

## Introduction

Office 365 allows you to access your FSD Email, calendar, contacts and tasks from any computer that has Internet access via a Web browser. Outlook web App is available at <u>http://mail.office365.com</u> or through the district website.





Open your browser and browse to www.freemansd.org

Scroll to the bottom of the page find Staff and then Email

| Outlo                             | ok   |
|-----------------------------------|------|
| Microsoft                         |      |
| Sign in<br>to continue to Outlook |      |
| jdoe@freemansd.org                |      |
| Can't access your account?        |      |
| Sign in with a security key 🥥     |      |
|                                   | Next |
|                                   |      |

STEP 2

Enter your FSD email address.

You will not be able to enter your password.

You will then be redirected to a sign in dialog box



| Windows Security  | STEP 3   |
|---|--|
| Connecting to fs.freemansd.org.   | Enter your FSD Network Credentials:  |
| treed@freemansd.org   •••••••   Domain: freemansd.org   Remember my credentials | Username = <b>FSD Email Address</b><br>Password = <b>FSD Network password</b><br>Note: It will not work if you enter just<br>"treed" in the username |
| OK Cancel   |  |

| <b>≣</b> o | Dutlook     | ,        | n         |                        |         |           |
|------------|-------------|----------|-----------|------------------------|---------|-----------|
|            | lew message | 🗓 Delete | 🖻 Archive | $\bigcirc$ Junk $\vee$ | ≪ Sweep | 🗄 Move to |

STEP 4

Select timezone if applicable and then proceed.