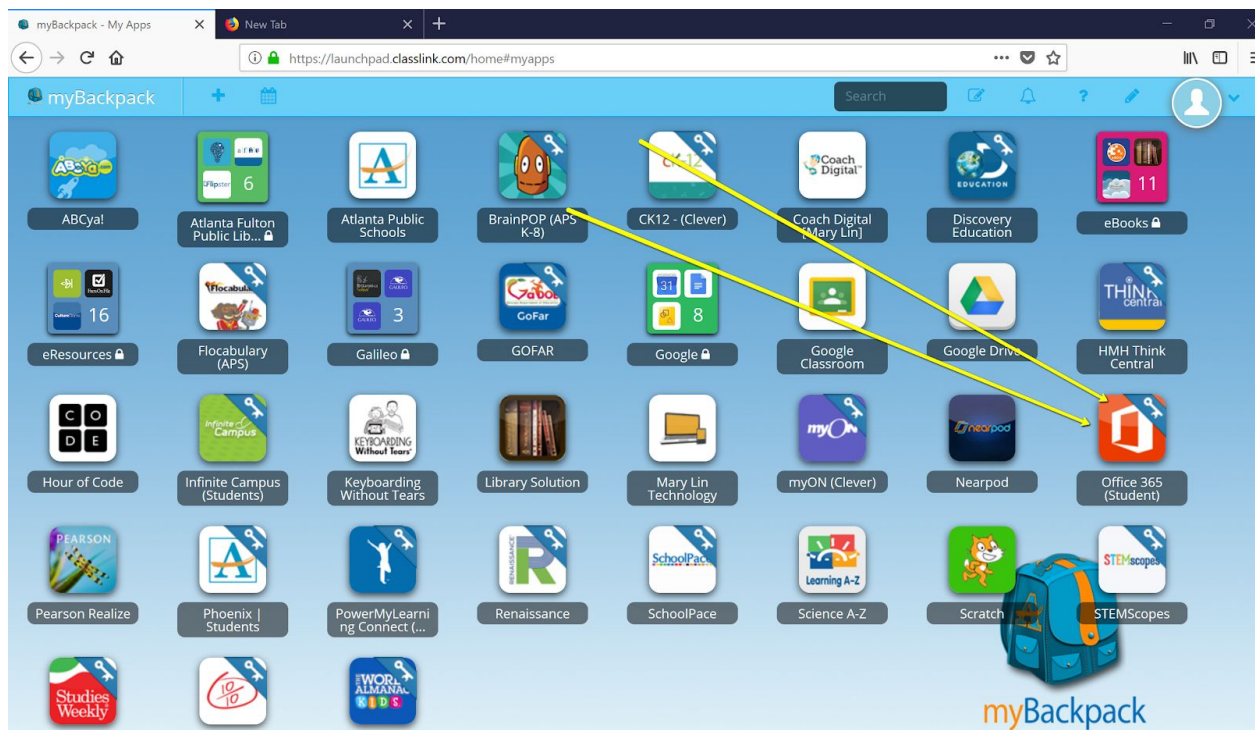
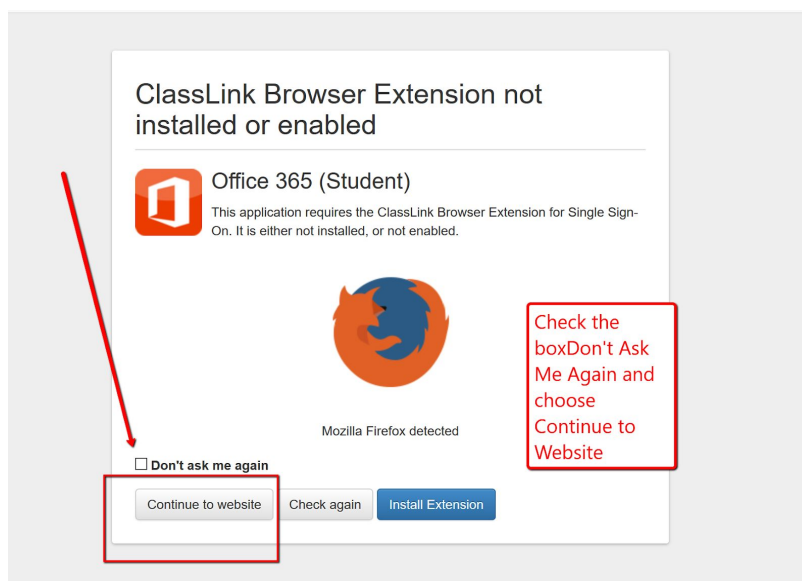


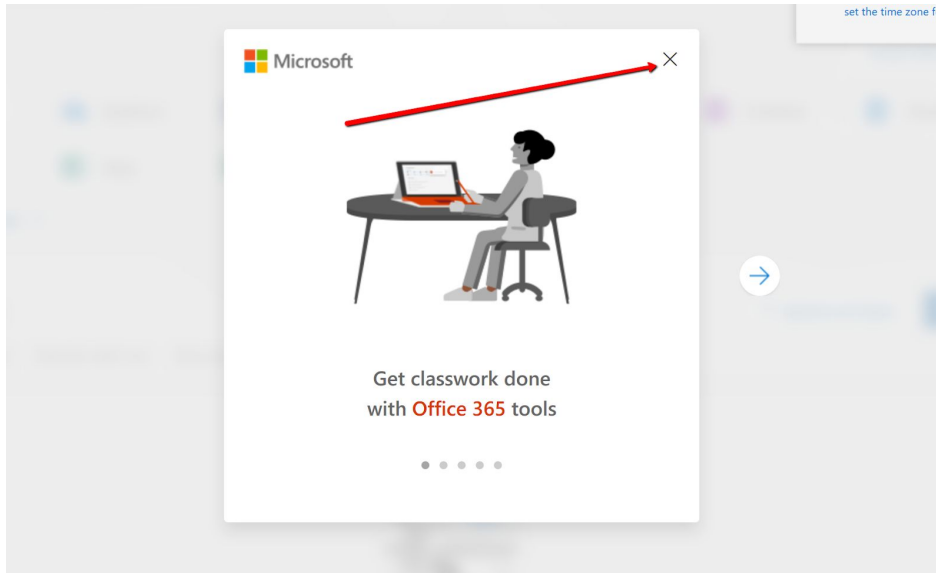
1. Go to the My Backpack Apps Page
2. Select the app, Office 365(student)



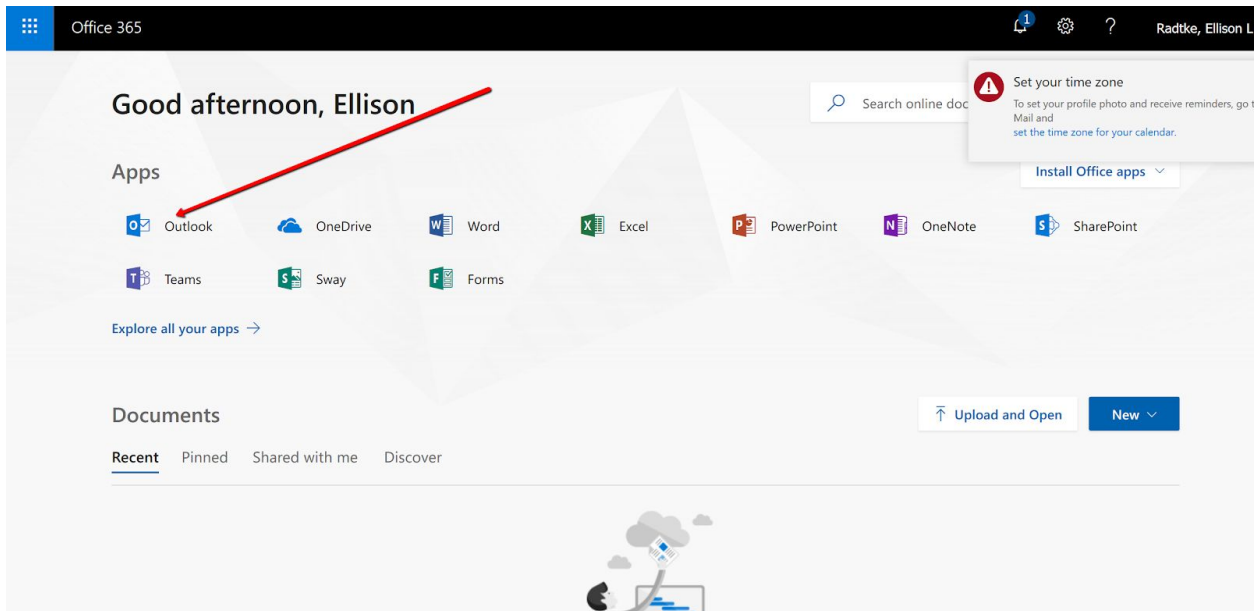
3. If you receive this message, select the box beside Don't Ask Again and Choose Continue to Website



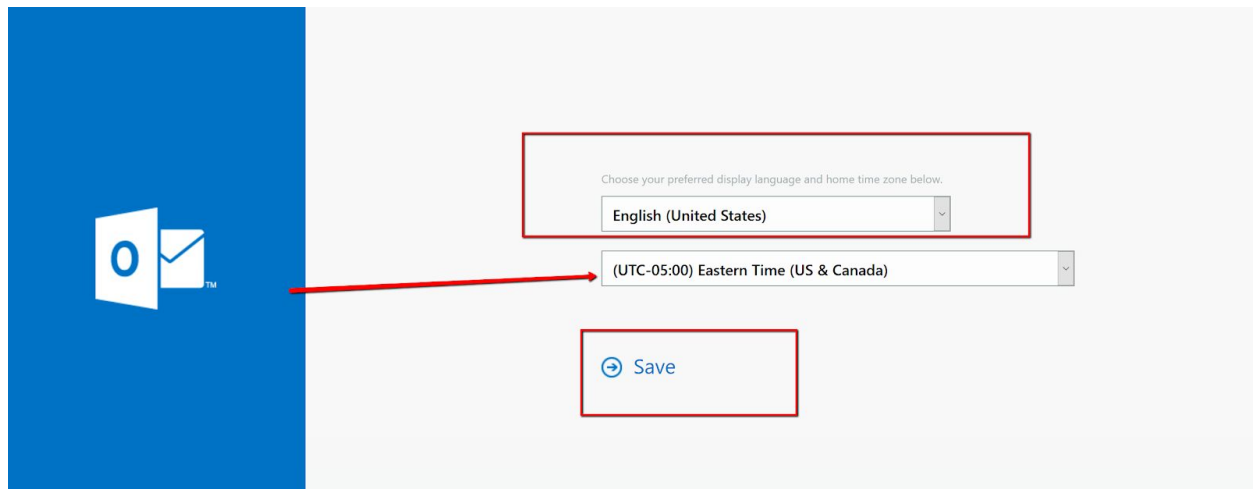
4. Close out this screen by selecting the X in the top right corner



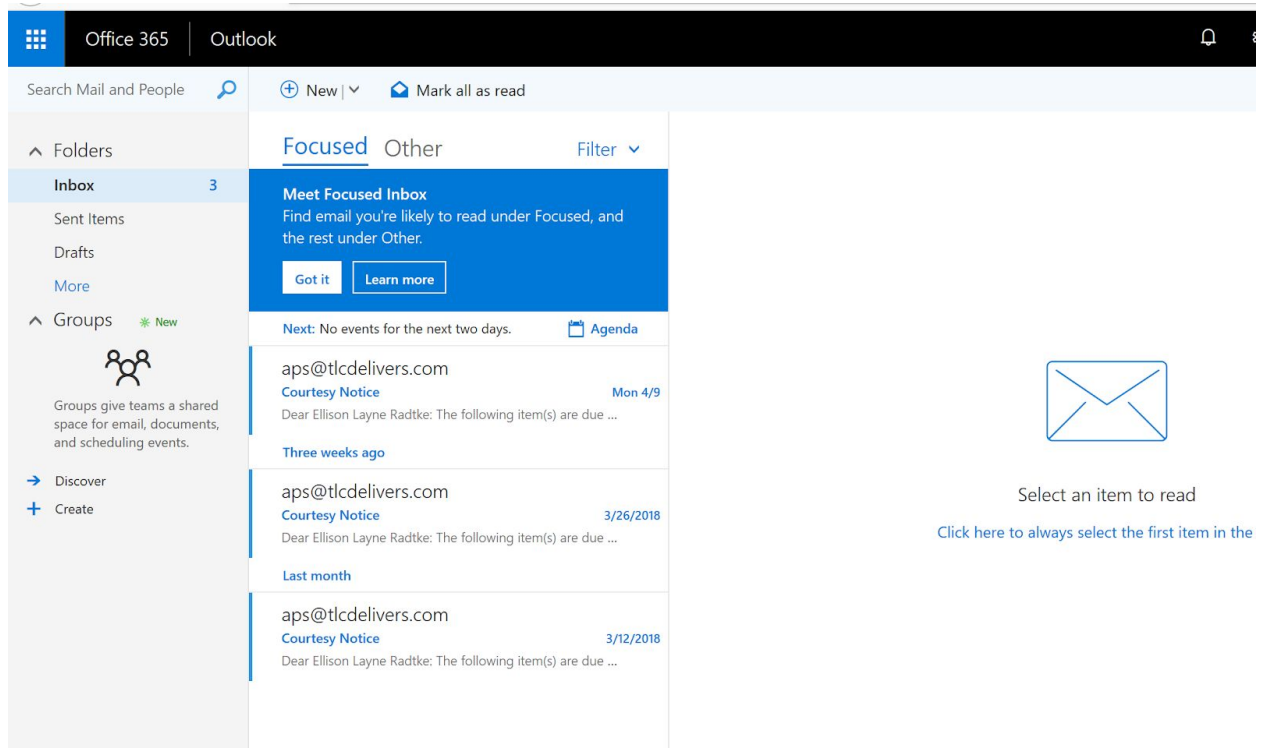
5. Select OUTLOOK and double click to Open



6. Change your language to English. Set the Time Zone to Eastern Time (US & Canada). Be sure to SAVE



7. Select Got It and Access your email



EMAIL ADDRESS:

apsusername@student.apsk12.org