



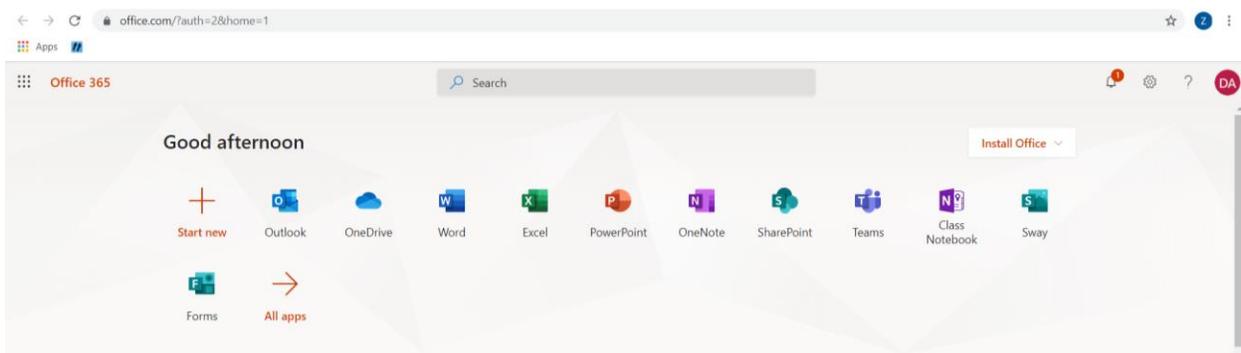
## Office 365 How To!



### Signing in:

1. Go to the North Mac website at [www.northmacschools.org](http://www.northmacschools.org) and click in the black banner "Office 365".
2. Student username is `firstname.lastname@nmpanthers.org`
3. Student password is the four numbers of their birthdays (month and day) followed by their initials. If their month is January-September, put a 0 in front of the month; same for 1-9 date.
  - a. Example for John Smith:  
username: `john.smith@nmpanthers.org`  
password: `0101js`

### Welcome to Office 365!



You have all of your apps on this screen.

- The first app listed is your email (Outlook). Utilize this to email your teachers any questions that you may have.
- Remember to access all of your documents in your One Drive.
- You can Share any of your documents with your teacher(s) by clicking the Share button inside any of the documents.