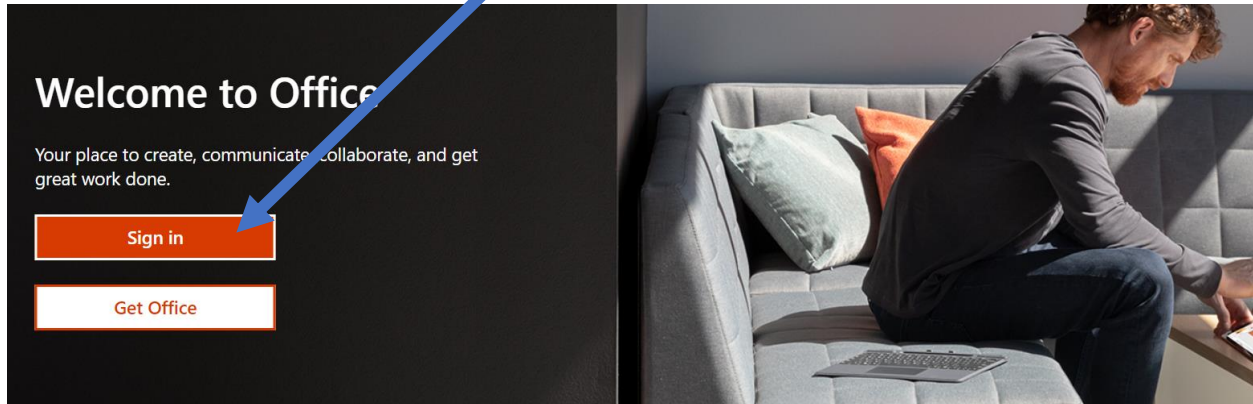
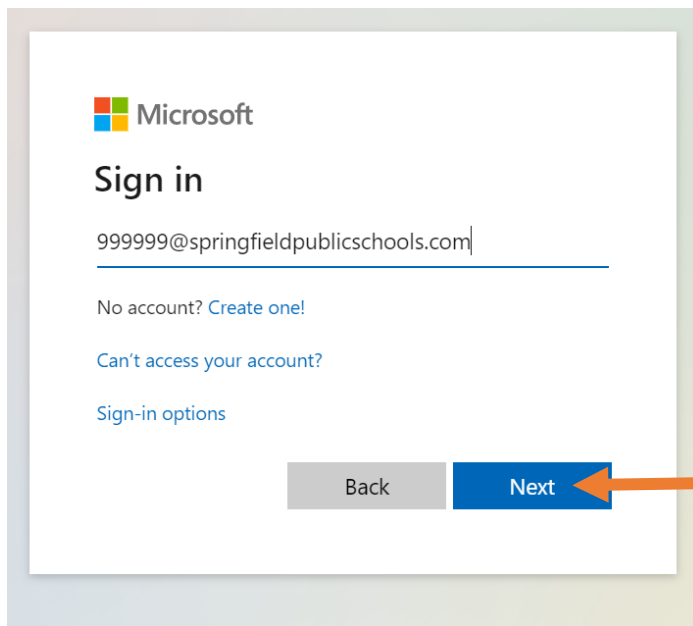


Step 1: Go to [www.office.com](http://www.office.com)

Step 2: Click 'Sign In'



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



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

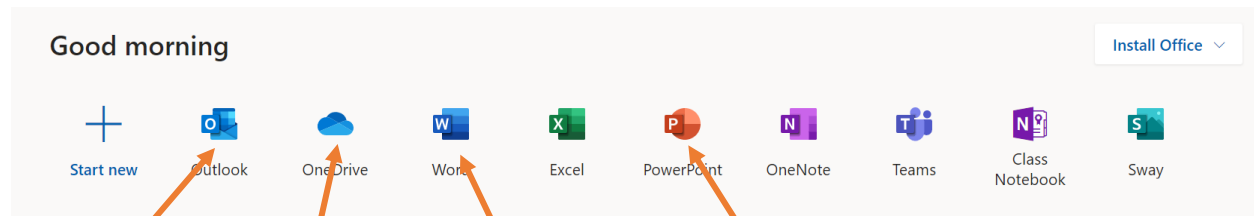
For example if your birthday is March 5<sup>th</sup>, 2003, your password would be:

**Sp030503**

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

**Sp121205**

## Important tools:



**Outlook:** Access your student email. Send and receive messages.

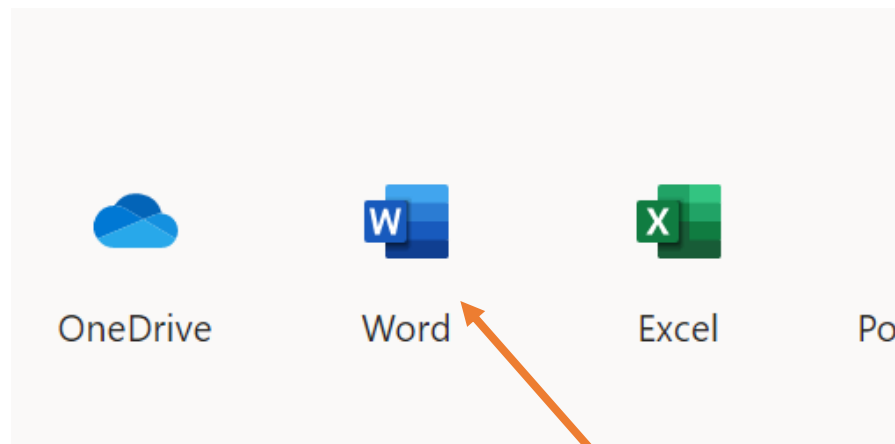
**OneDrive:** Access and edit old documents

**Word:** Create and share documents to write answers to assignments

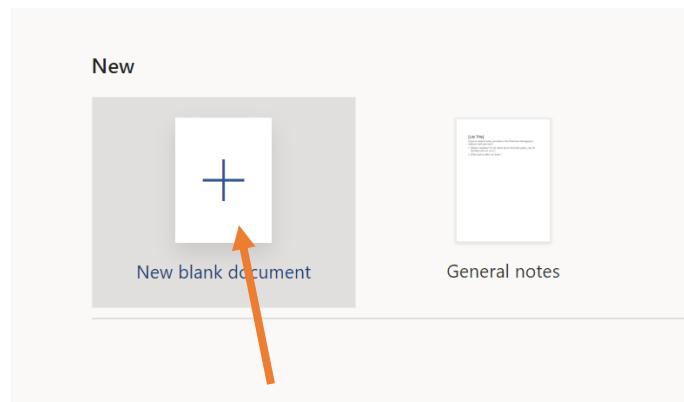
**PowerPoint:** Create and share PowerPoint presentations

## How to make and share assignments with your teachers:

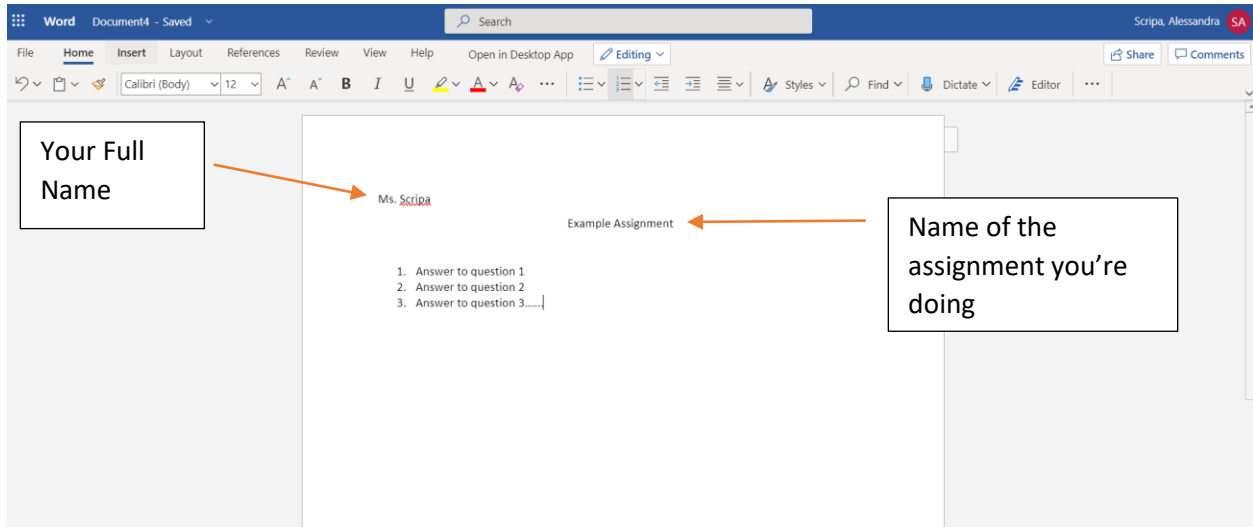
- Click on 'Word' to create a new document



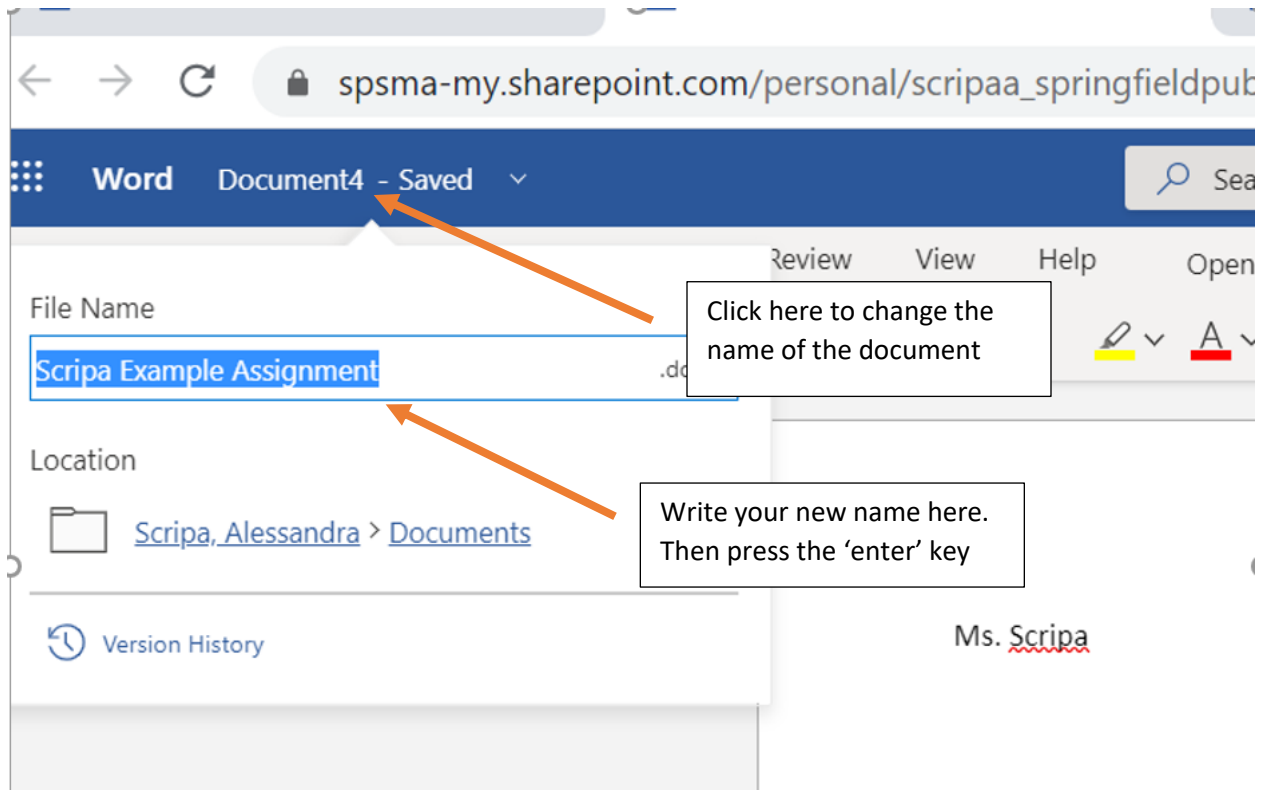
- Make a "new blank document"



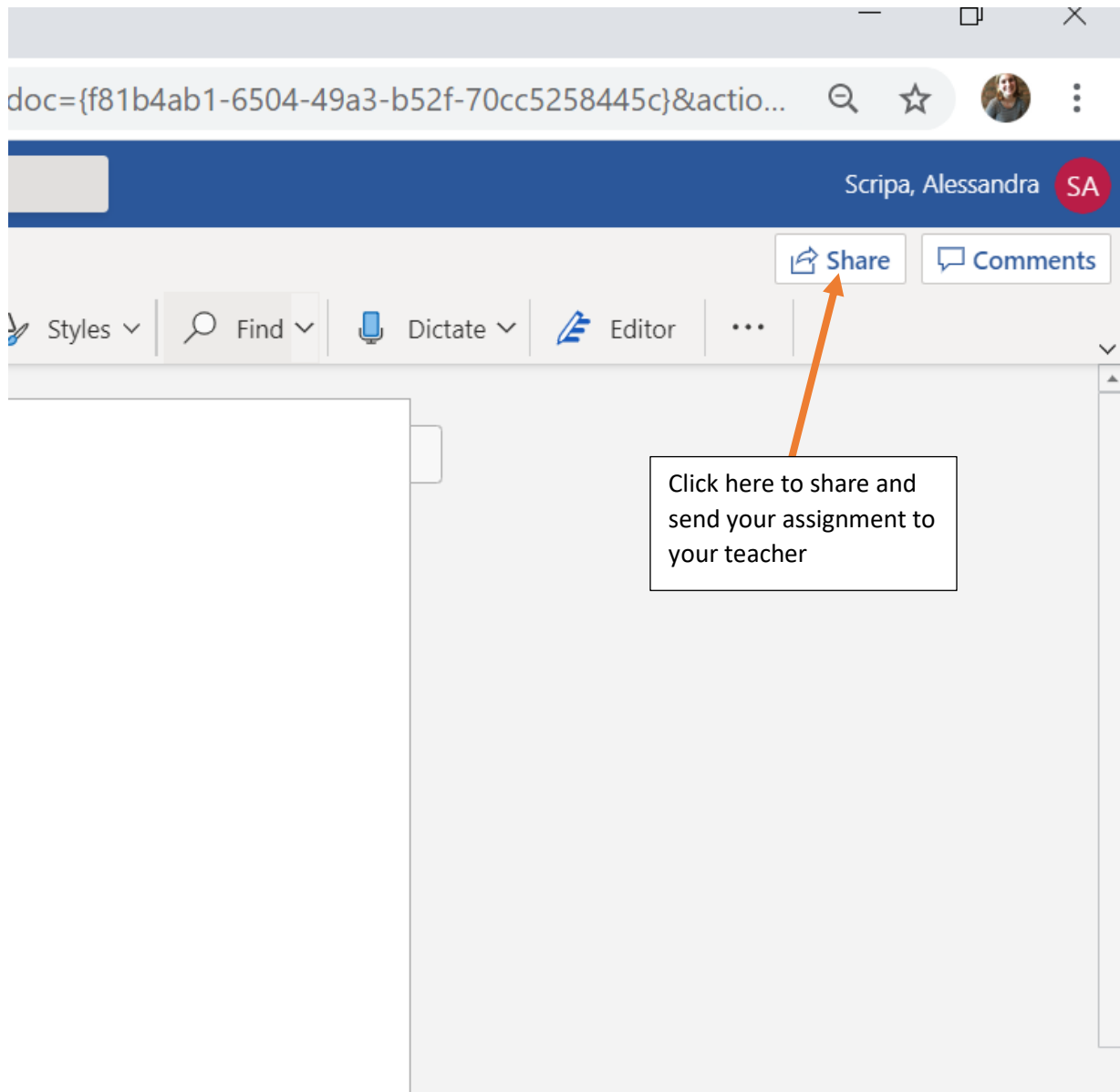
**Be sure to include your name and an assignment title along with the answers to your assignment. This will help your teachers know exactly what you are sending them!**



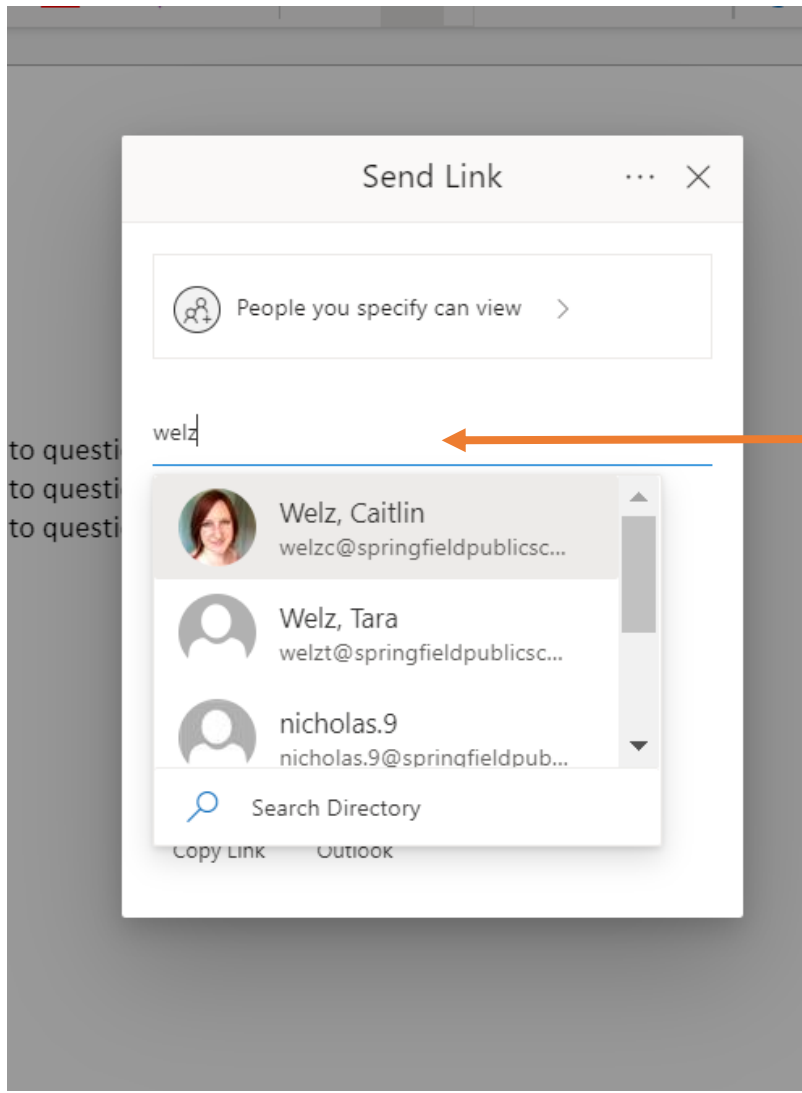
**Also be sure to change the name of your document to the name of your assignment so teachers know what you are sending them. Change the name and then click 'enter' on your keyboard**



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.



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