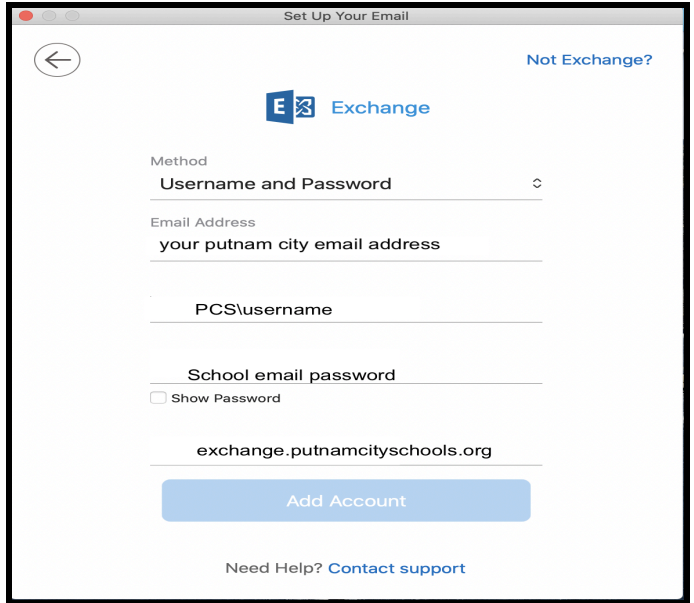


\*\*\*You have to log in to your Office 365 account at least once before attempting to access your email account. If it prompts you to sign into your Microsoft account, please see the instructions on the second page.

	
<p>Enter your email address (if it doesn't pull it up automatically)</p>	<p>Fill in the blanks and select Add Account</p>
<p style="text-align: center;"><a href="#"><u>Click here to watch a video tutorial of the steps</u></a></p> <p><b><u>***Tips:</u></b></p> <p><b><i>If your account does not verify, double check the domain\username blank. The slash must match the slash in the prompt (it's the backslash, found beneath the backspace/delete button on your keyboard) and it only requires the username, not the complete email address: ex. PCS\ckrodel</i></b></p> <p><b><i>You may need to also check the email field to make sure that no extra characters are entered - it should be your Putnam City email address.</i></b></p>	

**Microsoft Office 365 account instructions:**

Office 365 offers free licensing for Office products to educators with a school-issued email address. You can use this licensing to access office products on the internet browser on any device, and you can use it to install Office on your personal devices also.

Your Office 365 account uses the same credentials as your Putnam City email. Use your full email address and password to sign into your account.