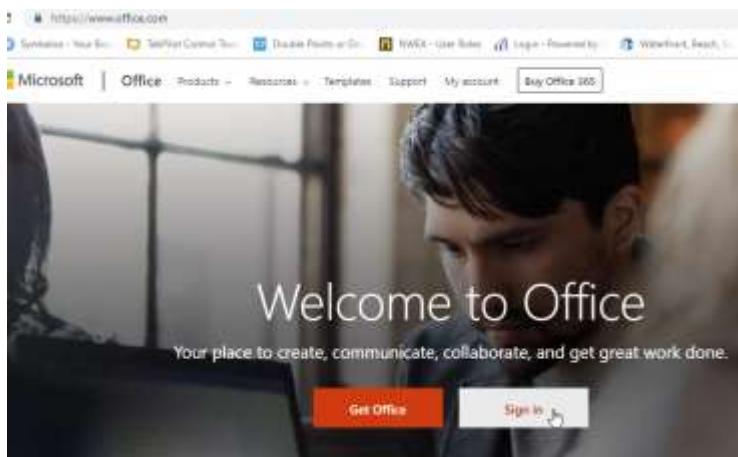## How to login to your Office 365 Account:

Using the browser of your choice, navigate to the "Online Accounts for Students" section under the "For Students" tab of the Junior High or High School webpage.

Once there, click on the "Office 365 Student Accounts" option on the left. You will see the link to the Office 365 Student Accounts on the right.
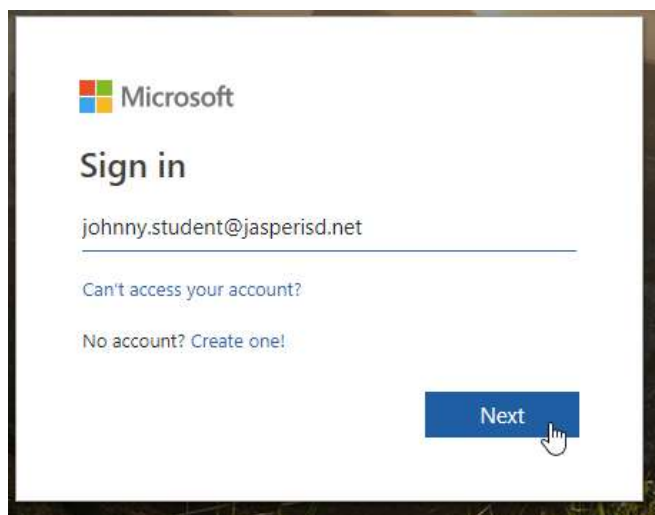
This link will take you to the login screen for Office 365:

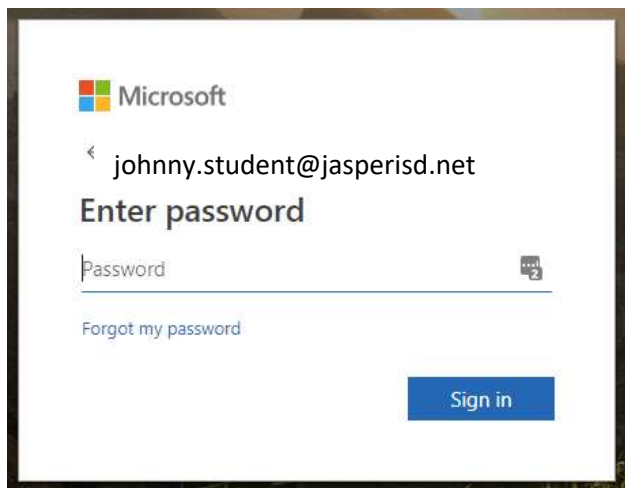You can also navigate directly to:

www.office.com

Click "Sign In"

At the sign in screen, you will enter your network login followed by "@jasperisd.net". See the example to the right.

Click "Next"

When prompted for password, enter the same password you login to school computers with.

The first time you login, select the "Outlook" app. You will need to set your time zone and select SAVE to continue into your email account. Please make sure you select "Central Time (US & Canada) as shown below.

Current time zone is (UTC-06:00) Central Time (US & Canada)