

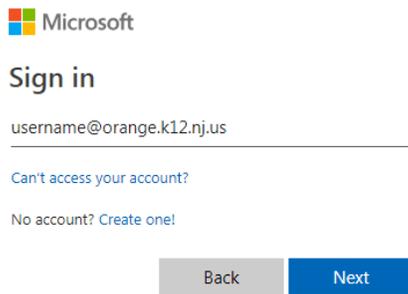
Logging into Microsoft Office 365(District email)

Visit: <https://www.orange.k12.nj.us/> from your browser of choice.

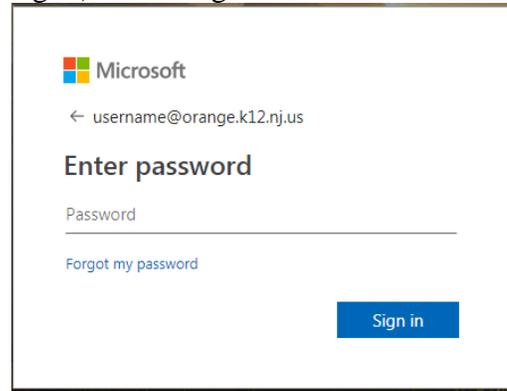
1. In the upper right hand corner of your screen **CLICK the EMAIL** button.
2. Enter your Office 365 Username as your account name and click next.

Please note:

- Your office 365 username is [@orange.k12.nj.us](mailto:username@orange.k12.nj.us)
- NOTE this is not our Google Suite account address.
- Your email username is the same as your log in to the computer.

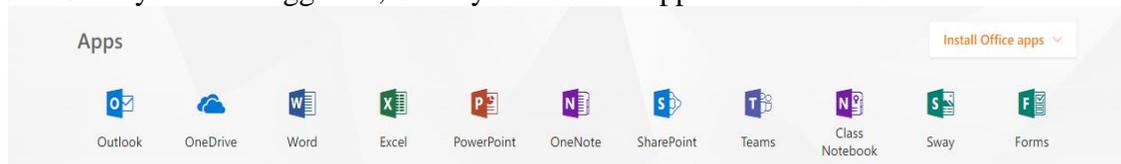


3. Enter your password (same as computer log in). Click Sign in.



4. Be sure to **CLICK NO** to “Stayed Signed In?” if you are using a shared computer.

5. Once you have logged in, Click your desired App from the tiles shown:



Click the square grid icon in the top left corner to switch to other apps.



Click Install Office apps to install Office on your personal devices.

Install Office apps

Click your name/ icon in the top right corner to sign out when you are done.

