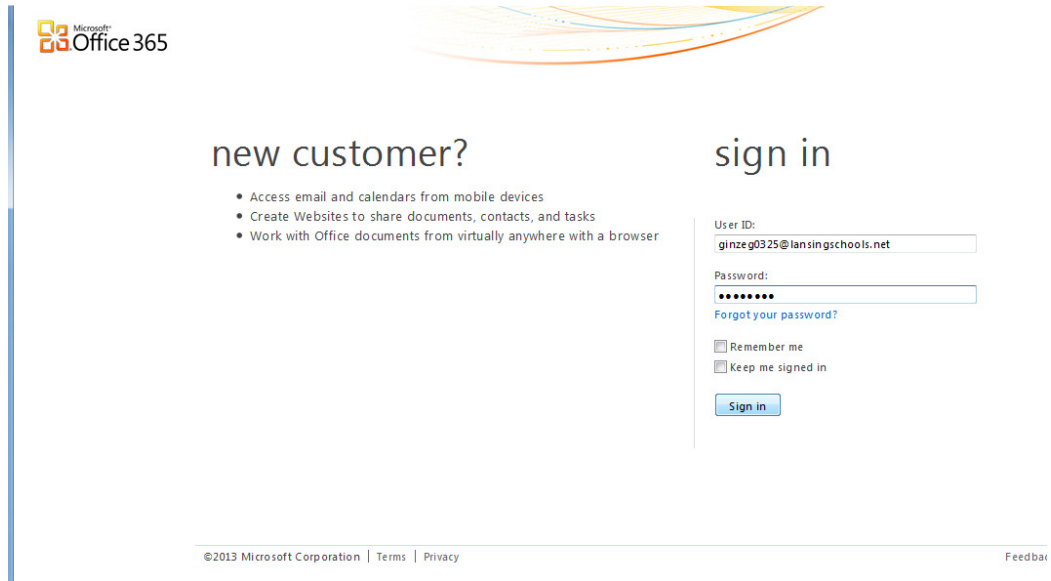


# First time logging into Office 365

-Navigate to <https://login.microsoftonline.com/>



-You will see a screen like the one above. Enter the username in the following format:

LLLLFMMDD@lansingschools.net

LLLLL = first five letters of your last name. If you do not have 5 letters, replace the missing letters with “\_”

F = the first letter of your first name

MM = the month of your birth, including the leading zero

DD = the day of your birth, including the leading zero

-Enter the password in the following format:

pass#####

##### = your 5 digit employee number found on your paychecks

Office 365

## Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:  
ginzeg0325@lansingschools.net

\* Old password:

\* New password:

We recommend at least 8 characters. A mix of letters  
strong

\* Confirm new password:

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

save

-On this next screen, you will be required to enter a new password. Microsoft has certain requirements for the password that can be displayed by moving your mouse over the “New Password” field.(as shown above)

-Click Save once filled out.

Office 365

Home Outlook Team Site

Jerry Ginzel  
My profile | Sign out

Mar  
18 Monday

Search help and community

Resources

- How to import your contacts
- Connect Outlook on your desktop
- Downloads

Community

- Ask a question in the forums
- Check out our blog
- Participate in the community

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Community | Feedback

-You are now logged into Office 365. Click on “Start Here” to learn about the features, or click on “Inbox”, found under “Outlook” to get started.