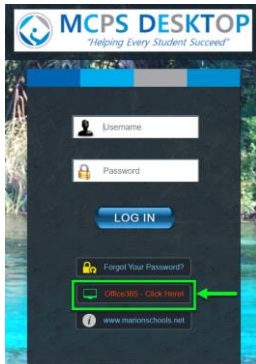# Students: OFFICE 365 – Sign In at Home
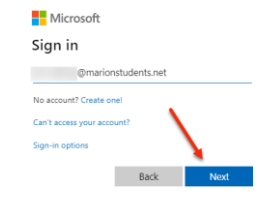
1. **Option 1:**
    A. Go to the **MCPS Desktop Login page, but do not login**
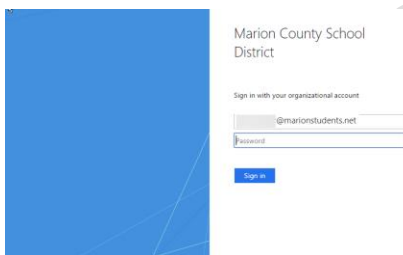   B. Click the **Office 365-Click Here!** link

2. **Option 2:**
    A. **Go directly to https://portal.office.com**
    B. Input your **Student Email address** > click NEXT

    C. You will be automatically redirected to the **Marion County School District** organization page
    D. Your Email address should be filled in > Input your **MCPS Password > click Sign in**

    E. **On** your Office 365 Dashboard > click the Outlook tile