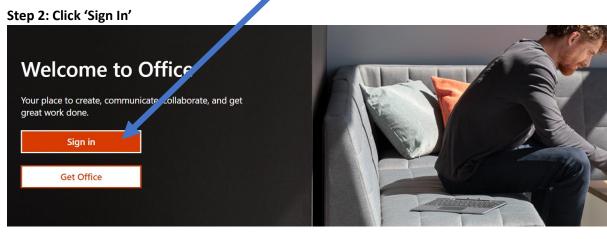
## Step 1: Go to www.office.com



Step 3: Your username is your STUDENT NUMBER followed by "@springfieldpublicschools.com"

Sign in			
999999@springfi	eldpublicschools.co	m	
No account? Create	one!		
Can't access your ac	count?		
Sign-in options			
	Back	Next 🔶	

Step 4: Your Password is the letters "Sp" followed by your birthday.

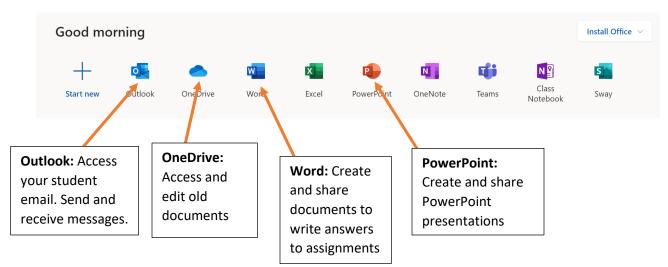
For example if your birthday is March 5<sup>th</sup>, 2003, your password would be:

Sp030503

Example, if your birthday is December 12<sup>th</sup>, 2005, your password would be:

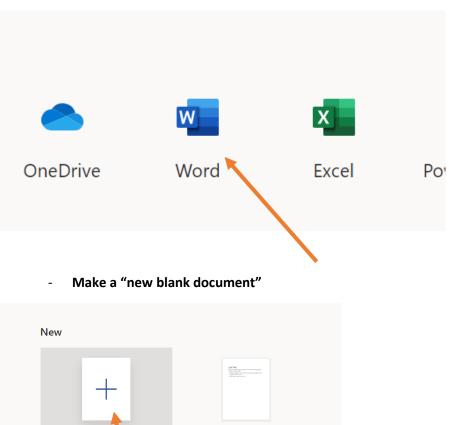
Sp121205

## Important tools:



How to make and share assignments with your teachers:

New blank document



General notes

- Click on 'Word' to create a new document

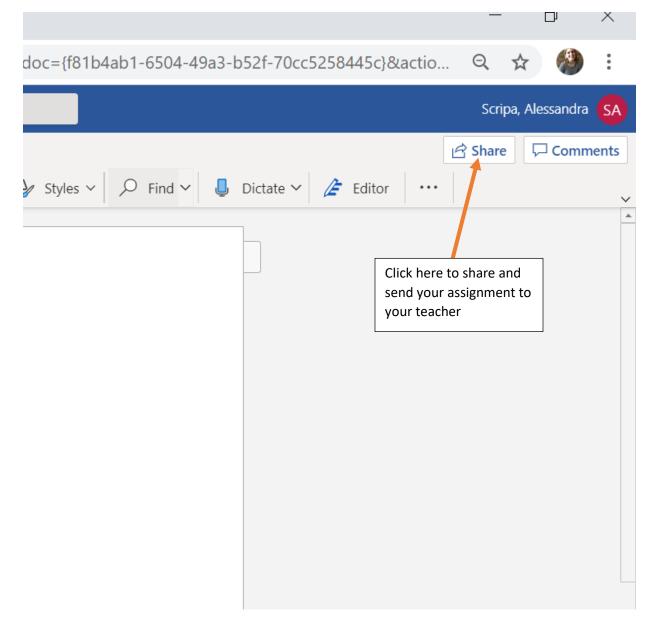
Be sure to include your name and an assignment title along with the answers to your assignment. This will help your teachers know exactly what you are sending them!

Word Document4 - Saved V	∠ Search	Scripa, Alessandra SA
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Also be sure to change the name of your document to the name of your assignment so teachers know what you are sending them. Change the name and then click 'enter' on your keyboard

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Finally, when you are all done with your assignment, press the "share" button on the top right corner to share your work with your teacher.



Search the last name of your teacher to find their email. Click on the name of your teacher to send them your work.

7	Send Link	×
I	People you specify can view >	
o questi o questi o questi	welz Welz, Caitlin welzc@springfieldpublicsc	
	Welz, Tara welzt@springfieldpublicsc	ы
	nicholas.9     nicholas.9@springfieldpub     Search Directory     Copy LINK OUTIOOK	•
b		

Search for your teacher's name or type their email if you already know it. Then hit 'send'