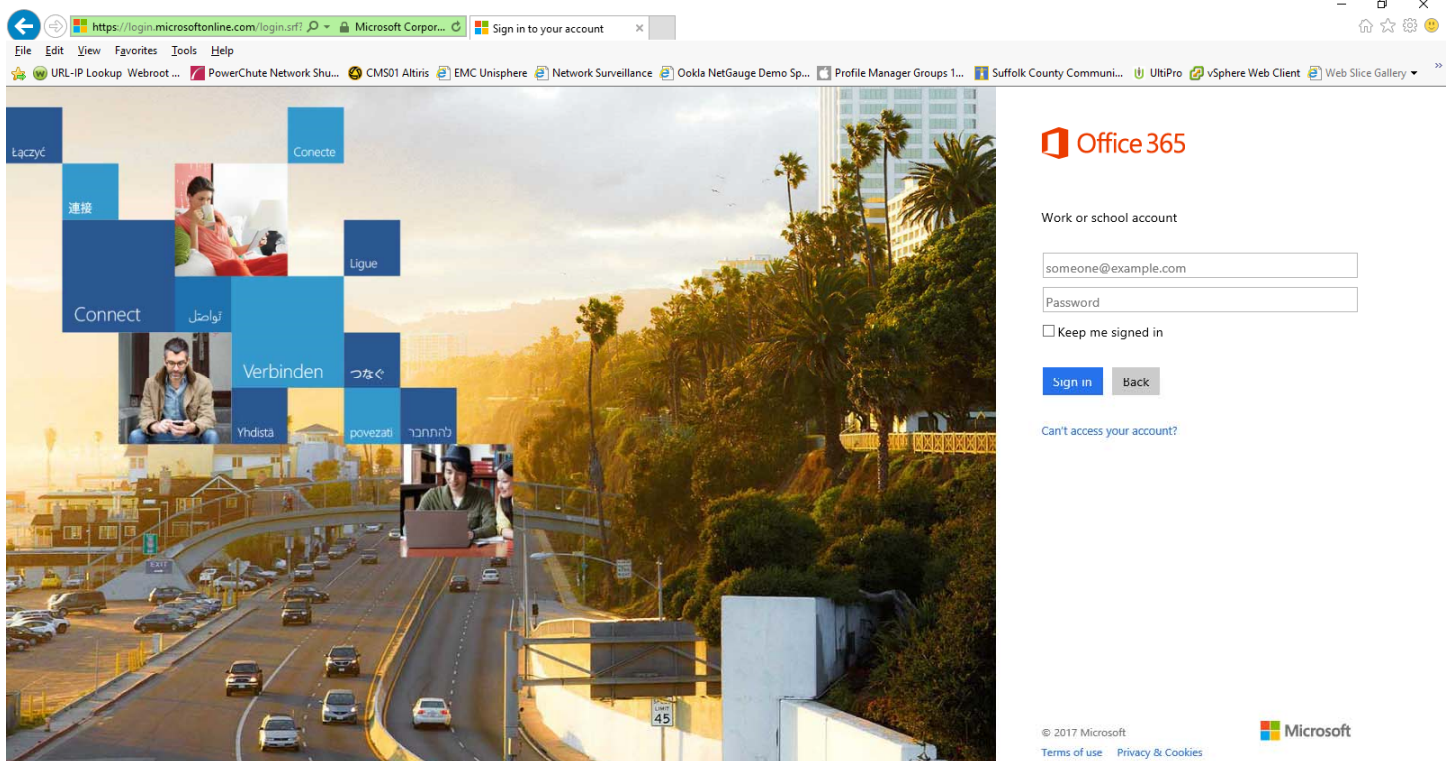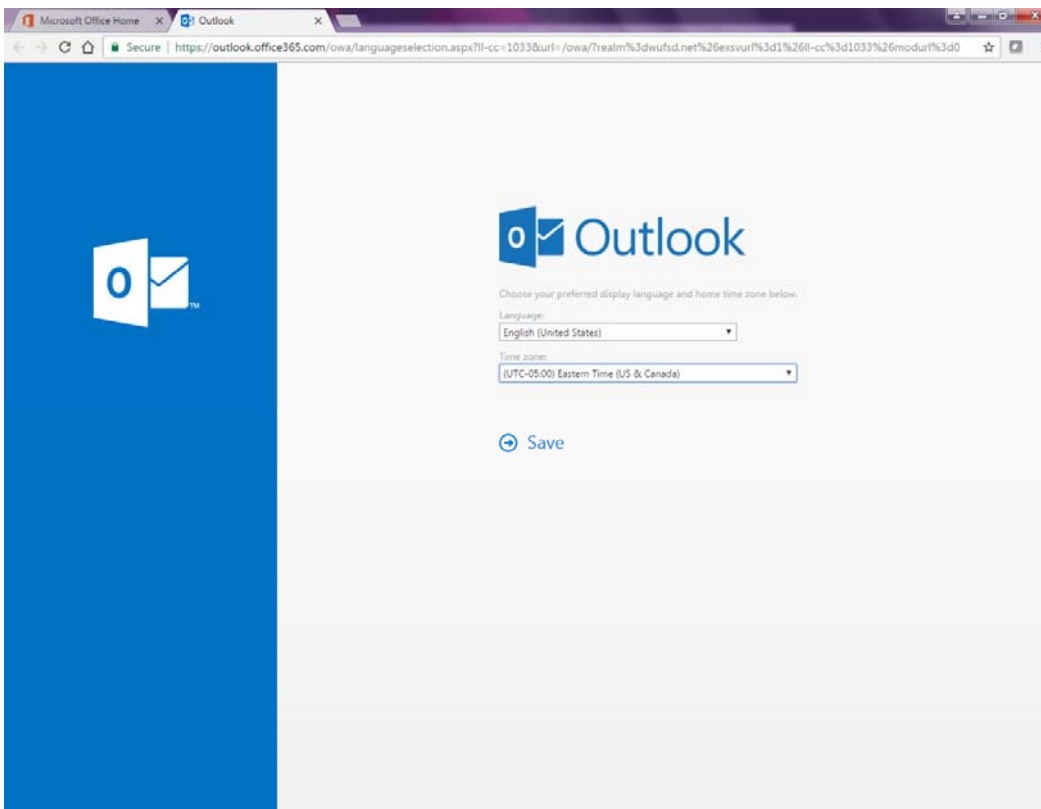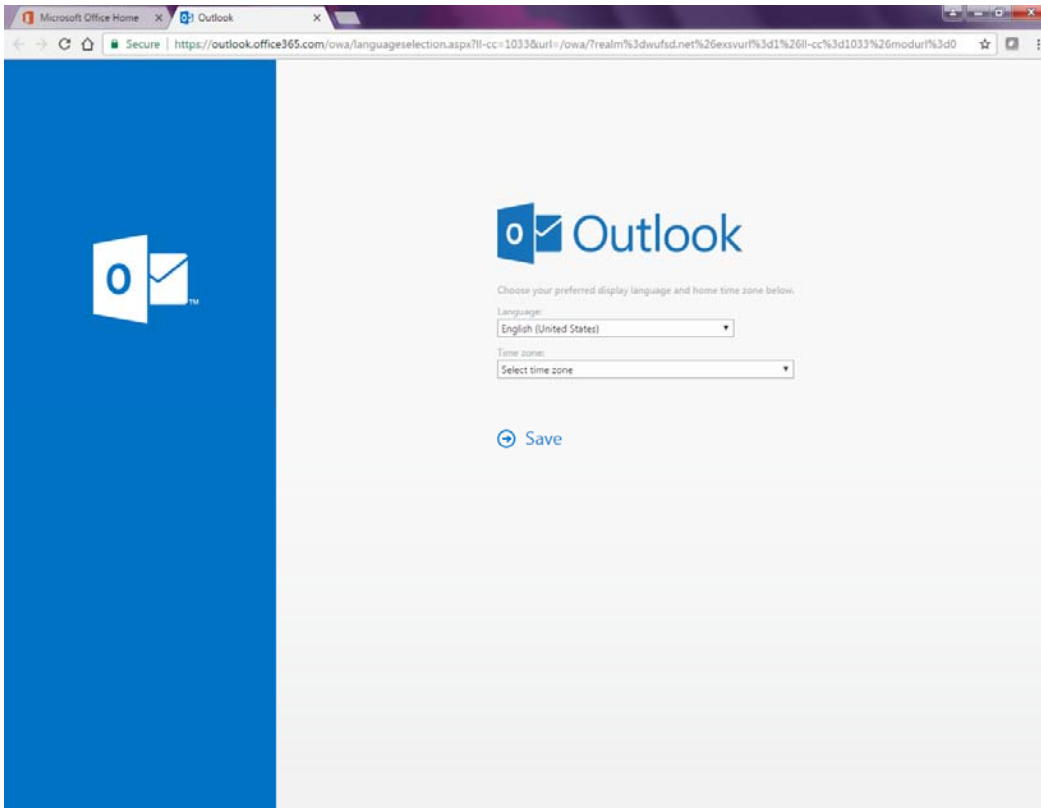# New Email / Exchange Online Instructions

Our District Email is being upgraded to the Cloud and will be hosted by Microsoft (Office 365 Education). Along with Email you will also have access to Office 365 Education Online Apps such as Word, Excel, PowerPoint and OneDrive Cloud Storage.

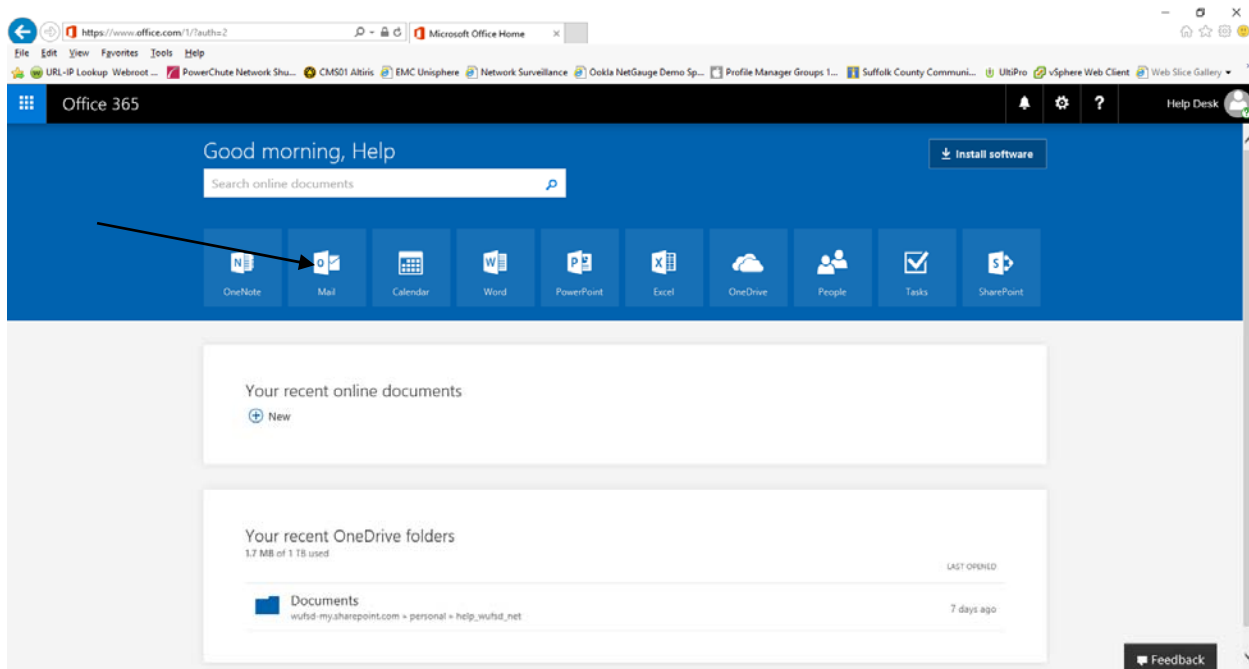**For those who use the Web to access email.**

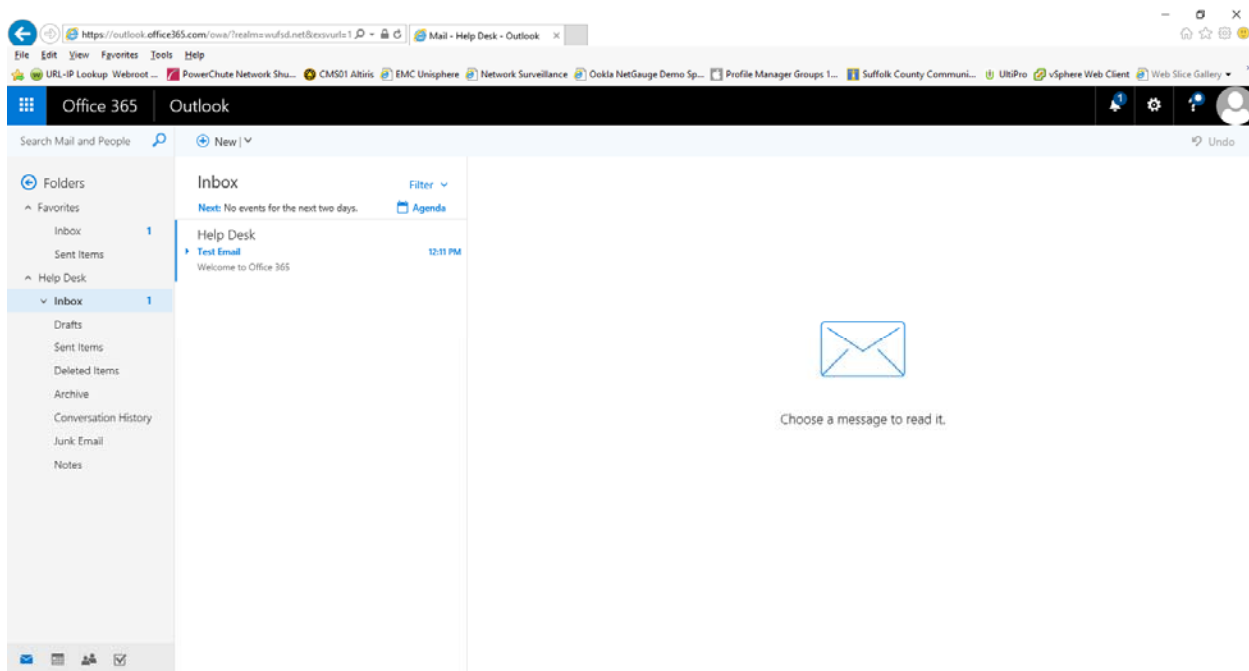Use the District Email link on the District Website or the following direct link – http://portal.office.com

You must sign in using your full email address (**msmith@wufsd.net**) and your current password. The first time you log in you will be prompted to enter your Time Zone, select Eastern Time (US & Canada).

Once logged click on Mail to access your Email.

Here is what your Email will now look like. Mostly the same as before just slightly different layout and coloring.

To sign out click on the figure on the top right corner and select sign out. If you have multiple tabs open make sure you log out of all of them.