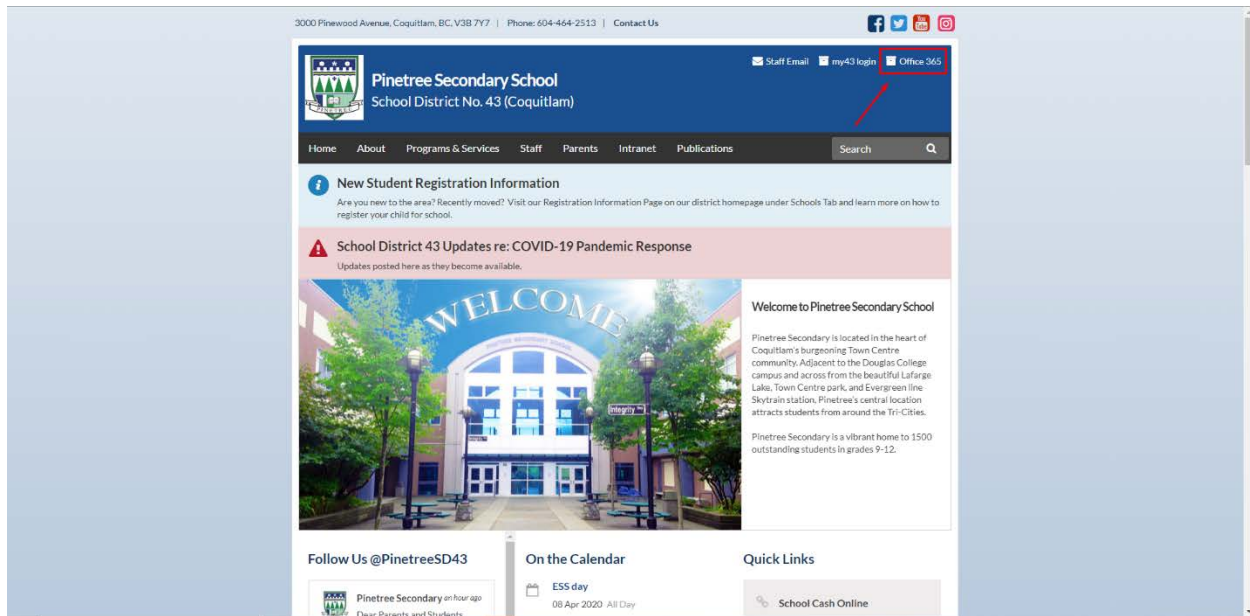
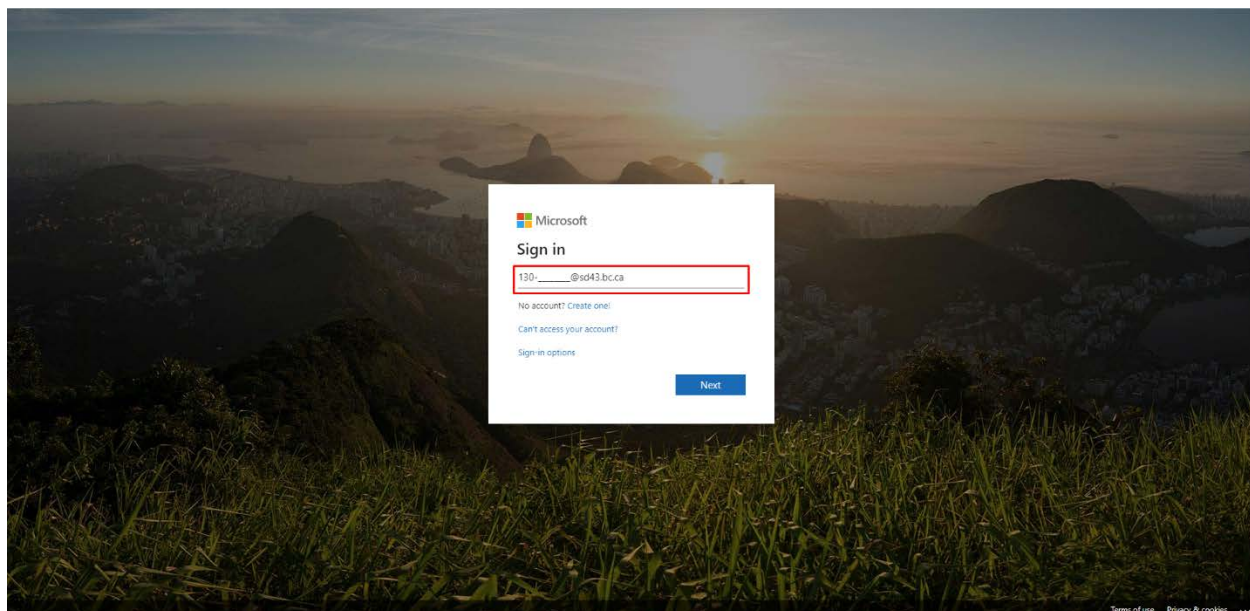


1) Starting at Pinetree's website, navigate to the Office 365 page by clicking on the link present in the top left corner of the page



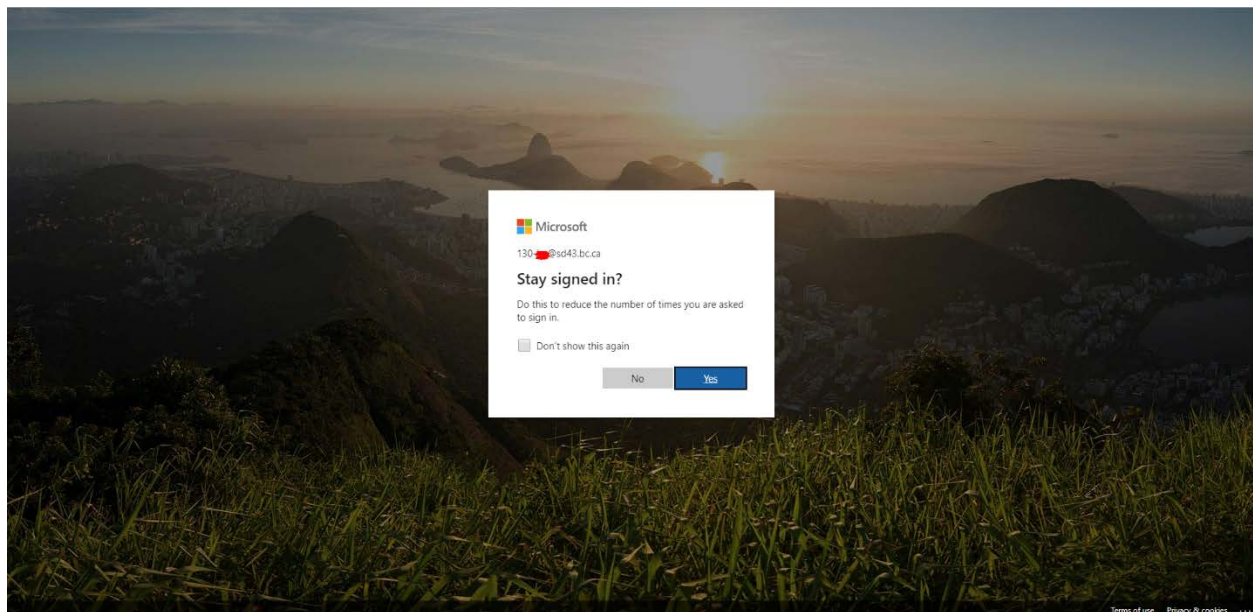
2) Once you're at the log-in screen, type in your credentials that you use to log into the computers at Pinetree.



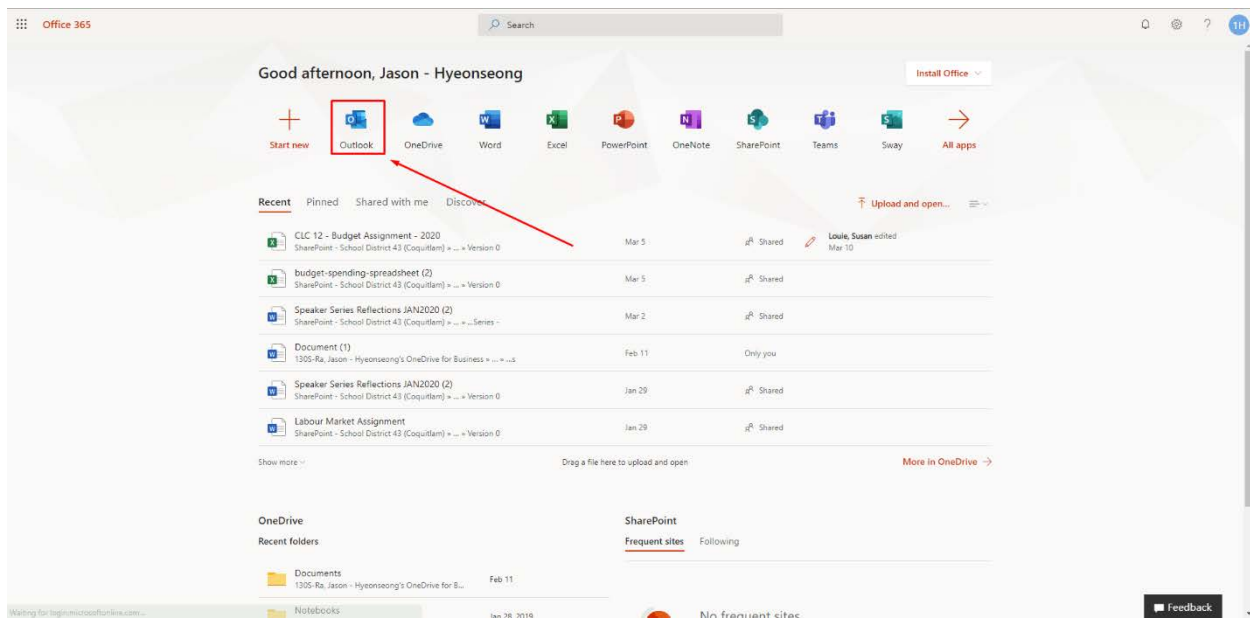
3) You will be redirected to a log in page used for SD43 accounts. Here, type in your password and click sign in (ID should already be present).



4) Clicking yes will allow you to skip previous steps when logging onto the same computer with the same credentials. This is only recommended on personal computers where you can guarantee safety of your information.



5) Once logged in, you will have access to the various apps offered by the Microsoft suite. Click the “Outlook” app to access your school email.



6) TADA! This is your inbox for your school email. Here, you will be able to check emails that the school or your teachers may send you

