

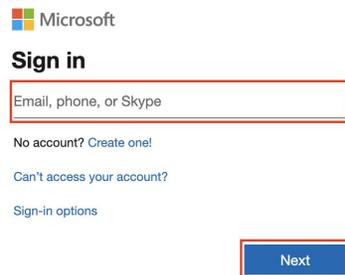


HOW TO ACCESS YOUR EMAIL FOR TEACHERS & STAFF

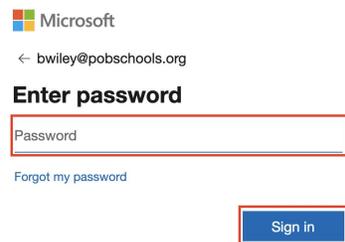
- 1) Go to the POBCSD Website <https://www.pobschools.org/>
- 2) Select **“Staff”** from the menu tabs
- 3) Select **“Email & Office 365”** from the list
- 4) Select your organization **email account for pobschools.org**



- 5) Enter your **full email address** (for example, bwiley@pobschools.org)



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



- 7) Select **“Outlook”** to view your **email** or select any of the other *Microsoft Office 365 applications*.

