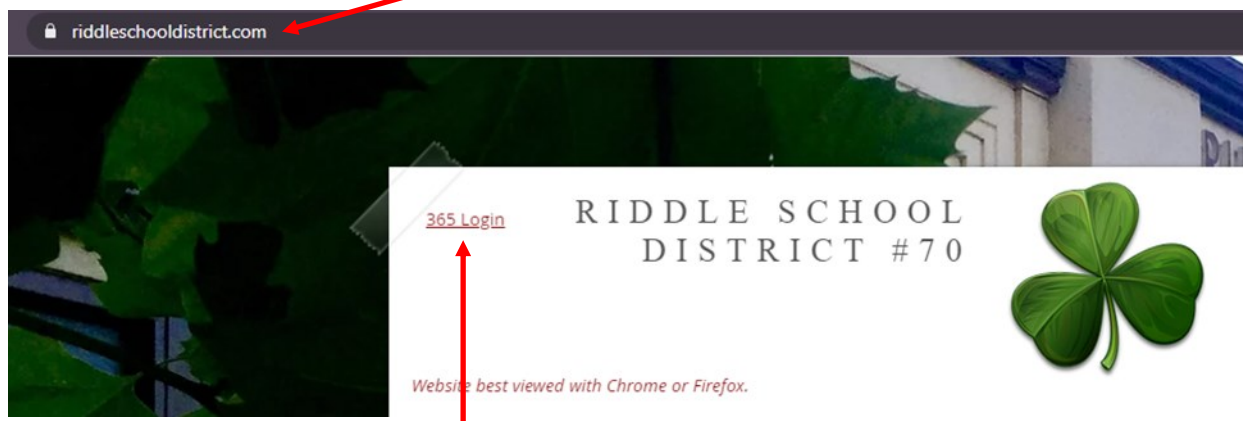


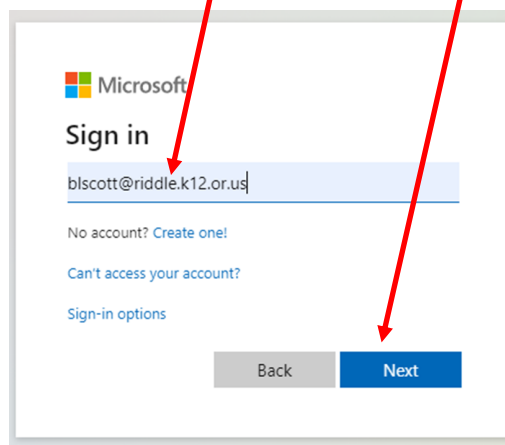
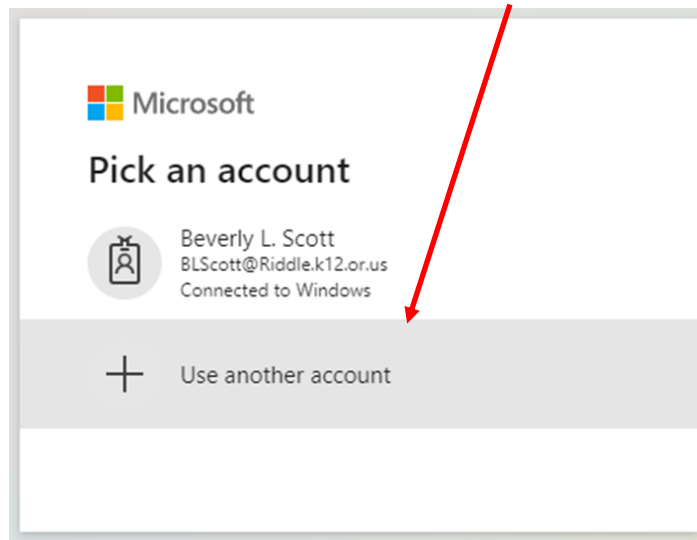
To access Microsoft 365 and other Microsoft products such as Teams, Outlook (school email), Word, etc....



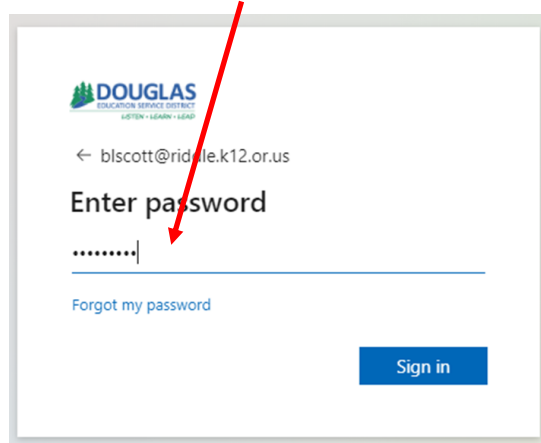
1. From a browser, type in www.RiddleSchoolDistrict.com.



2. From this website, click the **365 Login** link in the upper, left-hand corner of the webpage.
3. If this screen displays, click **Use another account**. Enter your username (usually first initial last name or first initial, middle initial, last name followed by @riddle.k12.or.us.). Then, click **Next**.



4. Enter your password (provided by the school).



RECOMMENDATION:

Do NOT change the password provided by the school. Changing the password may lock you out of the school Chromebooks.

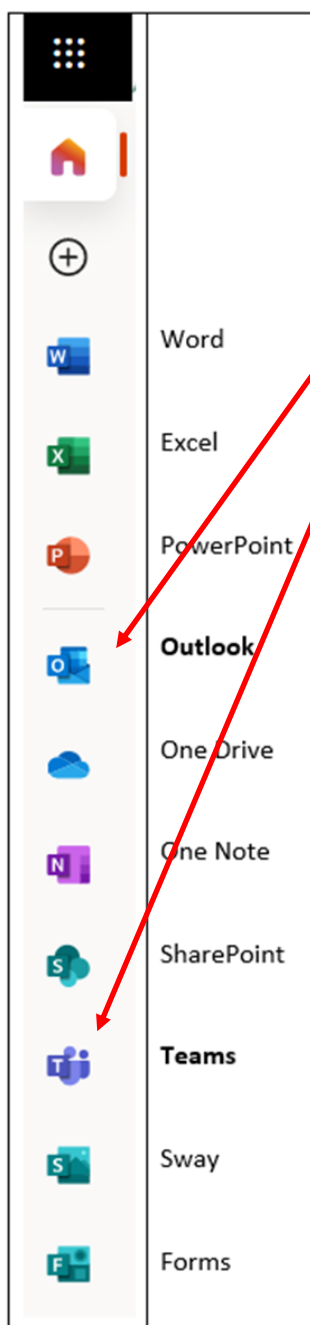
To access Microsoft 365 and other Microsoft products such as Teams, Outlook (school email), Word, etc....



CONTINUED

5. This window may pop up asking if you want to Stay Signed in? *You may want to click in the box that says "Don't show this again."* This is optional. Then, Select No or Yes.

6. You are now in Microsoft 365.



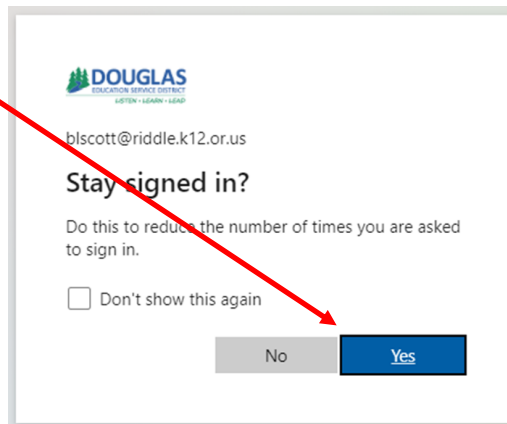
Note: Your view may not display vertically as shown to the left.

From here, you can get to your school email (**Outlook**) as well as **Teams**.

We use **Teams** for virtual class meetings and for some chats and calls.

Click on the icons to use the Microsoft products. Some of you may use **Word** for submitting documents or **PowerPoint** or **Sway** for classroom presentations for example.

You can also save files in your **OneDrive** account and then access them here. If using school Chromebooks, this is where you should save your work.



Teachers will assign students to Teams for their classes.

Students will receive an invitation to join Teams via email.

Students will only be able to view and access Teams they have been invited to by the teacher.