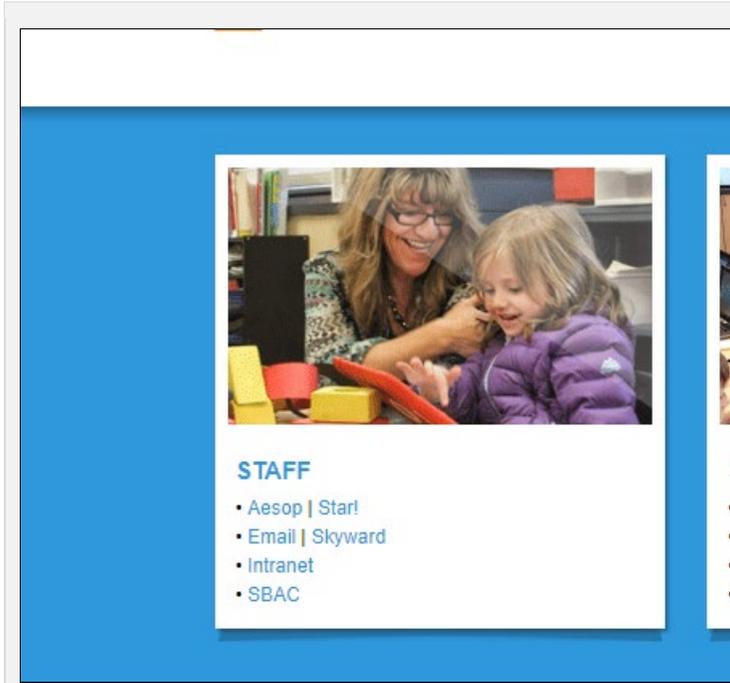


Introduction

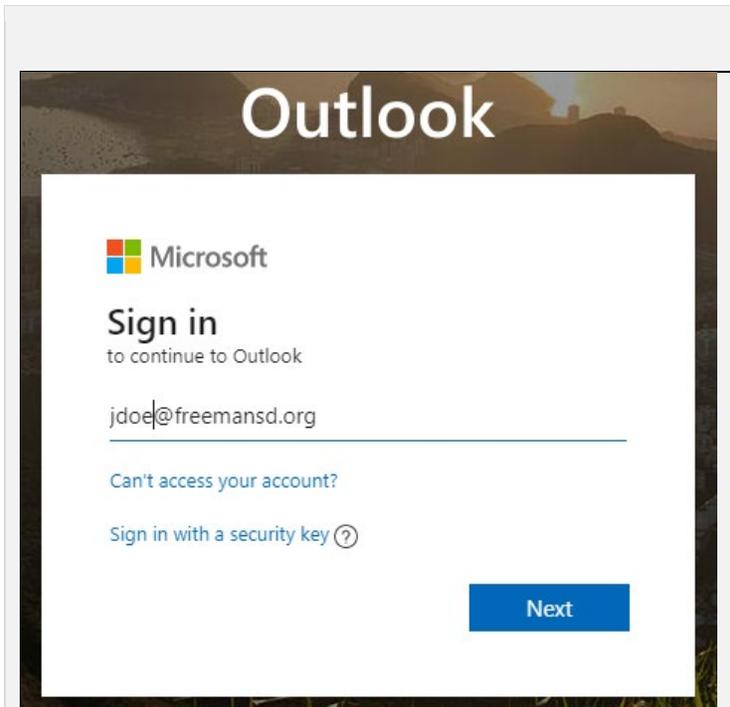
Office 365 allows you to access your FSD Email, calendar, contacts and tasks from any computer that has Internet access via a Web browser. Outlook web App is available at <http://mail.office365.com> or through the district website.



STEP 1

Open your browser and browse to www.freemansd.org

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

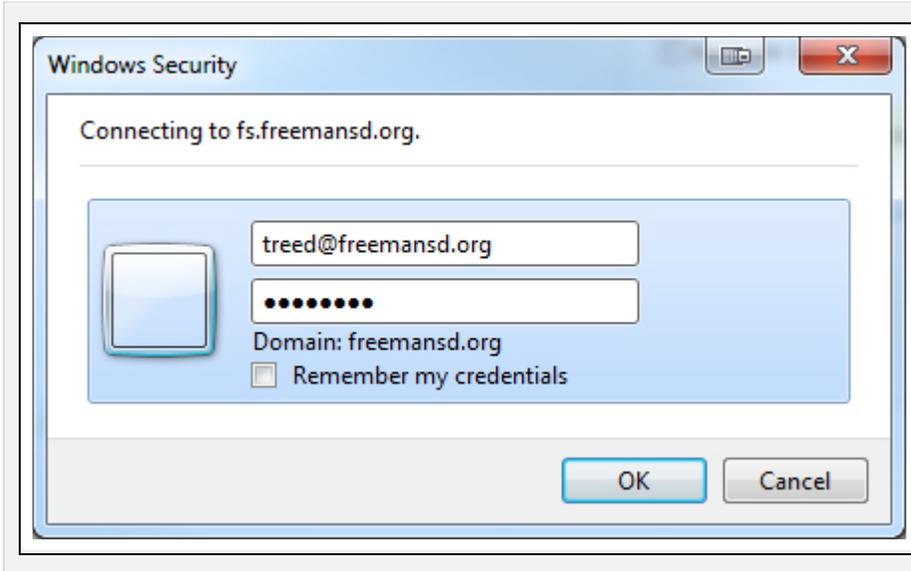


STEP 2

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

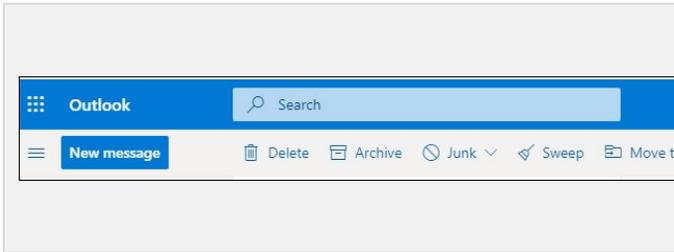


STEP 3

Enter your FSD Network Credentials:

Username = **FSD Email Address**
Password = **FSD Network password**

Note: It will not work if you enter just "treed" in the username



STEP 4

Select timezone if applicable and then proceed.