

- 1) Go to the POBCSD Website https://www.pobschools.org/
- 2) Select "Staff" from the menu tabs
- 3) Select "Email & Office 365" from the list
- 4) Select your organization *email account for pobschools.org*



5) Enter your *full email address* (for example, <u>bwiley@pobschools.org</u>)

Microsoft		
Sign in		
Email, phone, or Skype		
No account? Create one!		
Can't access your account?		
Sign-in options		
	Next	

6) Enter the same *password* you use to log in to your school district computer

Microsoft	
← bwiley@pobschools.org	
Enter password	
Password	
Forgot my password	
	Sign in

7) Select <u>"Outlook"</u> to view your <u>email</u> or select any of the other *Microsoft Office 365 applications*.

Good mor	ning, Be	en							Ir	astall Office \vee
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Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway	All apps
	EMAIL	-	OTHER MICROSOFT 365 APPLICATIONS							