
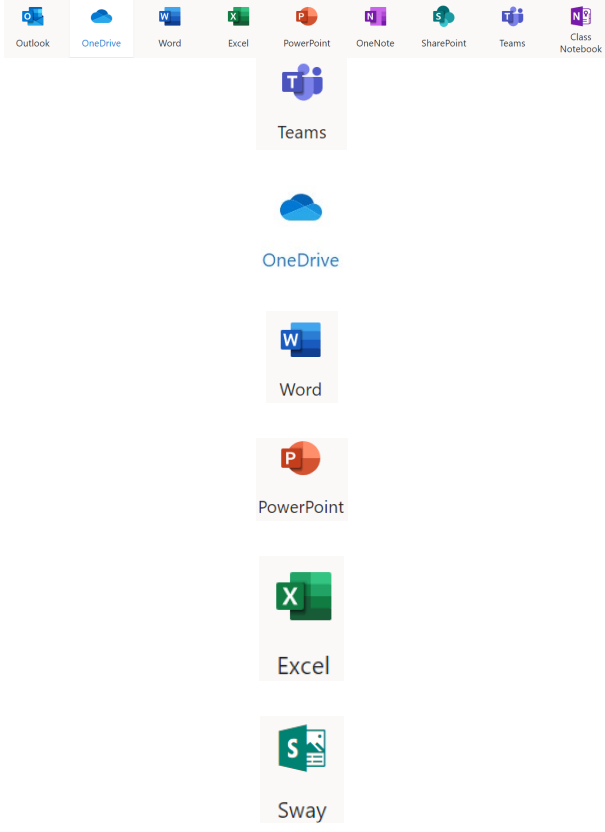
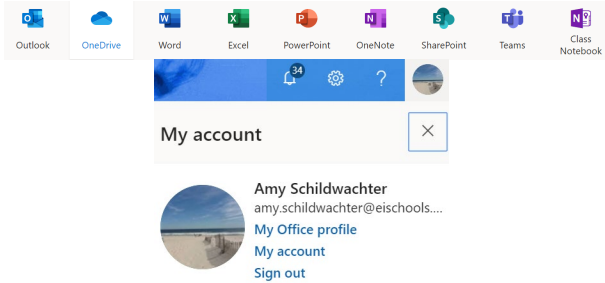


How to Access Microsoft Office Apps from Classlink

<ul style="list-style-type: none">From your Classlink dashboard, click the icon for the Office 365 Suite.	 The image shows a square icon for the Office 365 Suite. It features a red and white geometric design resembling a stylized 'O' or a document with a keyhole, set against a blue background. Below the icon is a dark blue rounded rectangle with the text 'Office 365 Suite' in white.
<ul style="list-style-type: none">Once you have clicked on the icon for the Office 365 Suite, click the icon for the app which you would like to open.<ul style="list-style-type: none">TeamsOneDriveWordPowerPointExcelSway	 The image shows the Office 365 Suite app selection screen. At the top, there is a horizontal navigation bar with icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Class Notebook. Below this bar, the Teams app icon is highlighted with a white border. Below the Teams icon are icons for OneDrive, Word, PowerPoint, Excel, and Sway, each with its name written below it.
<ul style="list-style-type: none">When you have completed your activity in Office 365, please be sure to log out of your Office 365 account.<ul style="list-style-type: none">Go to the Office 365 Home screen that shows your appsFrom the upper right of your screen, click the circle with your initials in it.From the pull-down menu, click Sign out to log out of your account.	 The image shows the Office 365 Home screen. At the top, there is a horizontal navigation bar with icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, and Class Notebook. Below this bar, there is a blue header area with a search bar, a notification bell with '34', a gear icon, a question mark, and a circular profile picture. Below the header, there is a 'My account' section with a close button (X). The profile section includes a circular profile picture, the name 'Amy Schildwacher', the email address 'amy.schildwacher@eischools...', and links for 'My Office profile', 'My account', and 'Sign out'.