



Office 365 Webmail Quick Start

Click the Student Email icon on the district homepage (www.sharylandisd.org)




At the login prompt, enter your UserID and Password, then click “Sign In”:


sign in

- UserID = student computer username@live.sharylandisd.us
 - Example – If computer username is AA12345, the User ID would be AA12345@live.sharylandisd.us
- Password = student computer password@sisd
 - Example – If computer password is AA1234, the Password would be AA1234@sisd
 - Note – this is case sensitive...the first 2 letters are Capitalized. The sid is lower case.

User ID:
Password:
[Forgot your password?](#)
 Remember me
 Keep me signed in

When the Office 365 Portal Page appears, click the “Outlook” link to go to your inbox. This link is located at the top center of the page.

Once you are in Outlook, the interface functions exactly as in the past. Students can lookup teacher email address by clicking the Address Book icon  (upper right), or by opening a new email and clicking the “To:” or “Cc:” links.

- Tip – To find teachers, type “Teacher-” and the Campus name in the search bar (example, for the HS, you would type “Teacher-HS”), click the Search icon  and all HS teachers would appear.



All student email accounts have 25 GB of storage space to house email and attachments.

Student file storage in the cloud and Office Apps in the cloud are currently under construction, and should be rolling out in the very near future.