

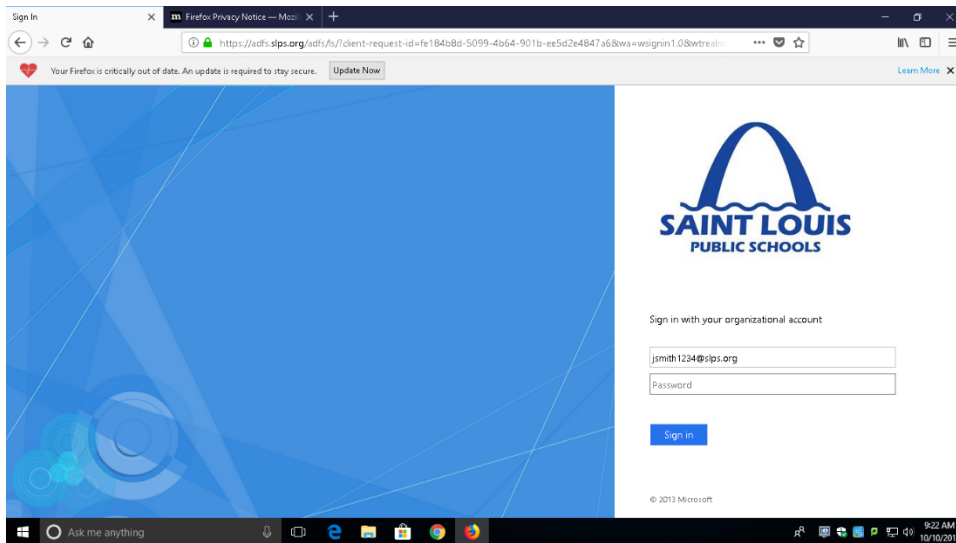
Directions to access your Microsoft 365 account

1. Go to **outlook.office.com**

2. Login with your **computer login** + **@slps.org**

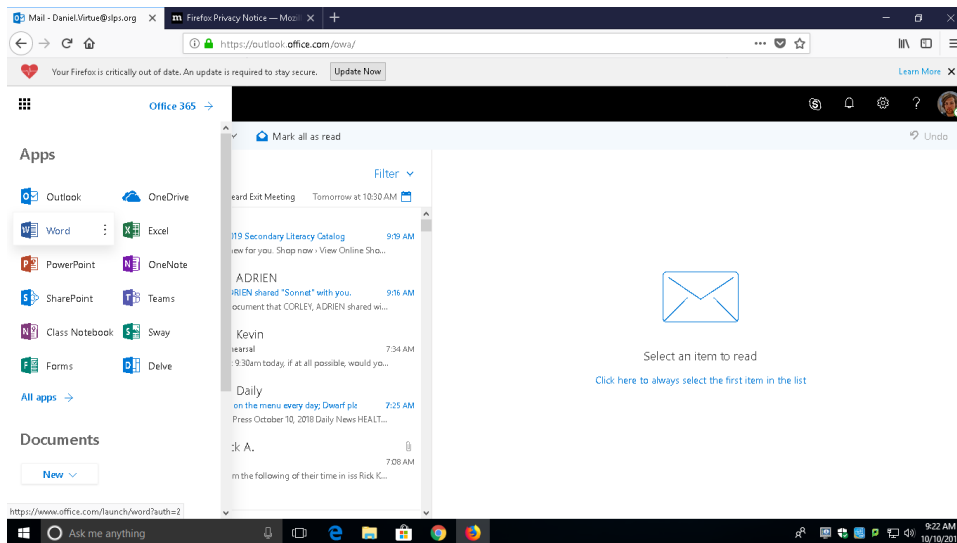
Example my computer login is **jbrown1234**, so my login will be **jbrown1234@slps.org**

3. Type in your **computer login password** on the below page to complete the sign-in

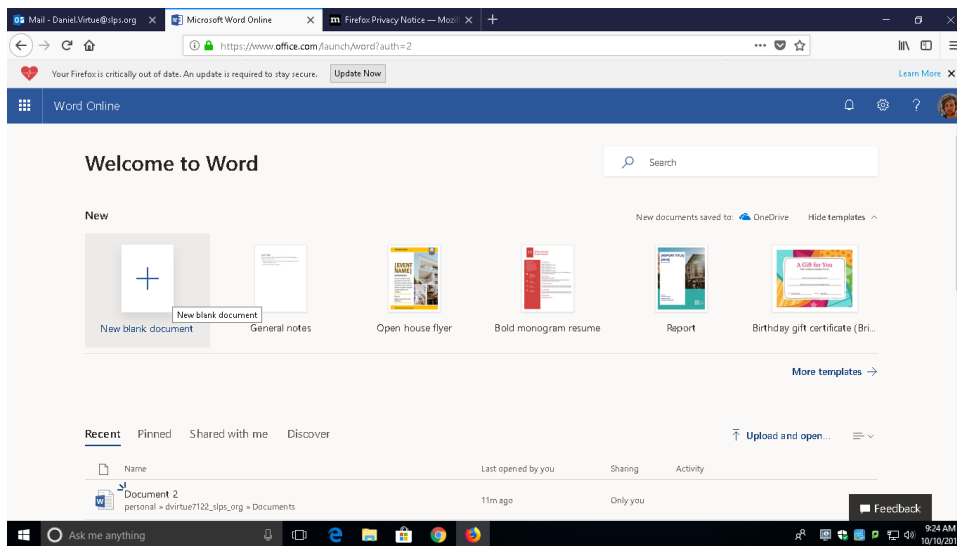


4. Update your time zone if prompted (central time)

5. Click in the **top-left-hand corner**, and then select **word**



6. Now, select **blank document** from the options presented



7. Start typing!
8. When ready to submit, select **share (top-right-hand corner)** and then type in **Virtue**, then **send you may type in my whole e-mail address instead**
9. FYI my e-mail is daniel.virtue@slps.org