In a browser, in the web address space, type **office.com** then select the Enter key. Then select the “Sign In” icon.

In the Sign In pop up window, type your student email address. This is made of your STUDENT ID. So, if your student ID is 123456, then your email address is **123456@student.scsk12.org**

Then, select NEXT to enter your password. **REMEMBER**, your password is your 8-digit birthday. So, if you were born on March 1, 2010, then your password would be **03012010**

Once you log in, you are now in Office 365 where all Microsoft Office applications are available to use.

Select “Outlook.”
Once you have opened Outlook, go to the left panel and at the bottom, select the calendar.

Once in the calendar, search by date for a meeting request or appointment like this on the left. Open the appointment by double clicking, then select “Join Team Meeting.”