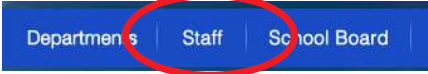


# Logging on to Office 365

- In a web browser, navigate to [www.reynolds.k12.pa.us](http://www.reynolds.k12.pa.us) and click the **Staff** tab at the top of the page.



Alternatively, you can access Office 365 using [portal.office.com](http://portal.office.com)

- Click the link labelled **Staff Webmail - Office365**

**RSD STAFF LINKS**  
CSIU  
EdInsight  
Follett - ES  
Follett - HS  
IEPWriter  
**Staff Webmail - Office365**  
PA-ETEP

- The email address will be your network username (firstname\_lastname) followed by @reynolds.k12.pa.us
- The password is your network password.
- Click **Sign in**

Work or school account

Keep me signed in

**Sign in**

- Click the box labelled **Mail**, & your mailbox will load up.

Use the online apps

OneNote	Class Notebook	Mail	Calendar
People	Tasks	Video	SharePoint