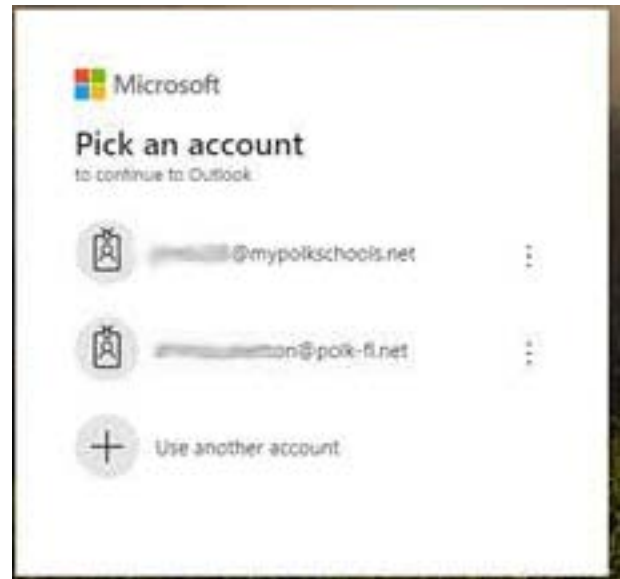


Click on the Outlook Icon on the Home Page or copy and paste this URL:  
<https://outlook.office.com/mail>

1. This menu should appear. If you have logged in before, your name should appear in the list. If you have never logged in, choose "Use another account".



2. You will be taken to another sign in screen.

A screenshot of the Outlook sign-in form. It has a title 'Sign in' and a URL 'https://fss.polk-fl.net'. There are two input fields: 'Username' and 'Password'. Below the fields are two buttons: 'Sign in' (blue) and 'Cancel' (grey).

In the "Username", use the FIRST part of your log in.

Example: [Susie789@mypolkschools.net](mailto:Susie789@mypolkschools.net) will insert just Susie789 in the user name box.  
Type in your Polk Schools password.

3. You are then taken to the InBox of your email account!

