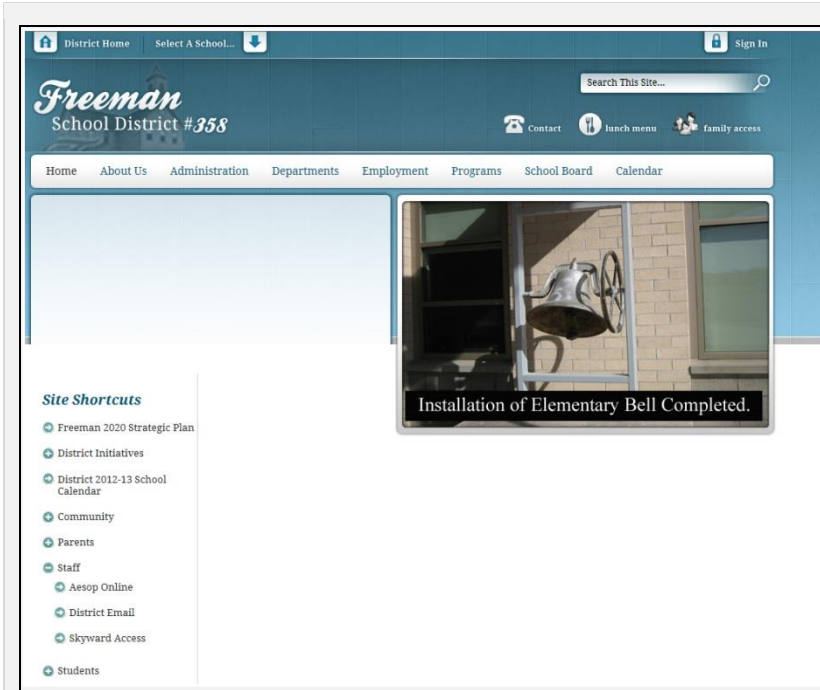


## Introduction

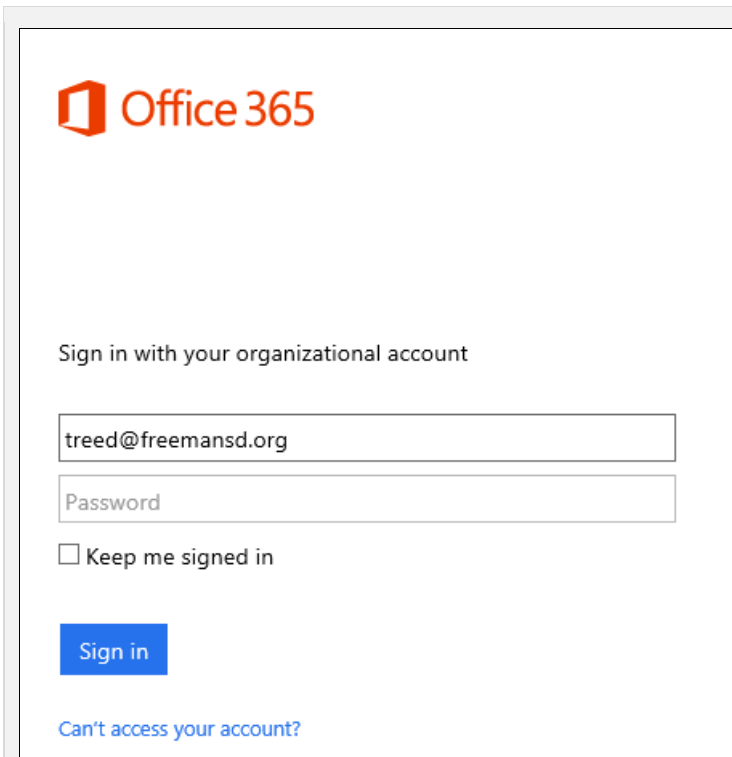
Office 365 allows you to access your FSD Email, calendar, contacts and tasks from any computer that has Internet access via a Web browser. Outlook web App is available at <http://mail.office365.com> or through the district website.



### STEP 1

Open your browser and browse to [www.freemansd.org](http://www.freemansd.org)

On the left hand column click **Staff** and then **District Email**



### STEP 2

Enter your **FSD email address**.

You will not be able to enter your password.

You will then be redirected to a sign in dialog box

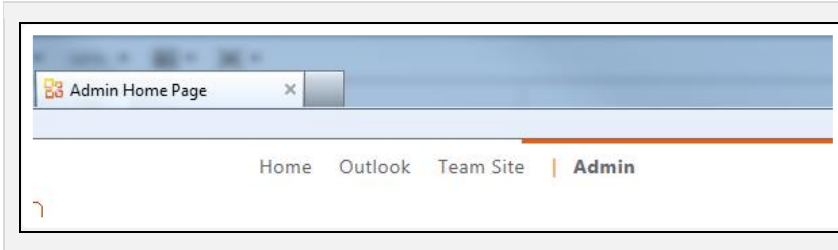


### STEP 3

Enter your FSD Network Credentials:

Username = **FSD Email Address**  
Password = **FSD Network password**

*Note: It will not work if you enter just "treed" in the username*



### STEP 4

Select **Outlook** at the top of page