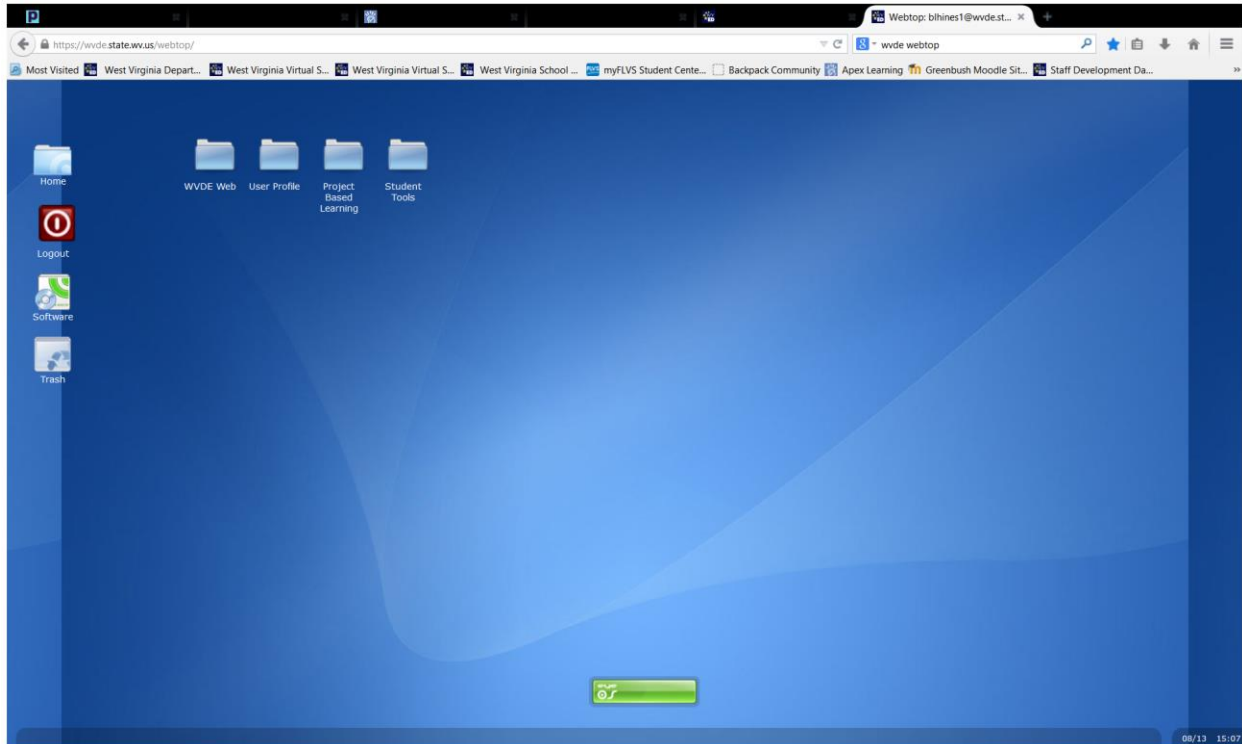


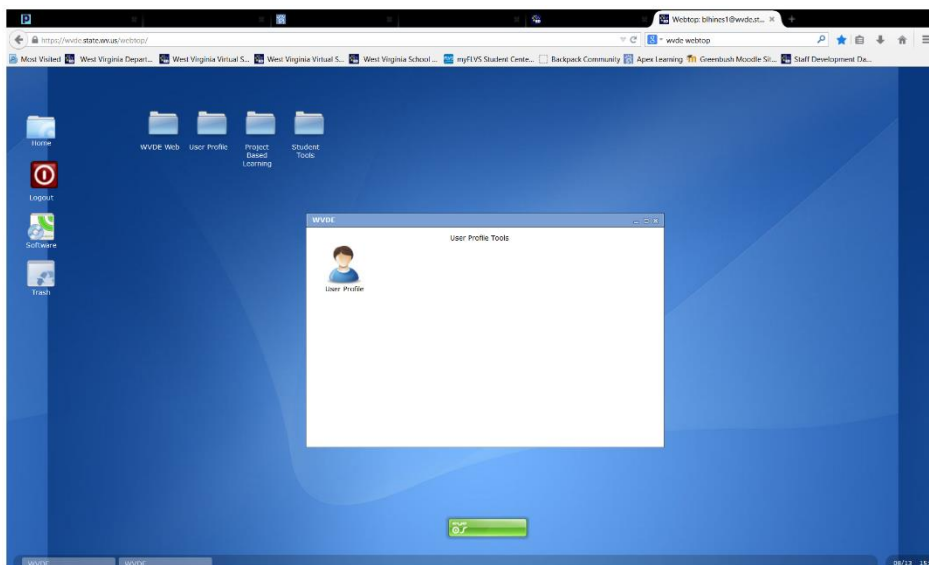
Directions for Setting Up Office 365 Student Accounts

Step 1: Go to WebTop login page: <https://wvde.state.wv.us/webtop/>

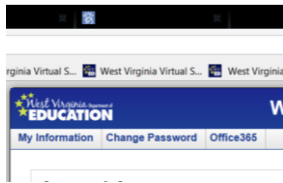
Step 2: Enter your Webtop username (the part of your email address before the @stu.k12.wv.us) and password. Once in Webtop, you will see this screen.



Step 3: Click the folder that says User Profile. You will get the icon User Profile.



Step 4: You will see the option to click Change Password in the upper left hand corner.

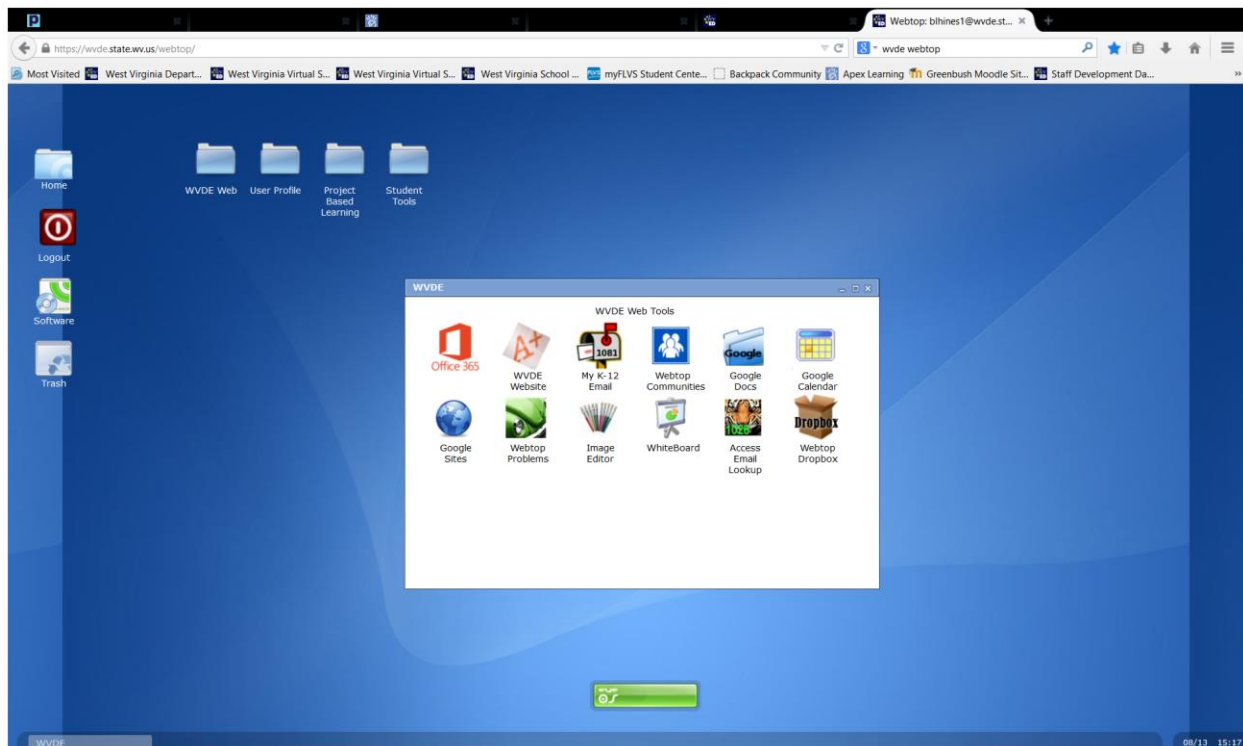


Step 5: Enter the Old Password, create a new password and confirm the password. The new password MUST be at least 6 characters with an upper and lower case letter plus a number. (example: Johndoe3)

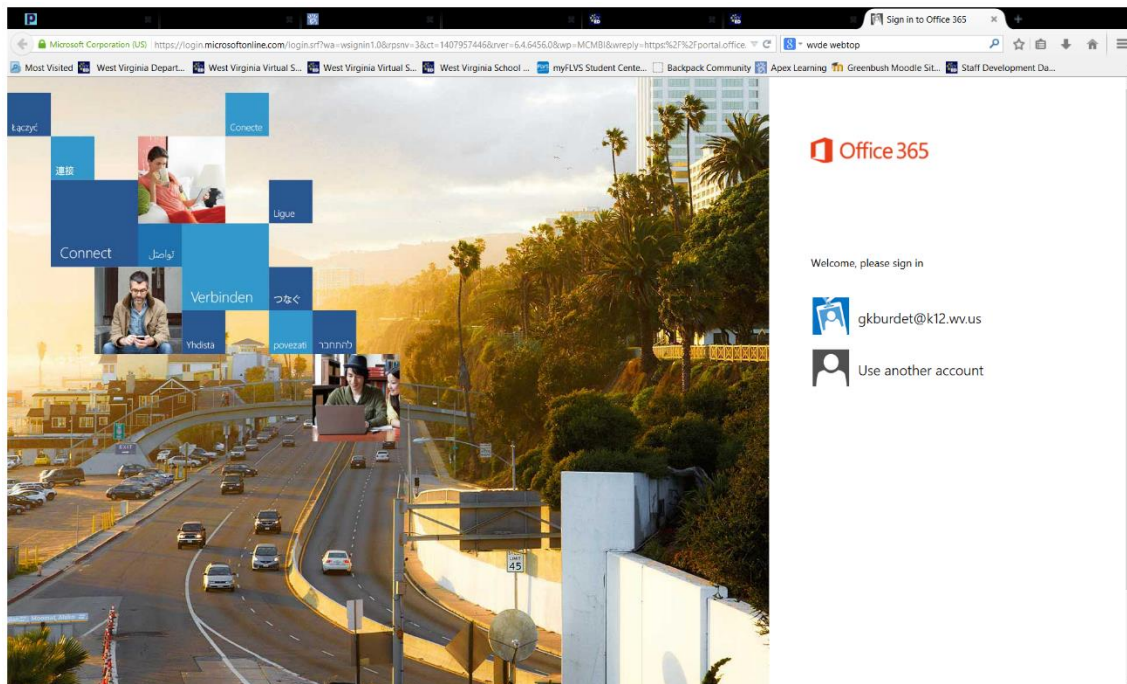
***You may also enter an alternate e-mail address that can be used for resetting your password in the event that you forget it.**

TO ACCESS EMAIL FROM THIS POINT, there are two options.

Option number 1: The student can exit the profile window and click the folder that says WVDE Web. The first option on the left is Office365. Click the icon.



It will take you to a screen that looks like this:



Option Number 2: The second option is to exit the Webtop and go directly to the Office 365 login site. The address is <http://portal.microsoftonline.com/>. If you are at school, you can just use the Office365 icon on the desktop.

Use your email address and the password you set in Webtop to log in.

Step 1: Set the language and time zone. Select English and Eastern Time.

Step 2: At the top you will see a blue bar with the words Outlook, Calendar, People, OneDrive, Tasks. Outlook is the mail portal. OneDrive allows you to access web versions of Word, PowerPoint, Excel, and other programs.