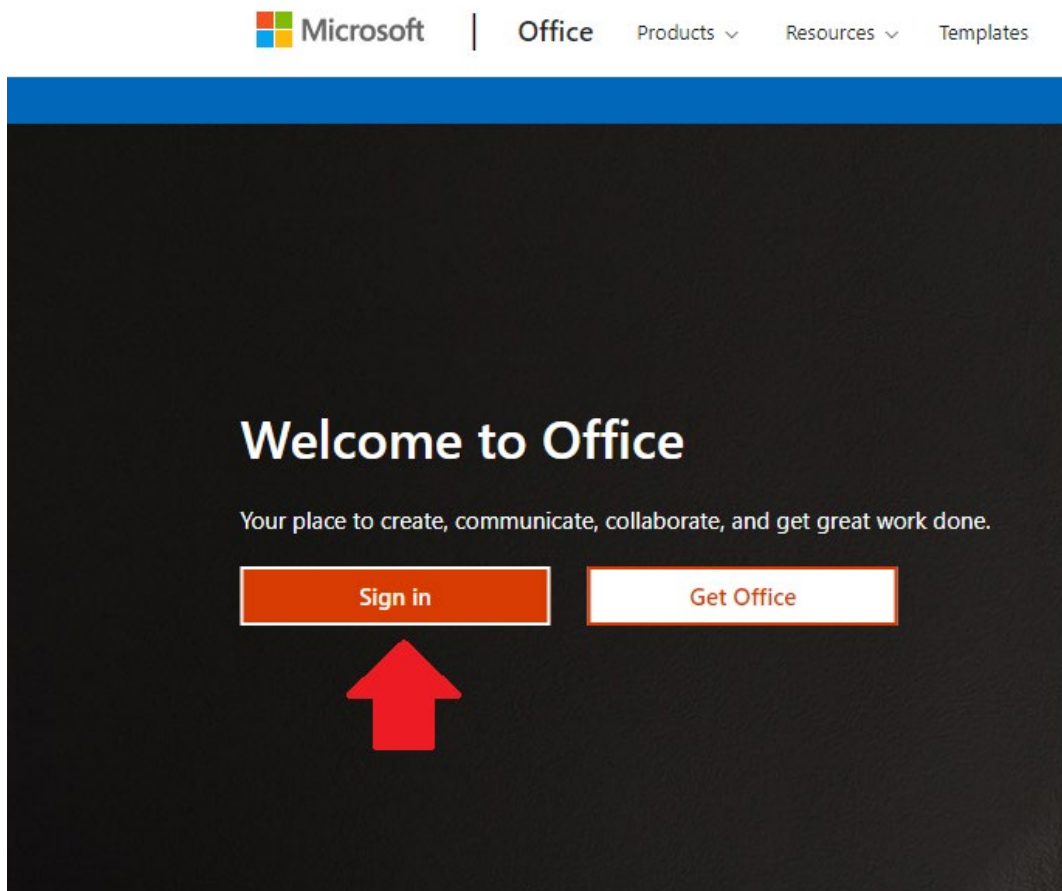


How to Sign Into Office.com for Student Emails

Step 1:

Open a web browser (Google Chrome, Microsoft Edge, Mozilla Firefox, etc.) and go to **www.office.com**

Once you get to the web page you should see this:

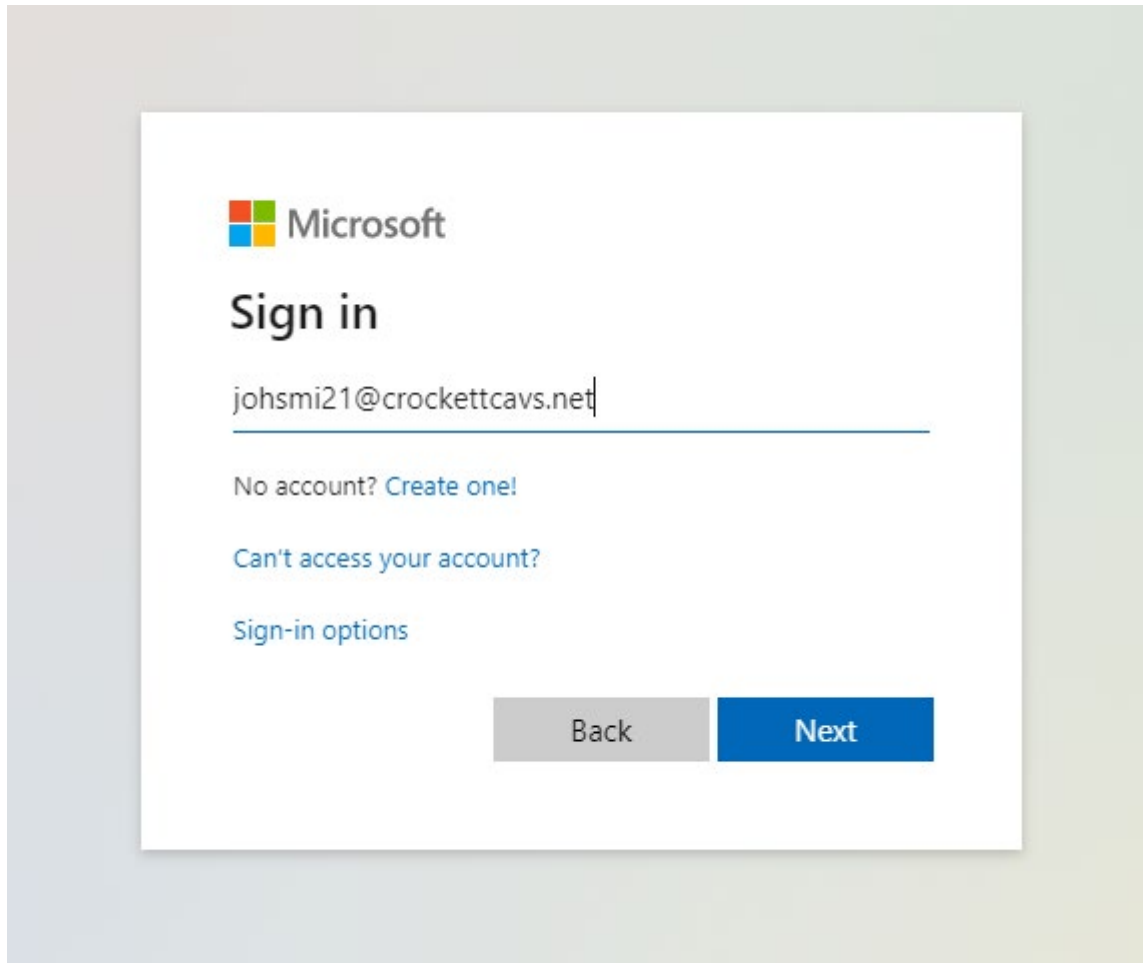


Click on Sign In.

Step 2:

Enter your crokettcavs.net email address and click next. If you do not know what your email address is, it should be the first 3 letters of your first name, the first 3 letters of your last name, and the last 2 digits of the year you will graduate.

Example: John Smith is a senior and will graduate in 2021. His email address would be **johsmi21@crockettcavs.net**

A screenshot of the Microsoft sign-in page. The page features the Microsoft logo at the top left, followed by the text "Sign in". Below this, the email address "johsmi21@crockettcavs.net" is entered into a text field. Underneath the text field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom of the page, there are two buttons: a grey "Back" button and a blue "Next" button.

Microsoft

Sign in

johsmi21@crockettcavs.net

No account? [Create one!](#)

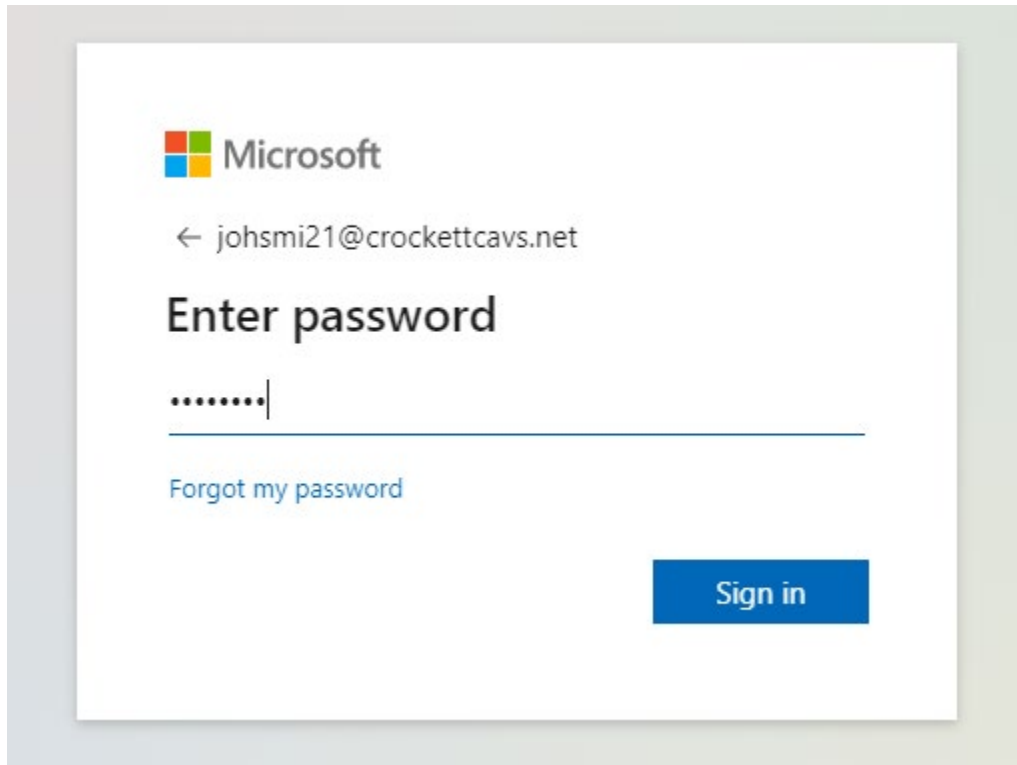
[Can't access your account?](#)

[Sign-in options](#)

Back Next

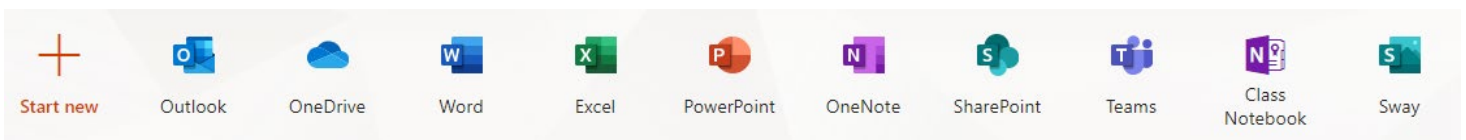
Step 3:

Enter your password and click Sign in. **PLEASE NOTE:** The first letter of your password is capitalized.



Step 4:

Once signed in, you will see icons for your available web apps like the picture below:



If you need to check your email, click on Outlook.

OneDrive is used for storing files on the cloud.

Click on Teams if your teacher has a class set up for it.

Word, Excel, and PowerPoint will open a web version of the application.

If you have any questions about this process or questions regarding username/password, please contact the Technology Department at techsupport@crockettcavs.net