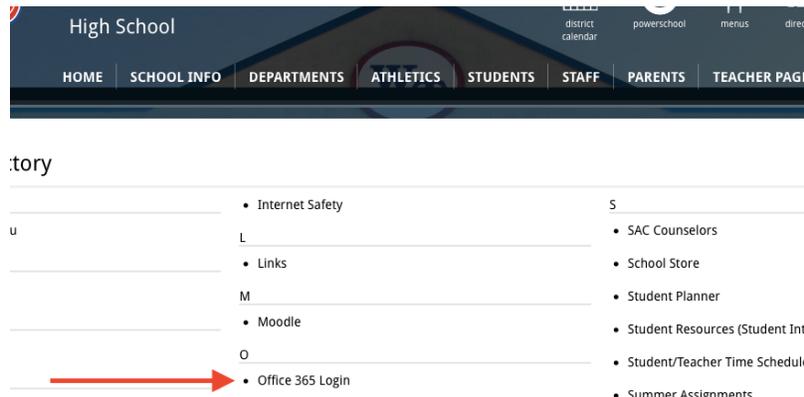
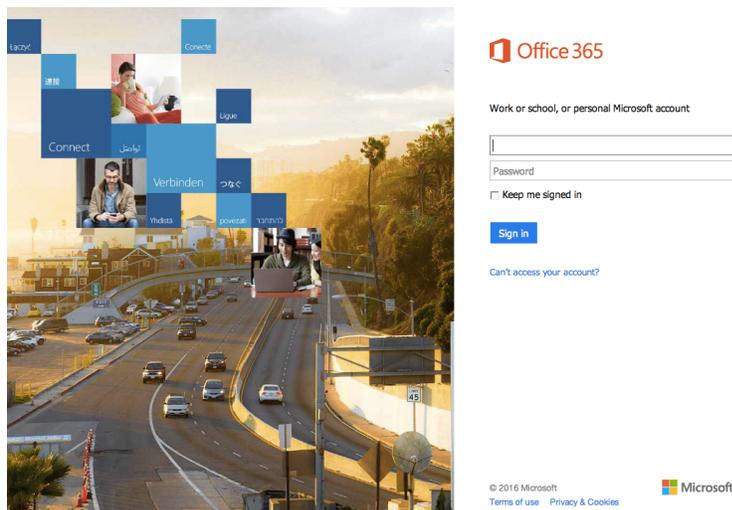


Directions for Accessing Student E-mail and other Office 365 Resources

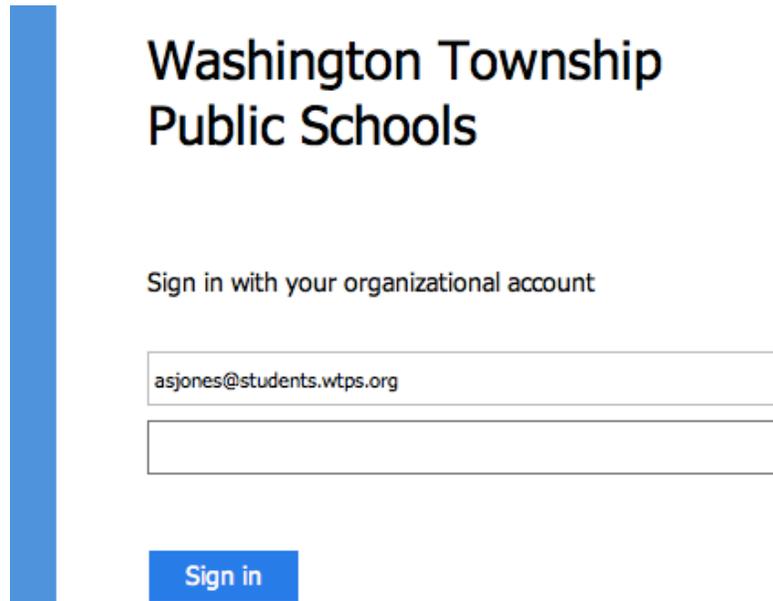
From the school or main District website, click on the Students menu followed by the Office 365 Login link



Which will take you to the Office 365 main login site:



Your username is the same as what is used to login to a computer at school, typically this is your first initial, last name followed by **@students.wtps.org**. You will then be directed to the Washington Township Public School Office 365 Login page which looks like this:



Your username should already be added for you, the password is the same as what you use to login to a computer at school. Once logged in, you should see the main Office 365 menu:



From the main Office 365 screen you may access all your tools such as your e-mail by clicking on Mail, OneDrive for Business files, etc. You are strongly encouraged to use this opportunity to change your password, directions for doing so are posted online

An important note on OneDrive for Business: this is your storage in the “cloud” similar to Google Drive or Dropbox. If you want to access these files via an app on your mobile device or home computer, you must download and install the **OneDrive for Business** version of the app, the non-Business version will not work.

More resources and tutorials on using the entire Office 365 suite can be found by going to www.wtps.org/technology and clicking on the Office 365 Resources link.

If you require assistance, please fill out a help request form which can be found in each of the three main offices and IMC. The IT Department will notify your homeroom teacher when your issue has been resolved.