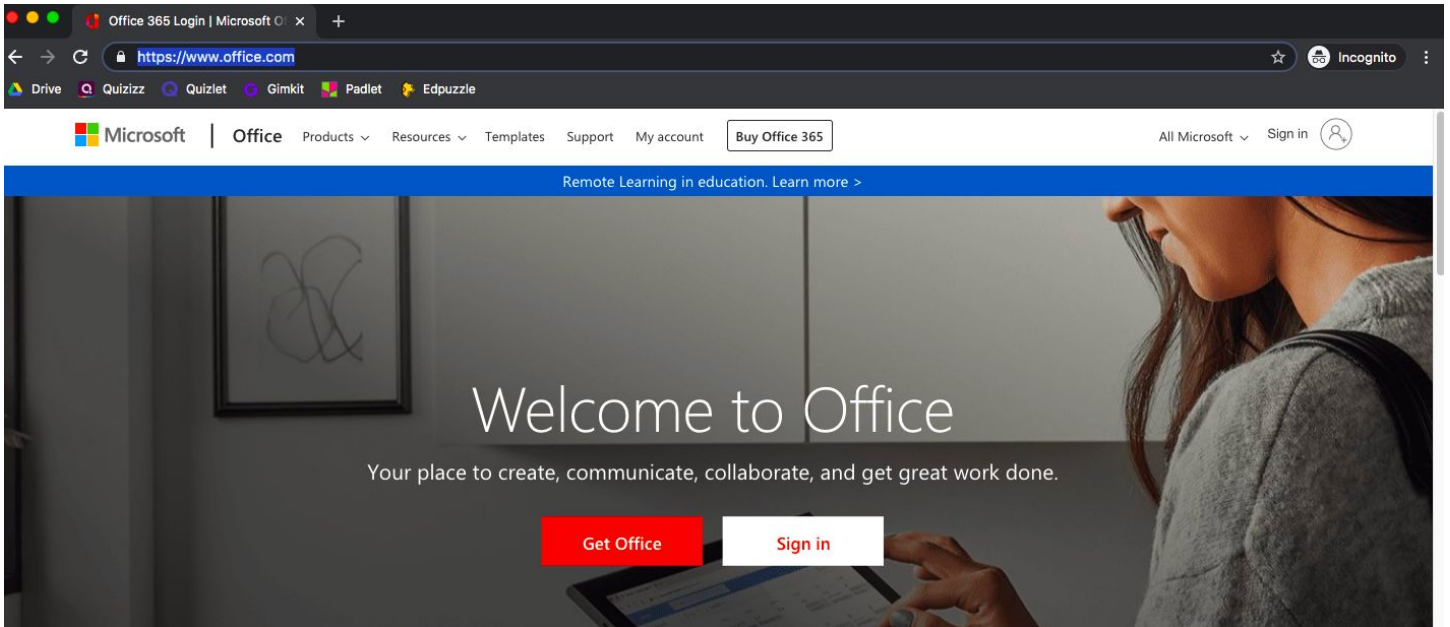
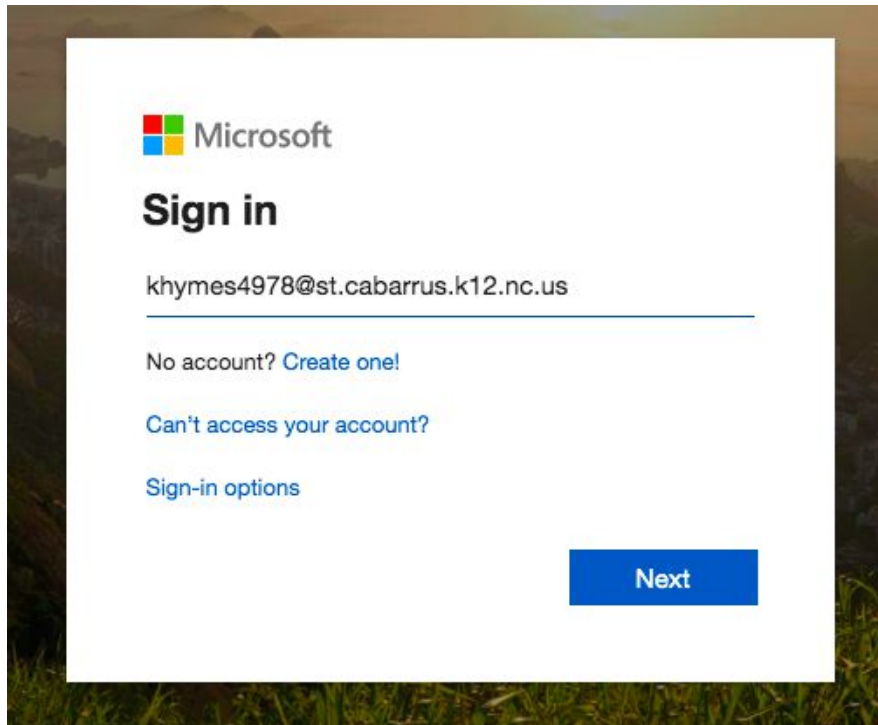


How to: Login to your Office Account for Email and Microsoft Teams

1. Go to office.com (<https://www.office.com/>) and click **SIGN IN**.



2. Sign in using your **GOOGLE SIGN IN**. *This ends in @st.cabarrus.k12.nc.us.



3. It will take you to your organization's sign in page... which looks like this!

***TWO THINGS HERE!!!**

1. Take off the @st.cabarrus.k12.nc.us
2. Fill in the password which is your student ID.

Then click SIGN IN.



Sign in with your organizational account

khymes4978@st.cabarrus.k12.nc.us

Password

Sign in

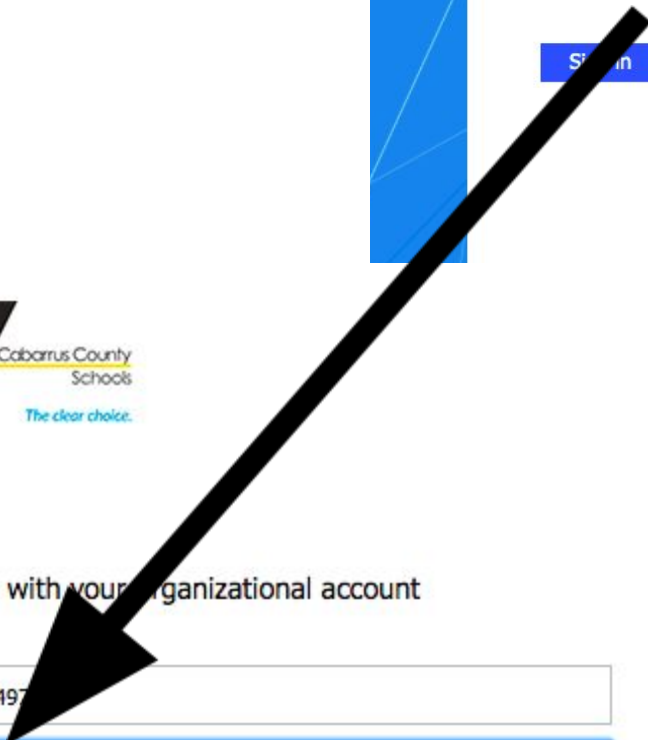


Sign in with your organizational account

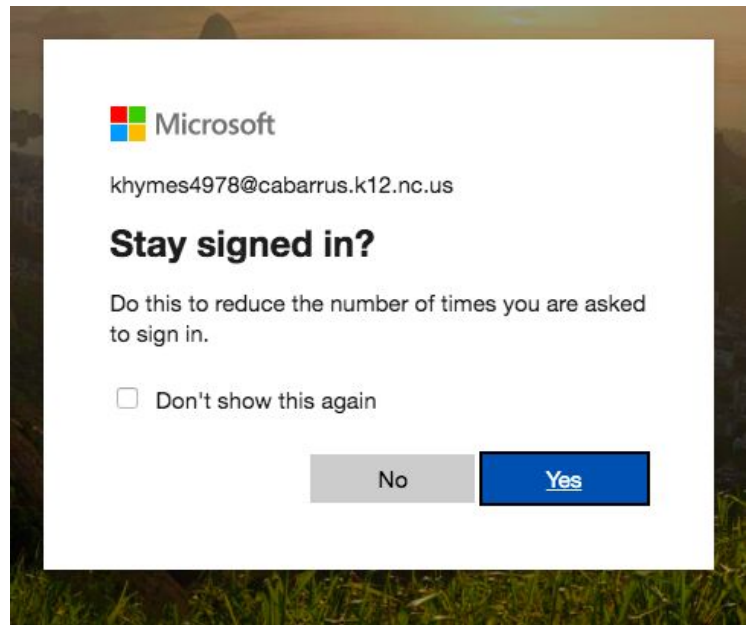
khymes497

.....

Sign in



4. It will then ask you this... Do you want to stay signed in? Click '**Don't show this again**' and then click '**Yes**'.



5. Now you're in!! This is important for **TEAMS** and **OUTLOOK!** Outlook is your **EMAIL**. Microsoft Teams is how you can join your teacher in **Office Hours and Class Meetings**.

