Logging into Microsoft 365 (Email)

1. Open a web browser

2. Here are 2 ways to get to the location
   a. Go to Sudley website – Technology page – click on icon
   b. From PWCS home page – click on Office 365 icon
3. This screen will appear

4. Enter your email address:
   a. This is your username to log into a computer at school followed by @pwcs-edu.org
      i. Ex: pytelsl28@pwcs-edu.org

5. Click Next and then enter the password you use to log into a computer at school